

The Construction Specifications Institute

**OUTSTANDING CHAPTER COMMENDATION**

DATE: \_\_\_\_\_

Chairman, Awards Committee  
c/o The Construction Specifications Institute  
110 South Union Street, Suite 100  
Alexandria, VA 22314

*Instructions:*

*The original of this form and supporting documents must be completed. Transfer summary information from pages 3 through 15(including the number of samples provided) to the Master Tally Sheet, page 2. Submit all pages 1 through 15, with appropriate samples, and attach additional pages as appropriate for explanation. All information and statistics shall be for the most recently completed fiscal year. Read CSI Honors & Awards Guide Section IV for a complete description of the award before completing Form 306.*

CHAPTER YEAR-END, **FY-09-10**

CHAPTER: **MEMPHIS**

REGION: **GULF STATES**

Has the Chapter received this award in the past?  Yes  No

If yes, what years? 2010, 2002-2005, 2007, 2009

(Check applicable box)

- Bronze Level (Five years)                       Silver Level (Ten years)
- Gold Level (Twenty years)                       Platinum Level (Thirty years)

**NOMINATION BY CHAPTER**

The Board of Directors, at its meeting held on \_\_\_\_\_, 20\_\_\_\_, nominated said chapter for the Outstanding Chapter Commendation. Therefore be it resolved that we do hereby place our chapter in nomination for the award, and the president and secretary be and hereby are authorized and directed to prepare the nomination papers and forward them to the Institute and do all things proper to forward said nomination.

President: \_\_\_\_\_ Pamela G. Davidson  
(Signature) (Print or Type Name)

Secretary: \_\_\_\_\_ Jay Sweeney  
(Signature) (Print or Type Name)

**PRIMARY CONTACT INFORMATION**

Contact Full Name: Pamela G. Davidson, CSI  
Address: 1661 International Drive Suite 100  
Phone: 901-261-4671  
Email: pdavidson@allenhoshall.com

The Construction Specifications Institute  
**OUTSTANDING CHAPTER COMMENDATION**  
**Master Tally Sheet**

*Instructions: The original of this form and supporting documents must be completed. Transfer summary information from pages 3 through 15 (including the number of samples provided) to the Master Tally Sheet, page 2. Submit all pages 1 through 15, with appropriate samples in order, and attach additional pages as appropriate for explanation. If you do not have the required number of examples for a given section, do not record actual points. Prior to submission, double check all math and confirm that each number has been correctly copied from the criteria page to the Master Tally page. All information and statistics shall be for the most recently completed fiscal year. See CSI Honors & Awards Guide Section IV for a complete description of the award.*

**Chapter:** MEMPHIS **Chapter #:** 038

*If you do not have the required number of examples for a given section, do not record actual points.*

Core Criteria	Actual Points	Possible Points
Membership	15	20
Education	16	20
Technical	9	10
Technical Bonus	3	5
Certification	10	10
<b>Total Core</b>	<b>53</b>	<b>65</b>

Indicate No. of Examples Provided	Examples Required
	3
	3
	3
	0
	3
	12

Elective Criteria	Actual Points	Possible Points
Programs	9	9
Awards	13	15
Product Show	11	12
Finance	6	6
Publications	11	11
Scholarship Program	8	9
Social/Activities	9	9
Affiliate Organization	6	6
Long Range Planning	4	4
Recorded Chapter History	3	3
Chapter Administration	6	6
Elective Bonus	20	36
<b>Total Elective</b>	<b>106</b>	<b>126</b>

Indicate No. of Examples Provided	Examples Required
	3
	3
	3
	1
	1
	1
	1
	1
	1
	1
	1
	0
	17

	Actual Points	Possible Points
Total Core	53	65
Total Elective	106	126
<b>Grand Total</b>	<b>159</b>	<b>191</b>

The Construction Specifications Institute

# OUTSTANDING CHAPTER COMMENDATION

## CORE CRITERIA

**MEMBERSHIP**

**Chairman: RACHEL GARDNER**

**Co-Chair: NIKOLE DANIELS**

End of the Fiscal Year Membership (Insert number corresponding to number of members the chapter has for each listed category. List each member type only once.):

Professional: 40      Industry: 44      Associate: 11      Intermediate: 5  
 Student: 16      Retired: 6      Emeritus: 12

**Total Membership: 134**

Does the chapter conduct membership, promotion, orientation, or retention activities?  Yes    No

Describe: THE CHAPTER ACKNOWLEDGES NEW MEMBERS AT EVERY CHAPTER MEETING AND THE MEMBERSHIP COMMITTEE MAKES A CONCERTED EFFORT TO INTRODUCE OURSELVES TO THE NEW MEMBERS PERSONALLY. WE HAVE ALSO INSTIUTED AN INFORMAL MENTORING POLICY WHERE A CURRENT MEMBER IS MATCHED UP WITH A NEW MEMBER TO HELP ACCLIMATE THEM TO THE CHAPTER.

*Check all boxes that apply. Place the raw score for each element in the appropriate blank under "Points". Provide supporting examples for at least three of the checked items. Total the raw scores on the blank in the Core Subtotal.*

	<b><u>POINTS</u></b>
<input checked="" type="checkbox"/> Chapter has a standing membership committee (2 pts)	2
<input checked="" type="checkbox"/> Chapter has a membership co-chairman (1 pt)	1
<input checked="" type="checkbox"/> Members contribute related tips or articles for chapter publications (2 pts)	2
<input checked="" type="checkbox"/> Chapter has an established marketing plan to recruit, renew, and reinstate members (2 pts)	2
<i>Examples:</i>	
<i>Recognizes new members and visitors at chapter meetings.</i>	
<i>Gives CSI pins to new members &amp; milestone anniversaries.</i>	
<i>Recognizes member's anniversaries in chapter publications.</i>	
<i>Publicizes chapter membership activities.</i>	
<input checked="" type="checkbox"/> Chapter provides membership information at chapter meetings/local product shows (2 pts)	2
<input checked="" type="checkbox"/> Chapter communicates membership goals, status reports, and activities (2 pts)	2
<input type="checkbox"/> Chapter has an orientation program for new members (2 pts)	0
<input type="checkbox"/> Chapter administers member surveys (2 pts)	0
<input checked="" type="checkbox"/> Chapter develops and leads new member promotions (2 pts)	2
<input checked="" type="checkbox"/> Chapter maintains an on-going retention program (2 pts)	2
<input type="checkbox"/> Chapter has a formalized membership drive (1 pt)	0

**CORE SUBTOTAL – MEMBERSHIP (20 Possible Points)**

**15**

The Construction Specifications Institute

# OUTSTANDING CHAPTER COMMENDATION

## CORE CRITERIA

**EDUCATION**

**Chairman: HARVEY WILMOTH**

**Co-Chair: MARY WHITE**

Describe the Education Committee activities, such as seminars, CEU programs, etc.

Seminar Attendance: 5  
 Topic: Underslab Waterproofing  
 Attendee Demographics: 3 Architects, 2 Engineers  
 Fee: \$25.00 pp

Describe the Chapter's most successful educational activity during the fiscal year: CONSTRUCTION DOCUMENTS

**TECHNOLOGY CLASS**

*Check all boxes that apply and place score for each element on the right side of sheet. Select at least three checked items and include supporting examples.*

	<b><u>POINTS</u></b>
<input checked="" type="checkbox"/> Chapter has a standing Education Committee with Chairman (2 pts)	2
<input checked="" type="checkbox"/> Chapter has an Education Committee Co-Chairman (1 pt)	1
<input checked="" type="checkbox"/> Chapter members contribute education-related articles for chapter publication (2 pts)	2
<input checked="" type="checkbox"/> Chapter conducts seminars (4 pts)	4
<i>Examples:</i>	
<i>Establishes programs in construction communications and technologies, focusing on improving upon and assisting in maintenance of these programs.</i>	
<i>Promotes the use of the Project Resource Manual - CSI Manual of Practice in construction communication courses.</i>	
<input checked="" type="checkbox"/> Chapter develops programs qualified to provide continuing education credits (2 pts)	2
<input checked="" type="checkbox"/> Chapter assists local educational institutions in establishing programs and construction communication courses (2 pts)	2
<input checked="" type="checkbox"/> Chapter establishes and maintains liaison between chapter and schools in locale (2 pts)	2
<input type="checkbox"/> Chapter aids associations and organizations with their programs in construction technology (2 pts)	0
<input checked="" type="checkbox"/> Chapter coordinates activities with its Certification and Technical Committees (1 pt)	1
<input type="checkbox"/> Chapter encourages members to submit their qualifications to construction industry speaker bureaus (2 pts)	0

**CORE SUBTOTAL – EDUCATION (20 Possible Points)**

**16**

The Construction Specifications Institute  
**OUTSTANDING CHAPTER COMMENDATION**  
**CORE CRITERIA**

**TECHNICAL**

**Chairman: TOMMY SMITH**

**Co-Chair: MIKE ECKLES**

**TECHNICAL BONUS POINTS (½ point per monthly technical program, with maximum of 5 points)**

Technical Programs:

MONTH	TOPIC	SPEAKER	ATTENDANCE	POINTS
July	-----			
August	SpecQuest Planning (SPECQUEST LUNCHEON)	TOMMY SMITH	6	1/2
September	CONSTRUCTION IN SHELBY COUNTY	SHELBY COUNTY MAYOR A.C. WHARTON	54	1/2
October	TOUR OF TN AIR NATIONAL GUARD HANGAR	LT. COL. TRACY RUGER	59	1/2
November	OVERVIEW OF DOWNTOWN'S REVITALIZATION	ANDY KITSINGER	41	1/2
December	-----			
January	MEMPHIS GROWTH	JEBB FIELDS	48	1/2
February	DEALING WITH DUAL MASTERFORMATS	TOMMY SMITH	49	1/2
March	-----			
April	ENVELOPE AIR BARRIERS	THOMAS MAYBERRY	43	1/2
May	NAVY CONSTRUCTION	LTCMDR ISABELLE DETTER	56	1/2
June	-----			
			<b>Technical Bonus Subtotal</b>	

Check all boxes that apply. Place raw score for each element in the appropriate blank under "Points". Provide supporting examples for at least three of the checked items. Total the raw scores on the blank in the Core Subtotal box.

**POINTS**

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Chapter has a standing Technical Committee with Chairman (2 pts)                             | 2 |
| <input checked="" type="checkbox"/> Chapter has a Technical Committee Co-Chairman (1 pt)   | 1 |
| <input checked="" type="checkbox"/> Chapter members contribute articles for chapter publications (2 pts)                         | 2 |
| <input type="checkbox"/> Chapter participates in Region technical activities (1 pt)  | 0 |
| <input checked="" type="checkbox"/> Chapter participates in Institute technical activities (1 pt)                                | 1 |
| <input checked="" type="checkbox"/> Chapter has subcommittees on subjects as appropriate (1 pt)                                  | 1 |
| <input checked="" type="checkbox"/> Chapter develops technical documents for use within the chapter or by other chapters (2 pts) | 2 |

<b>CORE SUBTOTAL – TECHNICAL (10 Possible Points)</b>	<b>9</b>
<b>– TECHNICAL BONUS (5 Possible Points)</b>	<b>3</b>

# OUTSTANDING CHAPTER COMMENDATION

## CORE CRITERIA

### CERTIFICATION

**Chairman: EDITH WASHINGTON**

**Co-Chair: HARVEY WILMOTH**

Describe the Certification Committee activities: SEE ATTACHMENT A

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Record the number of chapter members who hold the following credential(s).

Number of certified members in chapter:

CDT: 24

CCS: 6

CCPR: 1

CCCA: 7

Number of people who sat for exams and pass rate for the previous fiscal year:

CDT: \_\_\_\_\_ %

CCPR: \_\_\_\_\_ %

CCS: \_\_\_\_\_ %

CCCA: \_\_\_\_\_ %

*Check all boxes that apply. Place raw score for each element in the appropriate blank under "Points". Provide supporting examples for at least three of the checked items. Total the raw scores on the blank in the Core Subtotal box.*

	<b><u>POINTS</u></b>
<input checked="" type="checkbox"/> Chapter has a standing Certification Committee with Chairman (2 pts)	2
<input checked="" type="checkbox"/> Chapter has a Certification Committee Co-Chairman (1 pt)	1
<input checked="" type="checkbox"/> Chapter members contribute related articles for chapter publications (2 pts)	2
<input checked="" type="checkbox"/> Chapter promotes the Institute certification programs (1 pt)	1
<input checked="" type="checkbox"/> Chapter conducts chapter certification tutorial programs (2 pts)	2
<input checked="" type="checkbox"/> Chapter has certified members within its ranks (1 pt)	1
<input checked="" type="checkbox"/> Chapter has candidates for at least one of the exams (1 pt)	1

<b>CORE SUBTOTAL – CERTIFICATION (10 Possible Points)</b>	<b>10</b>
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The Construction Specifications Institute

## OUTSTANDING CHAPTER COMMENDATION

### ELECTIVE CRITERIA

**PROGRAMS**

**Chairman: CHARLES COOPER**

**Co-Chair: PAM DAVIDSON**

Non-Technical Programs:

MONTH	TOPIC	SPEAKER	ATTENDANCE
July	TRANSFER OF POWER MEETING GOLF TOURNAMENT	----	19 76
August	50TH ANNIVERSARY CELEBRATION	EDITH WASHINGTON	152
September			
October			
November			
December	CHRISTMAS PARTY	SUSAN MORGAN (TOUR GUIDE)	44
January			
February			
March	PRODUCTS DISPLAY SHOW	--	343 (does not include CSI members/booth reps)
April			
May			
June	AWARDS BANQUET	--	63

Number of meetings per year: 8

Number of special or joint meetings: 1

Meal/Meeting cost: \$20.00

Average meeting attendance: 45

Professional: 17

Industry: 20

Associate: \_\_\_\_\_

Intermediate: \_\_\_\_\_

Student: 2

Guest: 1

Retired: 3

Emeritus: 2

*Check all boxes that apply. Place raw score for each element in the appropriate blank under "Points". Provide supporting examples for at least three of the checked items. Total the raw scores on the blank in the Elective Subtotal box.*

**POINTS**

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Chapter has a standing Program Committee with Chairman (2 pts)              | 2 |
| <input checked="" type="checkbox"/> Chapter has a Program Committee Co-Chairman (1 pt)                          | 1 |
| <input checked="" type="checkbox"/> Chapter promotes upcoming programs in chapter publications (2 pts)          | 2 |
| <input checked="" type="checkbox"/> Chapter has one program presented by someone other than a CSI member (1 pt) | 1 |
| <input checked="" type="checkbox"/> Chapter sends its program information for publication by area media (1 pt)  | 1 |
| <input checked="" type="checkbox"/> Chapter plans programs at least three months in advance (2 pts)             | 2 |

**ELECTIVE SUBTOTAL – PROGRAMS (9 Possible Points)**

**9**

# OUTSTANDING CHAPTER COMMENDATION

## ELECTIVE CRITERIA

### AWARDS

**Chairman: GARY COPELAND**

**Co-Chair: SCOTT GUIDRY**

Awards	Number Submitted	Number Awarded	Name of Recipient, Award
Chapter awards			
Region awards	4	4	Scott Guidry, Website; Duke Walker, Memphis Perspective; Kate Bidwell, UofM Region Scholarship, Pam Davidson/Memphis Chapter, 50 <sup>th</sup> Anniversary
Institute awards	7	5	Chapter Commendation; 50 <sup>th</sup> CD/Special Edition; Memphis PerSPECTive; Scott Guidry – Website; U of M – Terra House

*Check all boxes that apply. Place raw score for each element in the appropriate blank under "Points". Provide supporting examples for at least three of the checked items. Total the raw scores on the blank in the Elective Subtotal box.*

### POINTS

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Chapter has a standing Awards Committee with Chairman (2 pts)                       | 2 |
| <input checked="" type="checkbox"/> Chapter has an Awards Committee Co-Chairman (1 pt)                                  | 1 |
| <input type="checkbox"/> Chapter membership contributes award articles to chapter publications (2 pts)                  | 0 |
| <input checked="" type="checkbox"/> Chapter has an annual awards program (2 pts)  | 2 |
| <input checked="" type="checkbox"/> Chapter submitted nominations for region awards program this fiscal year (2 pts)    | 2 |
| <input checked="" type="checkbox"/> Region winner is a chapter member this fiscal year (2 pts)                          | 2 |
| <input checked="" type="checkbox"/> Chapter submitted nominations for Institute awards program this fiscal year (2 pts) | 2 |
| <input checked="" type="checkbox"/> Institute winner is a chapter member this fiscal year (2 pts)                       | 2 |

**ELECTIVE SUBTOTAL – AWARDS (15 Possible Points)**

**13**

The Construction Specifications Institute

## OUTSTANDING CHAPTER COMMENDATION

### ELECTIVE CRITERIA

**PRODUCT SHOW**

**Chairman: RON ROBERTS**

**Co-Chair: GARY COFER**

Number of booths/tabletops: 93

Jointly held with another organization?  Yes  No If yes, who? \_\_\_\_\_

Show location: AGRICENTER INTERNATIONAL SHOWROOM, MEMPHIS, TN

Why this location: HIGH VISIBILITY; DEMOGRAPHICS

Statistics:

Cost per booth to CSI members: \$475.00

Cost per booth to non-CSI participants: \$575.00

Attendance cost: \$0

Is there a meal?  Yes  No

Is there a bar?  Yes  No Cost \$0

Cost of location: \$5,000.00

Net income/(loss) \$18,400.00

*Check all boxes that apply. Place raw score for each element in the appropriate blank under "Points". Provide supporting examples for at least three of the checked items. Total the raw scores on the blank in the Elective Subtotal box.*

**POINTS**

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Chapter has a standing Product Show Committee with Chairman (2 pts)                               | 2 |
| <input checked="" type="checkbox"/> Chapter has a Product Show Committee Co-Chairman (1 pt)   | 1 |
| <input checked="" type="checkbox"/> Chapter members write articles related to product shows (2 pts)                                   | 2 |
| <input checked="" type="checkbox"/> Chapter presented a products show to local construction industry (2 pts)                          | 2 |
| <input type="checkbox"/> Chapter participated in affiliate organizations or associations product shows (1 pt)                         | 0 |
| <input checked="" type="checkbox"/> Chapter offers seminars for continuing education credits in conjunction with product show (2 pts) | 2 |
| <input checked="" type="checkbox"/> Chapter had affiliate organizations participate in show (1 pt)                                    | 1 |
| <input checked="" type="checkbox"/> Chapter has a CSI booth at product show (1 pt)  | 1 |

**ELECTIVE SUBTOTAL – PRODUCT SHOW (12 Possible Points)**

**11**

The Construction Specifications Institute

## OUTSTANDING CHAPTER COMMENDATION

### ELECTIVE CRITERIA

**FINANCE**

Treasurer: JOHN BIGHAM

Describe the overall financial health of your chapter: VERY GOOD

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Budget: *(Attach)*

Income: \$77,417.00

Expenses: \$71,583.00

Net (income less expenses): \$ 5,834.00  
(Deficit)/Surplus

Region assessment: \$ 812.50

Reserves: \$10,078.00

Do you have your books audited by other chapter members or an outside entity?  Yes  No

How often are your books audited? YEARLY

*Check all boxes that apply. Place raw score for each element in the appropriate blank under "Points". Provide a supporting example for at least one of the checked items. Total the raw scores on the blank in the Elective Subtotal box.*

	<b><u>POINTS</u></b>
<input checked="" type="checkbox"/> Chapter has a standing Finance Committee (2 pts)	2
<input checked="" type="checkbox"/> Chapter prepares a budget and utilized it for chapter operations (2 pt)	2
<input checked="" type="checkbox"/> Chapter maintained a balanced budget at year end (1 pt)	1
<input checked="" type="checkbox"/> Chapter has a surplus fund at the end of the fiscal year (1 pt)	1

<b>ELECTIVE SUBTOTAL – FINANCE (6 Possible Points)</b>	<b>6</b>
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# OUTSTANDING CHAPTER COMMENDATION

## ELECTIVE CRITERIA

### PUBLICATIONS

**Chairman: DUKE WALKER**

**Co-Chair: RON ROBERTS**

#### Newsletter

Name: MEMPHIS PERSPECTIVE  
 Editor: DUKE WALKER  
 Distribution: 225+  
 Advertising Rates: VARIOUS DEPENDING ON SIZE OF AD  
 Regular Features: PRESIDENT'S MESSAGE; STUDENT CHAPTER PRESIDENT'S MESSAGE; MAXIMIZING MEMBERSHIPS; SERVICE TO OUR COUNTRY; CHAPTER MEETING REPORT

Describe funding and whether or not newsletter is self-sufficient. BUSINESS ADS ARE SOLD. MAGAZINE IS NOT SELF-SUFFICIENT THIS YEAR.

Does your chapter publish a membership roster?  Yes  No  
 If yes, how is it funded? What is its distribution? Who is responsible for publication? MEMBERSHIP ROSTER IS PUBLISHED IN MAGAZINE EVERY YEAR IN THE MARCH ISSUE.

Does your chapter publish a chapter calendar?  Yes  No  
 Included in newsletter?

Does your chapter have a website?  Yes  No  
 Web URL: www.csimemphis.org

Does your chapter produce publications in addition to those listed above?  Yes  No  
 If so, describe. \_\_\_\_\_

*Check all boxes that apply. Place raw score for each element in the appropriate blank under "Points". Provide a supporting example for at least one of the checked items. Total the raw scores on the blank in the Elective Subtotal box.*

#### POINTS

- Chapter has a standing Publications Committee (2 pts) 2
- Chapter publishes a newsletter (paper or electronic) of at least four issues (2 pts) 2
- Chapter produced special promotional pieces or posters (2 pts) 2
- Chapter published a membership roster (2 pts) 2
- Chapter published an operating guide (2 pts) 2
- Photos of chapter meetings/activities published in newsletter (1 pt) 1

**ELECTIVE SUBTOTAL – PUBLICATIONS (11 Possible Points)**

**11**

# OUTSTANDING CHAPTER COMMENDATION

## ELECTIVE CRITERIA

### SCHOLARSHIP PROGRAM

**Chairman: JACK MORAN**

**Co-Chair: JULIE VARNADO**

Describe scholarship activities of the chapter. CHAPTER SPONSORS TWO HALF SCHOLARSHIPS ANNUALLY FOR UNIVERSITY OF MEMPHIS STUDENT AFFILIATE MEMBERS WHO QUALIFY. THE CAMPAIGN TO RAISE FUNDS DRAWS FROM DONATIONS AND VARIOUS FUNCTIONS TO RAISE MONEY NECESSARY TO SUPPORT THE SCHOLARSHIPS.

*Check all boxes that apply. Place raw score for each element in the appropriate blank under "Points". Provide a supporting example for at least one of the checked items. Total the raw scores on the blank in the Elective Subtotal box.*

	<b>POINTS</b>
<input checked="" type="checkbox"/> Chapter has a standing Scholarship Committee with Chairman (2 pts)	2
<input checked="" type="checkbox"/> Chapter has a Scholarship Committee Co-Chairman (1 pt)	1
<input checked="" type="checkbox"/> Chapter <i>members write scholarship-related articles for chapter publications</i> (2 pts)	2
<input checked="" type="checkbox"/> Chapter supports scholarship fund (1 pt)	1
<input type="checkbox"/> Chapter membership support other construction industry scholarship funds (1 pt)	0
<input checked="" type="checkbox"/> Chapter has an established scholarship foundation (1 pt)	1
<input checked="" type="checkbox"/> Chapter has fund raising events for scholarships (1 pt)	1

**ELECTIVE SUBTOTAL – SCHOLARSHIPS (9 Possible Points)**

**8**

The Construction Specifications Institute

# OUTSTANDING CHAPTER COMMENDATION

## ELECTIVE CRITERIA

### SOCIAL/ACTIVITIES

**Chairman: DEXTER VARNELL**

**Co-Chair: BRYAN DONNAUD**

What programs did the social committee plan during the year? Provide information and attach a sample (invitation or other announcement) for one event.

Event: CHRISTMAS PARTY @ WOODRUFF FONTAINE HOUSE

Income: \$1,873.98

Expenses: \$1,957.81

Net Income (less): \$-83.83

Funding arrangements: SPONSORS, TICKETS

*Check all boxes that apply. Place raw score for each element in the appropriate blank under "Points". Provide a supporting example for at least one of the checked items. Total the raw scores on the blank in the Elective Subtotal box.*

	<u>POINTS</u>
<input checked="" type="checkbox"/> Chapter has a standing Social/Activities Committee with Chairman (2 pts)	2
<input checked="" type="checkbox"/> Chapter has a Social/Activities Co-Chairman (1 pt)	1
<input checked="" type="checkbox"/> Members contribute related articles to chapter newsletters (2 pts)	2
<input checked="" type="checkbox"/> Chapter has an annual awards banquet (2 pts)	2
<input checked="" type="checkbox"/> Chapter has a holiday gathering or other social functions (chapter meetings excluded) (2 pts)	2

<b>ELECTIVE SUBTOTAL/ACTIVITIES – SOCIAL (9 Possible Points)</b>	<b>9</b>
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### AFFILIATE ORGANIZATIONS

**Chairman: GARY COFER**

**Co-Chair: STEWART JOE**

Does your chapter actively pursue liaison with other organizations?  Yes  No

If so, describe. University of Memphis Student Affiliate

Does your chapter solicit affiliate group participation at joint meetings?  Yes  No

*Check all boxes that apply. Place raw score for each element in the appropriate blank under "Points". Provide a supporting example for at least one of the checked items. Total the raw scores on the blank in the Elective Subtotal box.*

	<u>POINTS</u>
<input checked="" type="checkbox"/> Chapter actively solicits affiliate group participation at chapter meetings (2 pts)	2
<input checked="" type="checkbox"/> Chapter co-sponsors local construction events or product show (2 pts)	2
<input checked="" type="checkbox"/> Chapter maintains liaison with at least one other professional organization (2 pts)	2

<b>ELECTIVE SUBTOTAL – AFFILIATE ORGANIZATIONS (6 Possible Points)</b>	<b>6</b>
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The Construction Specifications Institute  
**OUTSTANDING CHAPTER COMMENDATION**  
**ELECTIVE CRITERIA**

**LONG-RANGE PLANNING**

**Chairman: GARY COPELAND**

**Co-Chair: JOHN BIGHAM**

Describe your chapter's Long-range goals: STANDARD RECORDING SYSTEM, MEMBER FEEDBACK, RECRUITMENT, INCREASE LEADERSHIP, RAISE ATTENDANCE, IMPROVE REGION INVOLVEMENT, COMMIT 5 FUTURE PRESIDENTS.

*Check all boxes that apply. Place raw score for each element in the appropriate blank under "Points". Provide a supporting example for at least one of the checked items. Total the raw scores on the blank in the Elective Subtotal box.*

**POINTS**

- |                                     |   |   |
|-------------------------------------|---|---|
| <input checked="" type="checkbox"/> | Chapter has a standing Long-Range Planning Committee (2 pts)      | 2 |
| <input checked="" type="checkbox"/> | Chapter has a formal, three-year long-range plan in place (2 pts) | 2 |

<b>ELECTIVE SUBTOTAL – LONG-RANGE PLANNING (4 Possible Points)</b>	<b>4</b>
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**RECORDED CHAPTER HISTORY (ARCHIVES)**

**Chairman: RON ROBERTS**

**Co-Chair: DON MANLEY**

*Check all boxes that apply. Place raw score for each element in the appropriate blank under "Points". Provide a supporting example for at least one of the checked items. Total the raw scores on the blank in the Elective Subtotal box.*

**POINTS**

- |                                     |  |   |
|-------------------------------------|--|---|
| <input checked="" type="checkbox"/> | Chapter has a chapter historian (1 pt)                 | 1 |
| <input checked="" type="checkbox"/> | Chapter has recorded history on an annual basis (1 pt) | 1 |
| <input checked="" type="checkbox"/> | Chapter keeps historical records (1 pt)                | 1 |

<b>ELECTIVE SUBTOTAL – RECORDED CHAPTER HISTORY (3 Possible Points)</b>	<b>3</b>
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**CHAPTER ADMINISTRATION**

*Check all boxes that apply. Place raw score for each element in the appropriate blank under "Points". Provide a supporting example for at least one of the checked items. Total the raw scores on the blank in the Elective Subtotal box.*

**POINTS**

- |                                     |   |   |
|-------------------------------------|---|---|
| <input checked="" type="checkbox"/> | Chapter Board of Directors meets on a monthly basis (1 pt)  | 1 |
| <input checked="" type="checkbox"/> | Current chapter bylaws are in agreement with the current Institute model by-laws (1 pt)           | 1 |
| <input checked="" type="checkbox"/> | Committee chairmen and members are appointed in time to be published in Institute roster (1 pt)   | 1 |
| <input checked="" type="checkbox"/> | Chapter is incorporated and files tax returns (1 pt)  | 1 |
| <input checked="" type="checkbox"/> | Chapter maintains a chapter-oriented website (1 pt)   | 1 |
| <input checked="" type="checkbox"/> | Chapter pays all or part of cost for committee chairmen's' attendance at region conference (1 pt) | 1 |

<b>ELECTIVE SUBTOTAL – CHAPTER ADMINISTRATION (6 Possible Points)</b>	<b>6</b>
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The Construction Specifications Institute

**OUTSTANDING CHAPTER COMMENDATION**

**ELECTIVE CRITERIA**

**ELECTIVE BONUS POINTS**

*Check all boxes that apply. Place raw score for each element in the appropriate blank under "Points". Provide a supporting example for at least one of the checked items. Total the raw scores on the blank in the Elective Subtotal box.*

	<u>POINTS</u>
<b>HOSPITALITY EFFORTS</b>	
<input checked="" type="checkbox"/> Chapter has ambassadors or greeters at monthly meetings (2 pts)	2
<b>ORIENTATION</b>	
<input type="checkbox"/> Chapter has new member orientation (2 pts)	0
<input checked="" type="checkbox"/> Chapter has a board/committee orientation (2 pts)	2
<b>INSTITUTE INVOLVEMENT</b>	
<input checked="" type="checkbox"/> Chapter member(s) attended most recent convention (1 pt)	1
<input type="checkbox"/> Chapter has hosted The CSI Annual Convention in the fiscal year (4 pts)	0
<input checked="" type="checkbox"/> Promotes Institute activities in newsletter at least twice in the fiscal year (1 pt)	1
<input type="checkbox"/> Chapter member is an Institute Director (1 pt)	0
<input type="checkbox"/> Chapter has member(s) on Institute committee(s) (2 pts)	0
<b>REGION INVOLVEMENT</b>	
<input checked="" type="checkbox"/> Chapter member(s) attended most recent conference (1 pt)	1
<input type="checkbox"/> Chapter member(s) participated in region committees (1 pt)	0
<input type="checkbox"/> Host chapter for region conference last fiscal year (4 pts)	0
<input checked="" type="checkbox"/> Chapter promotes region activities in newsletter at least twice in the program year (1 pt)	1
<input type="checkbox"/> Chapter has region committee chairman from within ranks (1 pt)	0
<b>STUDENT AFFILIATE INVOLVEMENT</b>	
<input checked="" type="checkbox"/> Chapter has an active student affiliate program (4 pts)	4
<input checked="" type="checkbox"/> Chapter subsidizes student meal costs at meetings and/or provides programs at no cost (1 pt)	1
<input checked="" type="checkbox"/> Chapter provides programs on campus for CSI affiliates or AIA chapters (1 pt)	1
<input checked="" type="checkbox"/> Chapter maintains affiliation with academic institutions within chapter's locale (1 pt)	1
<b>FUND RAISERS</b>	
<input checked="" type="checkbox"/> Chapter has a golf tournament (2 pts)	2
<input checked="" type="checkbox"/> Chapter has tabletop displays at monthly meetings (2 pts)	2
<input checked="" type="checkbox"/> Chapter sells CSI merchandise, i.e., pins, golf towels, etc. (1 pt)	1
<input type="checkbox"/> Chapter has special chapter fund raising events (excludes product shows) (1 pt)	0
<b>ELECTIVE SUBTOTAL – BONUS POINTS (36 Possible Points)</b>	<b>20</b>

