

<i>Section Title</i>	<i>Page</i>
1.0 INTRODUCTION.....	4
1.1 PURPOSE OF AWARDS.....	4
1.2 PURPOSE OF AWARDS GUIDE .....	4
2.0 COMMITTEES .....	4
2.1 REFERENCE .....	4
2.2 DUTY .....	4
2.3 ASSOCIATION COMMITTEE.....	4
2.4 CHAPTER COMMITTEE .....	4
3.0 LIFE MEMBERSHIP .....	5
3.1 REFERENCE .....	5
3.2 DEFINITION.....	5
3.3 QUALIFICATION.....	5
3.4 PROCEDURE .....	5
3.5 THE AWARD.....	5
3.6 PRESENTATION .....	5
4.0 HONORARY MEMBERSHIP .....	5
4.1 REFERENCE .....	5
4.2 DEFINITION.....	5
4.3 QUALIFICATION.....	6
4.4 PROCEDURE .....	6
4.5 THE AWARD.....	6
4.5 PRESENTATION .....	6
5.0 PRESIDENT'S AWARD .....	6
5.1 DEFINITION.....	6
5.2 QUALIFICATION.....	6
5.3 PROCEDURE .....	6
5.4 THE AWARD.....	6
5.5 PRESENTATION .....	6
6.0 PAST PRESIDENT'S AWARD.....	6
6.1 DEFINITION.....	6
6.2 QUALIFICATION.....	7
6.3 PROCEDURE .....	7
6.4 THE AWARD.....	7
6.5 PRESENTATION .....	7
7.0 NATIONAL AWARD OF MERIT .....	7
7.1 DEFINITION.....	7
7.2 QUALIFICATION.....	7
7.3 PROCEDURE .....	7
7.4 THE AWARD.....	7
7.5 PRESENTATION .....	8
8.0 CHAPTER AWARD OF MERIT .....	8
8.1 DEFINITION.....	8
8.2 QUALIFICATION.....	8

8.3	PROCEDURE .....	8
8.4	THE AWARD.....	9
8.5	PRESENTATION .....	9
9.0	LLOYD BODDY CHAPTER OF THE YEAR AWARD.....	9
9.1	DEFINITION.....	9
9.2	QUALIFICATION.....	9
9.3	EVALUATION COMMITTEE.....	9
9.4	SCRUTINEER.....	9
9.5	PROCEDURE .....	9
9.6	THE AWARD.....	11
9.7	PRESENTATION .....	11
10.0	10-YEAR MEMBER AWARD .....	11
10.1	DEFINITION.....	11
10.2	QUALIFICATION.....	12
10.3	PROCEDURE .....	12
10.4	THE AWARD.....	12
10.5	PRESENTATION .....	12
12.0	15-YEAR MEMBER AWARD .....	12
11.1	DEFINITION.....	12
11.2	QUALIFICATION.....	12
11.3	PROCEDURE .....	12
11.4	THE AWARD.....	12
11.5	PRESENTATION .....	12
12.0	20-YEAR MEMBER AWARD.....	13
12.1	DEFINITION.....	13
12.2	QUALIFICATION.....	13
12.3	PROCEDURE .....	13
12.4	THE AWARD.....	13
12.5	PRESENTATION .....	13
13.0	25-YEAR MEMBER AWARD.....	13
13.1	DEFINITION.....	13
13.2	QUALIFICATION.....	13
13.3	PROCEDURE .....	13
13.4	THE AWARD.....	14
13.5	PRESENTATION .....	14
14.0	EUREKA CLUB MEMBERSHIP .....	14
14.1	DEFINITION.....	14
14.2	QUALIFICATION.....	14
14.3	PROCEDURE .....	14
14.4	THE AWARD.....	14
14.5	PRESENTATION .....	14
15.0	CHAPTER CERTIFICATE OF APPRECIATION .....	15
15.1	DEFINITION.....	15
15.2	QUALIFICATION.....	15
15.3	PROCEDURE .....	15
15.4	THE AWARD.....	15

---

15.5	PRESENTATION .....	15
16.0	PRESIDENT'S CHAPTER AWARDS .....	15
16.1	DEFINITION.....	15
16.2	QUALIFICATION.....	15
16.3	PROCEDURE .....	16
16.4	THE AWARD.....	17
16.5	PRESENTATION .....	17
APPENDICES		
A	AWARDS TIME SCHEDULE .....	18
B	LETTER SOLICITING NATIONAL AWARD OF MERIT NOMINATIONS .....	21
C	LETTER TO CHAPTER CHAIRS TO APPOINT AWARDS COMMITTEE .....	23
D	NOMINATIONS FOR CHAPTER AWARDS OF MERIT.....	24
E	CERTIFICATE FOR CHAPTER AWARD OF MERIT .....	25
F	LETTER FOR LONGEVITY MEMBERSHIP AWARD .....	26
G	LETTER TO RECIPIENTS OF 10 AND 15 YEAR MEMBER AWARD.....	27
H	CERTIFICATE FOR LONGEVITY MEMBERSHIP AWARD .....	28
I	CHAPTER CERTIFICATE OF APPRECIATION .....	29
J	SAMPLE LETTER TO CHAPTER AWARD OF MERIT RECIPIENT .....	30
K	SAMPLE LETTER TO NATIONAL AWARD OF MERIT RECIPIENT .....	31

**END OF TABLE OF CONTENTS**

<b>1.0</b>	<b>INTRODUCTION {TC \L1 "1.0</b>	<b>INTRODUCTION}</b>
1.1	PURPOSE OF AWARDS {TC \L2 "1.1	PURPOSE OF AWARDS}
1.1.1	Efforts and achievements aimed at the improvement of our association as a whole, deserve to be recognized in a positive way.	
1.1.2	Being an organization of many members who contribute time and effort generously on a volunteer basis, it is important that CSC express appreciation of these efforts.	
1.1.3	Recognition of effort above and beyond the call in the form of an award encourages further participation and contribution by the membership.	
1.1.4	Presentation of Awards attracts attention of our industry and afford access to new members by demonstration of the appreciation of the association of the efforts and achievements of the membership.	
1.1.5	Unless noted, awards are based on the performance during the preceding calendar year.	
1.2	PURPOSE OF AWARDS GUIDE {TC \L2 "1.2	PURPOSE OF AWARDS GUIDE}
1.2.1	To afford understanding and clarification of the awards program.	
1.2.2	To clarify the nomination procedures associated with each of the awards.	
1.2.3	To encourage participation of the membership in the evaluation and appreciation of their fellow members efforts on behalf of the association by nomination of the deserving members for the appropriate awards.	
<b>2.0</b>	<b>COMMITTEES {TC \L1 "2.0</b>	<b>COMMITTEES }</b>
2.1	REFERENCE {TC \L2 "2.1	REFERENCE}
2.1.1	By-Laws: Article 28.0	
2.1.2	Directives: Section 11.1 Committees General; 11.13 Awards	
2.2	DUTY {TC \L2 "2.2	DUTY}
2.2.1	To ensure that all qualified members are given adequate opportunity to participate in the awards programs and are encouraged to do so.	
2.3	ASSOCIATION COMMITTEE {TC \L2 "2.3	ASSOCIATION COMMITTEE}
2.3.1	CSC Awards Program Chair will serve as Chair of a "CSC Committee for the Approval of Awards of Merit" and will also act as Chair of CSC Committee for approval of all other association awards, excluding "Election to the College of Fellows".	
2.4	CHAPTER COMMITTEE {TC \L2 "2.4	CHAPTER COMMITTEE}
2.4.1	Chapters will appoint a Chapter Committee to encourage the nomination of suitable candidates for Awards of Merit and to assist the Association Committee in final selections for Chapter Awards of Merit.	
2.4.2	Chapter Committees will consist of a Chair and two other members. These three members should not hold any office in CSC but, should be familiar with current activities in CSC and the Chapter.	

<b>3.0</b>	<b>LIFE MEMBERSHIP {TC \L1 "3.0</b>	<b>LIFE MEMBERSHIP}</b>
3.1	REFERENCE {TC \L2 "3.1	REFERENCE}
	3.1.1 Directive 11.13 Award Program	
3.2	DEFINITION {TC \L2 "3.2	DEFINITION}
	3.2.1 The highest award the association can bestow upon an individual member in recognition of service to the association.	
3.3	QUALIFICATION {TC \L2 "3.3	QUALIFICATION}
	3.3.1 Long term membership.	
	3.3.2 Active participation in the advancement of the goals of the Association.	
3.4	PROCEDURE {TC \L2 "3.4	PROCEDURE}
	3.4.1 Nominations for life membership must be made by no less than seven (7) members, reflecting membership in at least three different chapters.	
	3.4.2 Endorsement of nominations for Life Membership shall be by majority vote of the Executive Council.	
	3.4.3 Election shall be by majority vote of the Board of Directors.	
	3.4.4 The maximum number of life membership awards will be two for the first 1000 members in Construction Specifications Canada (CSC), for the year in question, and one additional life membership award for each 1000 members, or part thereof, over and above the initial 1000 members. The total number of awards within this limit will be at the discretion of the Executive Council.	
	3.4.5 Inform the successful nominees, through the Executive Director, of the committee decisions and of the time and place at which the presentations will be made	
3.5	THE AWARD {TC \L2 "3.5	THE AWARD}
	3.5.1 A Plaque in which the inscription will express appropriate appreciation for and recognition of the individual member's contribution to the advancement of CSC.	
	3.5.2 Acknowledgment on the plaque of the member's enrolment as a Life Member of Construction Specifications Canada.	
3.6	PRESENTATION {TC \L2 "3.6	PRESENTATION}
	3.6.1 Presentation of the award will be made at an appropriate time during the Annual Conference of CSC to afford recognition and expression of appreciation by the membership.	
<b>4.0</b>	<b>HONORARY MEMBERSHIP {TC \L1 "4.0</b>	<b>HONORARY MEMBERSHIP}</b>
4.1	REFERENCE {TC \L2 "4.1	REFERENCE}
	4.1.1 Directive 11.13 Awards.	
4.2	DEFINITION {TC \L2 "4.2	DEFINITION}
	4.2.1 The only award that is conferred on a non-member of CSC.	

- 4.3 QUALIFICATIONS {TC \L2 "4.3 QUALIFICATION}
- 4.3.1 An individual who is a non-member.
- 4.3.2 An individual who has performed distinguished services in fields of activity related to the purposes of CSC or to the construction industry in general.
- 4.4 PROCEDURE {TC \L2 "4.4 PROCEDURE}
- 4.4.1 Nomination for "Honorary Membership" shall be by majority vote of the Executive Council.
- 4.4.2 Election shall be by majority vote of the Board of Directors.
- 4.5 THE AWARD {TC \L2 "4.5 THE AWARD}
- 4.5.1 A suitable plaque with inscription descriptive of the nominee's contribution to CSC and the industry
- 4.6 PRESENTATION {TC \L2 "4.5 PRESENTATION}
- 4.6.1 Presentation of the Award will be made at an appropriate time during the annual conference of CSC to afford recognition and expression of appreciation by the membership.
- 4.6.2 Under special circumstances, the Association may select some other occasion for presentations.
- 4.6.3 Inform the successful nominees, through the Executive Director, of the committee decisions and of the time and place at which the presentations will be made.
- 5.0 PRESIDENT'S AWARD{TC \L1 "5.0 PRESIDENT'S AWARD}**
- 5.1 DEFINITION {TC \L2 "5.1 DEFINITION}
- 5.1.1 An award presented to an individual member or group of members of CSC.
- 5.2 QUALIFICATION {TC \L2 "5.2 QUALIFICATION}
- 5.2.1 Meritorious effort and achievement on the part of an individual member or group of members.
- 5.3 PROCEDURE {TC \L2 "5.3 PROCEDURE}
- 5.3.1 This award presented solely at the decision and discretion of the President of CSC.
- 5.4 THE AWARD {TC \L2 "5.4 THE AWARD}
- 5.4.1 A suitable plaque with inscription descriptive of the member's contribution to CSC.
- 5.5 PRESENTATION {TC \L2 "5.5 PRESENTATION}
- 5.5.1 Presentation to be made at an appropriate time during the annual conference of CSC.
- 6.0 PAST PRESIDENT'S AWARD{TC \L1 "6.0 PAST PRESIDENT'S AWARD}**
- 6.1 DEFINITION {TC \L2 "6.1 DEFINITION}
- 6.1.1 An award presented to the out-going President of CSC

- 6.2 QUALIFICATION {TC \L2 "6.2 QUALIFICATION}
- 6.2.1 Term of service in the office of the President of CSC.
- 6.3 PROCEDURE {TC \L2 "6.3 PROCEDURE}
- 6.3.1 Presentation by the in-coming President of CSC to express the appreciation of the membership for the efforts and contributions of the out-going President of CSC.
- 6.4 THE AWARD {TC \L2 "6.4 THE AWARD}
- 6.4.1 The Past President's Medal and an appropriate memento suitably inscribed.
- 6.5 PRESENTATION {TC \L2 "6.5 PRESENTATION}
- 6.5.1 Presentation to be made at an appropriate time during the annual conference of CSC.
- 7.0 NATIONAL AWARD OF MERIT{TC \L1 "7.0 NATIONAL AWARD OF MERIT}**
- 7.1 DEFINITION {TC \L2 "7.1 DEFINITION}
- 7.1.1 An award presented to an individual member to recognize contributions to the well-being of CSC.
- 7.2 QUALIFICATION{TC \L2 "7.2 QUALIFICATION}
- 7.2.1 Contribution on the part of a member in terms of time, zeal and effort, beyond that normally required by a member or officer of CSC.
- 7.3 PROCEDURE {TC \L2 "7.3 PROCEDURE}
- 7.3.1 Nomination for this award may be made by all Directors of the Board.
- 7.3.2 The CSC Committee shall carry out the following:
- 7.3.2.1 Forward, through the Executive Director, a letter to all CSC Officers, including Directors, Program Directors, CSC Committee Members and Appointed Members on Special Committees, soliciting nominations for National Award of Merit and prescribing the format and deadline for submission of nominations. (refer to the awards time schedule - Appendix A and B)
- 7.3.2.2 Receive the nomination forms for CSC awards, check them for completeness and validate the membership of the nominee, nominator and endorser.
- 7.3.2.3 Where forms are found to be deficient, allow the nominator one opportunity to re-submit the nomination by a stipulated deadline.
- 7.3.2.4 Select and approve nominations of members to receive the award.
- 7.4 THE AWARD {TC \L2 "7.4 THE AWARD}
- 7.4.1 A Plaque with appropriate inscription shall be used for a National Award of Merit.

- 7.5 PRESENTATION {TC \L2 "7.5 PRESENTATION}
- 7.5.1 Presentation of the Award will be made at an appropriate time during the Annual Conference of CSC.
- 8.0 CHAPTER AWARD OF MERIT{TC \L1 "8.0 CHAPTER AWARD OF MERIT}**
- 8.1 DEFINITION {TC \L2 "8.1 DEFINITION}
- 8.1.1 An award to afford recognition of contribution to the advancement of CSC by an individual member at the chapter level.
- 8.2 QUALIFICATION {TC \L2 "8.2 QUALIFICATION}
- 8.2.1 Active and enthusiastic participation in the activities of the chapter by a member for a substantial period of time.
- 8.2.2 Each Chapter is entitled to two chapter Awards of Merit for first 100 members and one additional chapter Award of Merit for each additional 100 chapter members or part thereof.
- 8.3 PROCEDURE {TC \L2 "8.3 PROCEDURE}
- 8.3.1 Nomination for this award may be made by all members of CSC"
- 8.3.2 The CSC Committee shall carry out the following:
- 8.3.2.1 Request the Chair of each Chapter to appoint a Chapter Committee for the selection of Awards of Merit and advise them to inform the CSC Committee of the names of those appointed (Refer to Appendix C)
- 8.3.2.2 A copy of this section of the Awards Guide indicating those procedures which must be followed, together with the awards time schedule - appendix a (refer to Appendices A, C and D)
- 8.3.2.3 Forward, Through the Executive Director, a letter to all members of CSC soliciting nominations for chapter award of merit and prescribing the format and deadline for submission of nominations" (refer to awards time schedule – Appendices A and C)
- 8.3.2.4 Receive the nominations for Chapter Awards, check them for completeness and validate the membership of the nominee, nominator and endorser.
- 8.3.2.5 Where forms are found to be deficient, allow the nominator one opportunity to re-submit the nomination by a stipulated deadline.
- 8.3.2.6 If more valid nominations are received from a chapter than its entitlement, send a copy of each valid nomination form to the respective Chair of the Chapter Committee for selection
- 8.3.3 The Chapter Committee shall carry out the following:
- 8.3.3.1 Review the nominations and select from those considered appropriate for the receipt of a chapter award of merit. Where more than one person is selected, state order of preference and support such additional selections with a substantive report to the CSC committees.
- 8.3.3.2 Forward the selected nomination's to the CSC Committee Chair in care of the Association offices.
- 8.3.3.3 All Information related to these procedures shall be kept confidential for all time.
- 8.3.4 The CSC Committee shall then:
- 8.3.4.1 Receive recommended nominations from the chapter committee and approve as appropriate after due consideration.



8.3.4.2 Arrange for the certificates to be prepared, and signed.

8.4 THE AWARD {TC \L2 "8.4 THE AWARD}

8.4.1 A framed certificate with appropriate inscription signed by the President of CSC.

8.5 PRESENTATION {TC \L2 "8.5 PRESENTATION}

8.5.1 Presentation to be made at an appropriate time during the Annual Conference of CSC.

**9.0 LLOYD BODDY CHAPTER OF THE YEAR AWARD {TC \L1 "9.0 LLOYD BODDY CHAPTER OF THE YEAR AWARD}**

9.1 DEFINITION {TC \L2 "9.1 DEFINITION}

9.1.1 An award presented annually to one Chapter of CSC.

9.2 QUALIFICATION {TC \L2 "9.2 QUALIFICATION}

9.2.1 Outstanding achievements by a Chapter toward fostering the objective of CSC.

9.2.2 Any Chapter failing to submit the Chapter Board reports to the Executive Director of CSC, by the date set by the Executive Director prior to each Board Meeting, shall be penalized accordingly. The Executive Director will determine if the report meets the requirements of the Administrative Manual. In the event of a dispute over non-compliance, the matter will be handed over to the Executive Council to make the final decision. The matter will be decided by majority vote.

9.3 EVALUATION COMMITTEE {TC \L2 "9.3 EVALUATION COMMITTEE}

9.3.1 Evaluation Committee shall consist of the President, Immediate Past President and Executive Director.

9.4 SCRUTINEER{TC \L2 "9.4 SCRUTINEER}

9.4.1 The President Elect shall act as the scrutineer as described under 9.5 below

9.5 PROCEDURE {TC \L2 "9.5 PROCEDURE}

9.5.1 The Executive Director shall complete the "Chapter Evaluation" form no later than May 1 and distribute the completed forms to the Evaluation Committee based on the following criteria:

9.5.1.1 Membership Growth - 200 Points

9.5.1.1.1 Membership Growth will be based on the net membership for the membership year as reported on in the Spring Board Meeting Director's Report.

9.5.1.1.2 A maximum of 200 points is allocated to this category and will be calculated as follows:

.1 10 multiplied by the net membership Growth (G) as a percentage of total membership at December 31.

.2 Example is: If a chapter gains 15 new members and at December 31 the total membership was 125 they would earn 120 Points.

.1  $15/125 \times 100 = 12\% \times 10 = 120$

9.5.1.1.3 If membership increases at all, the chapter will earn a minimum of 50 Points.

	9.5.1.1.4	If membership is held constant, no loss or gain, a chapter will earn 25 points.	
	9.5.1.1.5	If membership decreases the chapter will earn no points.	
9.5.1.2	Chapter Communications – 200 Points		
	9.5.1.2.1	Points will be calculated as follows:	
		.1 Spring Directors Report – submitted on time	50
		.2 Spring Directors Report – submitted late	20
		.3 Spring Directors Report – not submitted prior to meeting	0
		.4 Fall Directors Report – submitted on time	50
		.5 Fall Directors Report – submitted late	20
		.6 Fall Directors Report – not submitted prior to meeting	0
	9.5.1.2.2	Chapter Newsletters as reported on Exhibit C submitted at the Spring Board meeting.	
		.1 Number of issues multiplied by 5 to a max of	50
	9.5.1.2.3	Chapter Awards of Merit	
		.1 Nominations Submitted on time	50
		.2 Nominations Submitted late	20
		.3 Nominations not submitted at all	0
9.5.1.3	Chapter Meetings – 100 Points		
	9.5.1.3.1	As reported on Exhibit C submitted at the Spring Board meeting.	
		.1 0 Meetings	0
		.2 1-2 Meetings annually	25
		.3 3-5 Meetings annually	50
		.4 6-8 Meetings annually	
9.5.1.4	Chapter meeting attendance as percentage of CSC membership. – 100		
	9.5.1.4.1	As reported on Exhibit C submitted at the Spring Board meeting.	
	9.5.1.4.2	Points will be calculated as follows:	
		.1 Number of total attendees at Chapter meetings (excluding social events such as connections café and seasonal celebrations) divided by the number of meetings and that average as a percentage of CSC members as at December 31 multiplied by 10.	
		.2 Example: Ontario Chapter has 400 attendees over 10 meetings (400/10) for an average of 40 per meeting. 40 as a percentage of CSC membership of 1800 is 2.2 multiplied by 10 gives the Ontario Chapter 22 points.	
9.5.1.5	CSC Education Courses Offered – 200 Points		
	9.5.1.5.1	As reported on Exhibit C submitted at the Spring Board meeting.	
	9.5.1.5.2	Each course has a set value of 50 points to a maximum of 200.	
9.5.1.6	Chapter Seminars - 100 Points		
	9.5.1.6.1	As reported on Exhibit C submitted at the Spring Board meeting.	
	9.5.1.6.2	Each seminar that the Chapter hosts or jointly presents with another industry association has a set value of 25 points to a maximum of 100.	

- 9.5.1.7 Financial Contribution – 50 Points
  - 9.5.1.7.1 Any financial contribution (excluding Chapter Rebates) to the Association regardless of the amount has a set value of 50 points.
- 9.5.1.8 Chapter Rebate – 50 Points
  - 9.5.1.8.1 Declining the Chapter Rebate regardless of the amount has a set value of 50 points.
- 9.5.1.9 Fostering of Networking Opportunities/Industry Relationships – 100 points
  - 9.5.1.9.1 This category takes into account socially focused events hosted by CSC Chapters such as trade shows, Connections Café, holiday season events, golf tournaments, ski days, etc. It also includes participating in other industry association trade shows or events. Each event has a value of 25 points to a maximum to 100 points.
- 9.5.1.10 Chapter Spirit – 100 Points
  - 9.5.1.10.1 This category includes actions or activities that the Chapter may have taken to towards the promotion of bettering the construction industry. A written explanation of any such actions or activities is required to receive points in this category and forwarded to the attention of the CSC Executive Director.
- 9.5.1.11 CSC Committee Involvement – 100 points
  - 9.5.1.11.1 A Chapter will receive 10 points for each Chapter member that either sits on a CSC committee (excluding Chapter Committees) or represents CSC on a committee outside of CSC to a maximum of 100 points.
- 9.5.2 Members of the evaluation committee shall review the forms and provide any comments or concerns to the Executive Director no later than May 15.
- 9.5.3 In the event of a tie, the decision shall be made by the President Elect after review with the Executive Director.
- 9.5.4 Evaluation forms shall be destroyed by the Executive Director after the selection is final.
- 9.6 THE AWARD {TC \L2 "9.6 THE AWARD}
  - 9.6.1 A portable lectern to be held by the winning chapter for the period of one year.
- 9.7 PRESENTATION {TC \L2 "9.7 PRESENTATION}
  - 9.7.1 Presentation of the award to be made at an appropriate time during the Annual Conference of CSC by the Executive Director.
- 10.0 10-YEAR MEMBER AWARD{TC \L1 "10.0 10-YEAR MEMBER AWARD}
- 10.1 DEFINITION {TC \L2 "10.1 DEFINITION}
  - 10.1.1 An award to afford recognition of those members who have sustained their membership in the Association for 10 years.

- 10.2 QUALIFICATION {TC \L2 "10.2 QUALIFICATION}
- 10.2.1 Member must have completed 10 years of continuous membership in the Association.
- 10.3 PROCEDURE {TC \L2 "10.3 PROCEDURE}
- 10.3.1 Association staff will, during the month of April, search membership records and produce a list of names of those current members who joined CSC 10 years prior to June 1 of the current membership year. Membership must have been continuous. A one year or more lapse restarts the clock as of the date of re-joining. (Refer to Appendix G)
- 10.4 THE AWARD {TC \L2 "10.4 THE AWARD}
- 10.4.1 A red notary seal with appropriate inscription, for placement in the upper right hand corner of the recipient's membership certificate.
- 10.5 PRESENTATION {TC \L2 "10.5 PRESENTATION}
- 10.5.1 The Award will be announced at an appropriate time at the annual conference of CSC.
- 10.5.2 The award shall be mailed by the Association Office to the recipient with an accompanying letter of explanation and commendation from the Awards Committee Chair. (Refer to Appendix H )
- 11.0 15-YEAR MEMBER AWARD{TC \L1 "11.0 15-YEAR MEMBER AWARD}**
- 11.1 DEFINITION {TC \L2 "11.1 DEFINITION}
- 11.1.1 An award to afford recognition of those members who have sustained their membership in the Association for 15 years.
- 11.2 QUALIFICATION {TC \L2 "11.2 QUALIFICATION}
- 11.2.1 Member must have completed 15 years of continuous membership in the Association.
- 11.3 PROCEDURE {TC \L2 "11.3 PROCEDURE}
- 11.3.1 Association staff will, during the month of April, search membership records and produce a list of names of those current members who joined CSC 15 years prior to June 1 of the current membership year. Membership must have been continuous. A one year or more lapse restarts the clock as of the date of re-joining. (Refer to Appendix G)
- 11.4 THE AWARD{TC \L2 "11.4 THE AWARD}
- 11.4.1 A gold notary seal with appropriate inscription in red screen print for placement in the upper right hand corner of the recipient's membership certificate.
- 11.5 PRESENTATION {TC \L2 "11.5 PRESENTATION}
- 11.5.1 The Award will be announced at an appropriate time at the annual conference of CSC.
- 11.5.2 The award shall be mailed by the Association Office to the recipient with an accompanying letter of explanation and commendation from the Awards Committee Chair. (Refer to Appendix H)

- 12.0 20-YEAR MEMBER AWARD{TC \L1 "12.0 20-YEAR MEMBER AWARD}**
- 12.1 DEFINITION {TC \L2 "12.1 DEFINITION}
- 12.1.1 An award to afford recognition of those members who have sustained their membership in the Association for 20 years.
- 12.2 QUALIFICATION {TC \L2 "12.2 QUALIFICATION}
- 12.2.1 Member must have completed 20 years of continuous membership in the Association.
- 12.3 PROCEDURE{TC \L2 "12.3 PROCEDURE}
- 12.3.1 Association staff will, during the month of April, search membership records and produce a list of names of those current members who joined CSC 20 years prior to June 1 of the current membership year. Membership must have been continuous. A one year or more lapse restarts the clock as of the date of re-joining.
- 12.3.2 The Association President shall write the recipients, congratulating them upon having reached this milestone and inviting them to attend the awards luncheon during the annual conference of CSC to receive their certificate. (Refer to Appendix G)
- 12.4 THE AWARD {TC \L2 "12.4 THE AWARD}
- 12.4.1 A Certificate with appropriate inscription signed by the President of CSC. (Refer to Appendix I)
- 12.5 PRESENTATION {TC \L2 "12.5 PRESENTATION}
- 12.5.1 The Award will be announced at an appropriate time at the annual conference of CSC.
- 12.5.2 If a recipient is not present at the Annual Conference, the certificate shall be forwarded to the respective Chapter Chair for presentation at a Chapter meeting.
- 13.0 25, 30, 35, 40 ,45, 50, 55, 60, 65, -YEAR MEMBER AWARD{TC \L1 "13.025-YEAR MEMBER AWARD}**
- (Note: the number of years on the certificate must be edited to reflect the number of years of membership. 25 years is to be substituted by the appropriate number of years of continuous membership.)
- 13.1 DEFINITION {TC \L2 "13.1 DEFINITION}
- 13.1.1 An award to afford recognition of those members who have sustained their membership in the Association for 25, 30, 35, 40 ,45, 50, 55, 60 or 65 years.
- 13.2 QUALIFICATION {TC \L2 "13.2 QUALIFICATION}
- 13.2.1 Member must have 25, 30, 35, 40 ,45, 50, 55, 60 or 65 years of continuous in the Association.
- 13.3 PROCEDURE {TC \L2 "13.3 PROCEDURE}
- 13.3.1 Association staff will, during the month of April, search membership records and produce a list of names of those current members who joined CSC 25, 30, 35, 40 ,45, 50, 55, 60 or 65 years prior to June 1 of the current membership year. Membership must have been continuous. A one year or more lapse restarts the clock as of the date of re-joining.
- 13.3.2 The Association President shall write the recipients, congratulating them upon having reached this milestone and inviting them to attend the awards luncheon during the annual conference of CSC to receive their certificate. (Refer to Appendix G)

- 13.4 THE AWARD {TC \L2 "13.4 THE AWARD}
- 13.4.1 A Certificate with Appropriate Inscription Signed by the President of CSC. (Refer to Appendix I)
- 13.5 PRESENTATION {TC \L2 "13.5 PRESENTATION}
- 13.5.1 Presentation shall be made at an appropriate time during the Annual Conference of CSC.
- 13.5.2 If a recipient is not present at the Annual Conference, the certificate shall be forwarded to the respective Chapter Chair for presentation at a Chapter meeting.
- 14.0 EUREKA CLUB MEMBERSHIP{TC \L1 "14.0 EUREKA CLUB MEMBERSHIP}**
- 14.1 DEFINITION{TC \L2 "14.1 DEFINITION}
- 14.1.1 An award to afford recognition of individual members for their efforts in recruiting new members to CSC.
- 14.2 QUALIFICATION {TC \L2 "14.2 QUALIFICATION}
- 14.2.1 The member must have sponsored three or more new members during the preceding calendar year.
- 14.2.2 The top Sponsor will receive the Russ Cornell Award, being the member who sponsored the highest number of new members during the preceding calendar year.
- 14.3 PROCEDURE {TC \L2 "14.3 PROCEDURE}
- 14.3.1 To become eligible, a member who has persuaded an individual to join CSC shall identify him/herself as "sponsor" on the member ship application form.
- 14.3.2 Association staff, will, during the month of April, compile a list of membership sponsors and the number of new members sponsored by each.
- 14.4 THE AWARD {TC \L2 "14.4 THE AWARD}
- 14.4.1 A one year membership in the Eureka Club signified by presentation of a red ribbon labelled "Eureka Club Sponsor", which is to be attached to name badge if attending current CSC Conference.
- 14.4.2 The Russ Cornell Award recipient receives an appropriately inscribed plaque.
- 14.5 PRESENTATION {TC \L2 "14.5 PRESENTATION}
- 14.5.1 The names of all new Eureka Club members are announced at the Awards Luncheon and those members present are asked to stand and be recognized.
- 14.5.2 The Russ Cornell Award is introduced at the Awards Luncheon and the member is presented with the plaque.
- 14.5.3 If the "Top Sponsor" is not present at the Awards Luncheon, arrangements are to be made for the presentation at a subsequent Chapter meeting.

- 15.0 CHAPTER CERTIFICATE OF APPRECIATION{TC \L1 "15.0 CHAPTER CERTIFICATE OF APPRECIATION}**
- 15.1 DEFINITION{TC \L2 "15.1 DEFINITION}
- 15.1.1 An award to show appreciation for dedication and service to the chapter by an individual member.
- 15.2 QUALIFICATION{TC \L2 "15.2 QUALIFICATION}
- 15.2.1 Outstanding service to the Chapter by a Chapter officer for a minimum period of one year.
- 15.2.2 Outstanding service to the chapter by an individual member responsible for organizing and directing Chapter activity.
- 15.3 PROCEDURE{TC \L2 "15.3 PROCEDURE}
- 15.3.1 Nomination for this award may be made by all members of the Chapter or by the Chapter Awards Committee.
- 15.3.2 Nominations from members shall be submitted in writing to the Chapter Awards Committee, listing reasons for the nomination, and shall be signed by the nominator and at least one endorser.
- 15.3.3 Nominations shall be reviewed and approved by the Chapter Awards Committee.
- 15.3.4 The Chapter Awards Committee shall then arrange for the certificates to be prepared, signed and framed. (Refer to Appendix J) for the wording to be inscribed on the certificate)
- 15.4 THE AWARD{TC \L2 "15.4 THE AWARD}
- 15.4.1 A framed certificate with appropriate inscription signed by the Chapter Chair.
- 15.5 PRESENTATION{TC \L2 "15.5 PRESENTATION}
- 15.5.1 Presentation to be made at the chapter's annual general meeting or at some other appropriate time.
- 16.0 PRESIDENT'S CHAPTER AWARDS{TC \L1 "16.0 PRESIDENT'S CHAPTER AWARDS}**
- 16.1 DEFINITION {TC \L2 "16.1 DEFINITION}
- 16.1.1 The President's Award sets goals for each Chapter in the key areas of membership, meeting attendance, financial contribution, attendance at conferences and education and newsletters.
- 16.2 QUALIFICATION{TC \L2 "16.2 QUALIFICATION}
- 16.2.1 The Award is based on a calculation in five categories, by formulas which take into consideration variations in geography and size between chapters. The five categories and their purposes are:
- 16.2.2 Membership - to encourage chapters to increase membership in their Chapter.
- 16.2.3 Meeting Attendance - to encourage active and meaningful chapter meetings.

- 16.2.4 Financial Contribution - to encourage chapters to financially support CSC programs and give direction to the various chapter fund raising efforts.
- 16.2.5 Conference Attendance - to encourage each chapter to be represented at CSC's Annual General Meeting and encourage attendance by the Chapter Officers.
- 16.2.6 Education & Newsletter - to emphasize the commitment to serve its members through programs of continuing education and the dissemination of association information through Chapter communications.

16.3 PROCEDURE{TC \L2 "16.3 PROCEDURE}

- 16.3.1 Pursuant to the calculations provided below, each Chapter will earn qualifying points. All Chapters that accumulate over 1000 points will receive the President's Chapter Award.
  - 16.3.1.1 Membership Growth - 200 Points
  - 16.3.1.2 Membership Growth will be based on the net membership for the membership year as reported on in the Spring Board meeting Director Report.
  - 16.3.1.3 A maximum of 200 points is allocated to this category and will be calculated as follows:
    - 16.3.1.4 10 multiplied by the net membership Growth (G) as a percentage of total membership at December 31. An example is: If a chapter gains 15 new members and at December 31 the total membership was 125 they would earn 120 Points.
      - 16.3.1.4.1 Example:  $15/125 \times 100 = 12\% \times 10 = 120$
    - 16.3.1.5 If membership increases at all, the chapter will earn a minimum of 50 Points.
    - 16.3.1.6 If membership is held constant, no loss or gain, a chapter will earn 25 points.
    - 16.3.1.7 If membership decreases the chapter will earn no points.
  - 16.3.2 Chapter Communications and Education – 250 Points
    - 16.3.2.1 Chapter Newsletters as reported on Exhibit C submitted at the Spring Board meeting.
      - 16.3.2.1.1 Number of issues multiplied by 5 to a max of 50
    - 16.3.2.2 CSC Education Opportunities Offered – 200 Points
      - 16.3.2.2.1 As reported on Exhibit C submitted at the Spring Board meeting.
    - 16.3.2.3 Each course has a set value of 50 points to a maximum of 200.
  - 16.3.3 Chapter meeting attendance as percentage of Chapter membership. – 100
    - 16.3.3.1 As reported on Exhibit C submitted at the Spring Board meeting.
    - 16.3.3.2 A maximum of 100 is allocated to this category and will be calculated as follows:
      - 16.3.3.3 Number of total attendees at Chapter meetings (excluding social events such as connections café and seasonal celebrations) divided by the number of meetings and that average as a percentage of Chapter members as at December 31 multiplied by 10.
        - 16.3.3.3.1 Example: Ontario Chapter has 400 attendees over 10 meetings (400/10) for an average of 40 per meeting.
        - 16.3.3.3.2 40 as a percentage of CSC membership of 1800 is 2.2.
        - 16.3.3.3.3 2.2 multiplied by 10 gives the Ontario Chapter 22 points.



16.3.4 Financial Contribution – 50 Points

16.3.4.1 Any financial contribution (excluding Chapter Rebates) to the Association regardless of the amount has a set value of 50 points.

16.3.5 Conference Attendance – 100 Points

16.3.5.1 Chapters will receive 5 points per Chapter member that attends the annual conference and is accounted for in the roll call at the AGM to a maximum of 100 points.

16.4 THE AWARD{TC \L2 "16.4 THE AWARD}

16.4.1 A President's Chapter Seal will be awarded to all Chapters attaining more than 600 points in the qualifying year.

16.5 PRESENTATION{TC \L2 "16.5 PRESENTATION}

16.5.1 Announcement to be made at the Annual Awards Luncheon.

AWARDS TIME SCHEDULE

APPENDIX A

Award	December 1st	January 15th	February 15th	March 15th	April 15th	April 30th	May 1st	Presentation
Life Membership and Honorary Membership				Nomination by EC and Board Approval at Spring Meeting				President's Ball or Awards luncheon.
Fellowship		Nomination Letter to Members		Deadline for Nominations	Election by College	Notification to the successful candidates.		Induction ceremony at the annual conference.
President's Award				Selection by President				President's Ball by the President
Past President's Award								President's Ball
National Award of Merit		Letter to CSC Officers Executive Director		Deadline for Nominations	Committee Decision			Conference Awards Luncheon by President
Chapter Award of Merit	Letter to Chapter Chairs by Executive Director and VP - Awards	Nomination Preparation & Submission		Deadline for Nominations				Conference Awards Luncheon
Lloyd Boddy Chapter of the Year Award				Submission of Exhibit C by Directors	Evaluation Forms Distributed	Evaluation completed by Committee		Conference Awards Luncheon

Award	December 1st	January 15th	February 15th	March 15th	April 15th	April 30th	May 1st	Presentation
				Deadline for Submission by Chapter	by ED			
10 yr. Member Award				Review and Calculation by Association Staff			Letter to Recipient Signed by President	Announced at Conference Awards Luncheon by MC Seal and Letter sent by Executive Director
15 yr. Member Award				Review and Calculation by Association Staff			Letter to Recipient Signed by President	Announced at Conference Awards Luncheon by MC Seal and Letter sent by Executive Director
20, 25 through 65 yr. Member Award				Review and Calculation by Association Staff			Letter to Recipient Signed by President	Certificate at Conference Awards Luncheon by President
Eureka Club Membership				Review and Calculation by Association Staff			Letter to Recipient Signed by President	Conference Awards Luncheon by President
Chapter Certificate of Appreciation	Nomination			Review and Approval by the Chapter Awards Committee			Letter to Recipient Signed by President	Chapter ACM by Chapter Chair
President's Chapter Awards				Preparation of Exhibit C by Director submitted with Board Report	Review Calculation by President and Executive Director	Letter and Banner Sticker to Recipients by Executive Director		Announced at Conference Awards Luncheon

Award	December 1st	January 15th	February 15th	March 15th	April 15th	April 30th	May 1st	Presentation
				Deadline for Submission by Chapter				

**TO/À:** Members of the Board of Directors

**FROM/DE:** Nick Franjic, CAE, Executive Director/directeur administratif

**SUBJECT /** CSC Awards

**À PROPOS:**

**DATE:** December 1, 2016

\*\*\*\*\*

The recognition of member volunteer effort is an important aspect of the work undertaken by CSC which has a well-developed awards program. This program is based on co-operation between the Association and individual Chapters and takes the form of various awards - some of which are based on length of membership and others on services rendered to the Association. Length of membership awards are handled exclusively by the Association while services rendered awards require input from the Chapter. As a member of the Board of Directors, you have a special role to play in ensuring that deserving volunteers in your Chapter are nominated and recognized for their efforts. The awards of which you should be particularly aware are noted below with comments indicating your involvement.

#### **NATIONAL AWARD OF MERIT**

This award is presented to members to recognize contributions to the well-being of CSC. All Board Members are entitled to nominate or endorse the nomination of a member to whom they believe an award should be made for exceptional effort, zeal, effectiveness and time expended for the well-being of CSC as a whole. The contribution to CSC by the nominee need not necessarily be confined to the current year alone and can result from contributions and consistent effort over and above that which might be expected under a normal obligation to the Association. For your convenience, a National Award of Merit Nomination is attached. Please email this to [nfranjic@csc-dcc.ca](mailto:nfranjic@csc-dcc.ca) at the CSC Office by February 27, 2017.

#### **CHAPTER AWARD OF MERIT**

Please refer to Awards Vice-President Eckert's letter to each Chapter Chair dated December 1, 2016. My referring to it here is merely a reminder to have your nominations in by February 27, 2017.

#### **LLOYD BODDY CHAPTER OF THE YEAR AWARD**

As above, please refer to Awards Vice-President Eckert's letter to each Chapter Chair dated December 1, 2016. My referring to it here is merely a reminder to have your documentation in by March 31, 2017.

#### **PRESIDENT'S CHAPTER AWARD**

This award sets goals for each Chapter in the key areas of membership, meeting attendance, financial contribution, attendance at conferences, and education and newsletters. It is based upon the accumulation of points according to a formula which is applied to the "Exhibit C" information submitted by each Chapter for the Spring Board Meeting. Your Chapter **must** submit the "Exhibit C" no later than March 31, 2017 in order to be considered for this award.

#### **CHAPTER BANNER**

Your Chapter Banner is a visual reminder of the voluntary accomplishments won by your Chapter and its members. It should be on display at Chapter functions and the Awards Luncheon at the National Conference. Please remember to keep your banner up to date, to use it at every opportunity, and to make arrangements to have it brought to Conference 2017. All Chapters have been provided with the appropriate stickers and seals for their banners in order to keep them current. If you need additional information about your banner, please call the CSC office.

**CSC NATIONAL AWARD OF MERIT 2017 NOMINATIONS FORM**

Nominee Information

1 Name

2 Chapter

3 Name/Address of Nominee's work supervisor if available.

4 Association offices and appointments held (past and present) and awards received.

5 Detail reasons for the nomination (Please attach)

6 Name and Chapter of Nominator:

7 Name and Chapter of Endorser:

7 Date:

**PLEASE RETURN NOMINATIONS TO THE CSC OFFICE NO LATER THAN FEBRUARY 27, 2017**

Email: [nfranji@csc-dcc.ca](mailto:nfranji@csc-dcc.ca)

SAMPLE

**TO/À:** Chapter Chair; Chapter Directors  
**FROM/DE:** [Insert name], CSC Vice-President, Awards  
**SUBJECT/À PROPOS:** CSC Awards  
**DATE:** \_\_\_\_\_ December, \_\_\_\_\_

\*\*\*\*\*

As you are no doubt aware, the lifeblood of our association is volunteers like you who donate valuable time and effort for the betterment of Construction Specifications Canada.

As described in the Awards section of our Administration Manual, CSC has in place a mechanism for recognizing this effort. In particular, I am referring to the following awards:

- a) Chapter Award of Merit;
- b) The Lloyd Boddy Chapter of the Year Award.

We need your input so that the appropriate and deserving awards can be made.

**Chapter Award of Merit**

Please appoint a Chapter Committee for the nomination of award recipients. This committee should be comprised of a Chair and two other members, none of whom is likely to be nominated to receive or hold current office in the Chapter but who is familiar with Chapter activity.

Each Chapter is entitled to two Chapter Awards of Merit for the first 100 members and one additional award for each additional 100 Chapter members or part thereof. I suggest nominations for your Chapter Awards of Merit be solicited as soon as your committee is in place. Nominations along with a brief description outlining the qualifications of the individual nominated should be forwarded directly to the Association Office no later than March 17, 2016.

**Lloyd Boddy Chapter of the Year Award**

The following documentation is required to be considered for the Lloyd Boddy Chapter of the Year Award:

- 1. If you wish your Chapter to be considered for this award, please submit a letter of nomination listing the reasons why you feel your Chapter should win this award. The form of the nomination is left to your discretion but should include major accomplishments and activities for the year.
- 2. Exhibit "C" - Chapter Awards Data Sheet, this is usually submitted with the Chapter report to the March Board of Directors meeting.

The evaluation committee will examine the information received, make due enquiries if required and proceed to select the Chapter to receive this award. The information must be forwarded to the Association Office no later than March 31, \_\_\_\_\_.

NOMINATIONS FOR CHAPTER AWARDS OF MERIT - Will be received by:

Awards Committee Chair,  
Construction Specifications Canada  
120 Carlton Street, Suite 312  
Toronto, ON  
M5A 4K2  
FAX 416/777-2197

Until \_\_\_\_\_

All members of the Chapters of CSC, with the exception of those appointed to the Chapter Committees directly involved in this program, are entitled to nominate or endorse the nomination of a member from amongst their fellows to whom, they believe, an award should be made for exceptional effort, zeal and time expended for the well-being of CSC within their own Chapter.

Such a contribution, by the nominee, need not necessarily be confined to the current year alone but, may have been as a result of contributions and consistent effort over and above that which might be expected from a member or officer under a normal obligation to the Chapter and CSC.

Nominators should discuss their choices for honours with their Chapter Chair or Chapter Awards Committee before making a submission. Two Chapter Awards of Merit for first 100 members and one for each additional 100 members or part thereof, may be allowed at the discretion of the National Merit Awards Committee.

Nominations shall list in order:

- 1 Name, address and Chapter of Nominee.
- 2 Occupation of Nominee.
- 3 Offices and appointments held in CSC by the Nominee (past and present) and previous awards.
- 4 Reasons for the Nomination with details.
- 5 Signatures with printed names and Chapter affiliations of Nominator and at least one Endorser.
- 6 Date of forwarding the Nomination.



CERTIFICATE FOR CHAPTER AWARD OF MERIT

Construction Specifications Canada, Chapter gratefully acknowledges the outstanding contribution by:

toward the development and improvement of Construction Specifications and related documents in  
Canada.

\_\_\_\_\_  
*signature*

President \_\_\_\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

March 31, 2017

«Salutation» «First\_Name» «Last\_Name», CTR  
«Company\_Name»  
«Address\_Line1» «Address\_Line2»  
«Address\_Address\_Line3»  
«City», «State\_Province», «Zip\_Post\_Code»

Dear «First\_Name»:

You have reached a very distinctive plateau of membership within Construction Specifications Canada – that of **20\* Years** of continuous membership completed during 2017! A special membership seal to be affixed to your Membership Certificate signifying your achievement will be presented during the Awards Luncheon, at noon on **Saturday May 27, 2017** as part of the Annual Conference in Kelowna, British Columbia. In preparation for the Awards Luncheon, please advise us whether you will be in attendance by faxing this letter to the office as noted below. If you are unable to attend, your special membership seal will be sent to you following the Annual Conference.

The knowledge and experience you have gained during these years' serves as both a model and encouragement for our newer members who are just beginning their "CSC careers". As an association, we highly regard your background and that of other long service members in that it represents a wealth of information and history not only of CSC, but also of the construction industry.

We are proud and honoured to count you among our members, and look forward to many additional years together. On behalf of President John Cooke, RSW, and the Board of Directors, I wish to congratulate you on achieving this milestone and to thank you for the confidence you have displayed in CSC throughout the years.

Yours very truly,

Executive Director

cc: Association Office/Member file

I will \_\_\_\_\_ will not \_\_\_\_\_ be able to attend the 2007 Awards Luncheon.

Please fax by April 16, 2017 to CSC at 1-800-668-5684.

Congratulations!

\* NOTE: The number of years of continuous membership will be edited to reference the appropriate number of years of membership.

May 26, 2017

«Salutation» «First\_Name» «Last\_Name», CTR  
«Company\_Name»  
«Address\_Line1» «Address\_Line2»  
«Address\_Address\_Line3»  
«City», «State\_Province», «Zip\_Post\_Code»

Dear «First\_Name»:

Congratulations on attaining a milestone level of membership in CSC. As an individual who has maintained membership in CSC for a continuous period of 10\* years, you have now become one of a select group within our ranks. Your commitment to CSC is testimony to the value being a member of this association.

In accordance with our Directives, the 10\* Year Membership Award consists of a seal, which is enclosed, to be affixed to your CSC Membership Certificate in the upper left hand corner.

The Board of Directors joins me in extending congratulations to you on having attained this milestone in your membership with CSC. We are proud to count you as one of our long-term members. We look forward to your continuing contributions towards the betterment and growth of our association.

Yours very truly,

Executive Director

\* NOTE: The number of years of continuous membership will be edited to reference the appropriate number of years of membership.

Construction Specifications Canada gratefully acknowledges the sustained support

of:

who has maintained continuous membership in the Association for 20\*.years.

Date \_\_\_\_\_ 20 \_\_

\_\_\_\_\_  
President

Presented to

in recognition for outstanding service to the

\_\_\_\_\_ Chapter.

\_\_\_\_\_  
Chapter Chair

Date:

Construction Specifications Canada

Chapter \_\_\_\_\_

March 31, 2017

«Salutation» «First\_Name» «Last\_Name», CTR  
«Company\_Name»  
«Address\_Line1» «Address\_Line2»  
«Address\_Address\_Line3»  
«City», «State\_Province», «Zip\_Post\_Code»

Dear «First\_Name»:

It is a great pleasure for me to inform you that you have been chosen to receive a Chapter Award of Merit for the CSC year \_\_\_\_ .

Official recognition of your contribution and the presentation of the Award will take place during CSC Conference \_\_\_\_\_, at the Awards Luncheon, which is scheduled for *(date and time)*, at the *(location of Conference)*.

We are hoping that you will be able to attend the Conference and receive your well-deserved Award.

Congratulations!

Executive Director

cc: Chapter Nomination Committee Chair

March 31, 2017

«Salutation» «First\_Name» «Last\_Name», CTR  
«Company\_Name»  
«Address\_Line1» «Address\_Line2»  
«Address\_Address\_Line3»  
«City», «State\_Province», «Zip\_Post\_Code»

Dear «First\_Name»:

It is a great pleasure for me to inform you that you have been chosen to receive the National Award of Merit for the CSC year \_\_\_\_ .

Official recognition of your contribution and the presentation of the Award will take place during CSC Conference \_\_\_\_\_, at the Awards Luncheon, which is scheduled for *(date and time)*, at the *(location of Conference)*.

We are hoping that you will be able to attend the Conference and receive your well-deserved Award.

Congratulations!

Executive Director