Creating a Chapter Awards Program, Part I: Soliciting & Selecting Individual Award Recipients

Tonya M. Jasinski
& Danica G. Hays
Training Program Contents

- Timelines, Overview of Awards
- Awards Committee
- Soliciting Nominations
- Selection Criteria & Selection Meeting
- Sample Rating Form
- Sample Timelines
- For more information…
Timelines are critical

Start Early!

• Start early, start early, and start early.
  ◦ Allow adequate time to:
    • Establish clear criteria for screening
    • Select nominees
• Set a timeline and follow it.
Chapter Awards

• Consider duplicating CSI International Awards in your chapter
  ◦ Individual Awards
    • Outstanding Entry-Level Student
    • Outstanding Doctoral Student
    • Outstanding Service to the Chapter
    • Outstanding Research Award
    • Outstanding Practitioner
    • Outstanding Practitioner Supervisor
The Chapter Awards Committee

• Select a Committee Chair early
• Committee Members
  ◦ Willing to serve as needed
  ◦ Agree not to be award nominees this year
  ◦ Attend training in awards process
  ◦ Represent program tracks & chapter membership

<table>
<thead>
<tr>
<th>Entry Level Students</th>
<th>Doctoral Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty</td>
<td>Alumni &amp; Professional Counselors</td>
</tr>
</tbody>
</table>
Soliciting Nominations

• **Develop nomination forms**
  ◦ Include descriptions of awards
  ◦ Provide link to csi-net.org > Awards

• **Develop rating forms concurrently**
  ◦ Rating forms provide a check on information needed with the nomination
  ◦ Thorough, accurate, timely information is needed for selection decisions
  ◦ Sample forms are available at csi-net.org
    • See the Awards Training Package
Awards Selection Criteria

• Specific to nomination criteria
  ◦ As objective as possible

• Committee members use rating sheet for each nominee and award
  ◦ Lists each of the criteria for the award
  ◦ Allows assignment of numeric rating for each criterion and overall rating
  ◦ Provides for qualitative assessment/comments about nominee/nomination
Awards Selection Meeting

• Begins with review of confidentiality
  ◦ Assures fair and open process while maintaining confidentiality for nominees
    • Committee members agree not to reveal comments about nominees but are free to talk about the process
      ◦ Discussions of nominees remains “in the room”
      ◦ Only certain individuals will communicate decisions
• Rating forms will be shredded after the meeting
Awards Selections

• Committee members share numerical ratings as starting point for discussion
  ◦ Numerical ratings can help reduce the pool with large numbers of nominees
  ◦ Numerical ratings should never comprise the sole basis for selection of recipients
• Some discussion of quality will need to be a part of all decision-making by the committee
• Some nominees are wonderful people but do not meet the award criteria
  ◦ Giving awards is desirable but not always necessary
Sample Rating Form

• Create rating forms specific to each award
  ◦ Refer to criteria at csi-net.org
• Include identifying information
  ◦ Name of Nominee
  ◦ Name of Rater
• Everyone knows forms are confidential and will be destroyed
Nomination Criteria & Rating Form: Example

• Entry-Level Student

Ratings Provided for CSI Criteria:

◦ Grade point average
  • (3.5 or better)
◦ Extra-curricular activities
◦ Service to chapter
◦ Service to profession
◦ Evidence of excellence
◦ Professional work experience

Optional Additional Information:

◦ Vita
◦ Supplementary evidence

◦ Overall evaluation
◦ Total points
◦ Comments
Tips on Timelines for Nominations

• **START EARLY.**

• Set a deadline well before CSI nominations are due (12-1)
  ◦ Allows time for nominees to submit information
  ◦ Allows time for chapter selection of recipients
  ◦ Allows time for preparation of nominations

• **Avoid the holidays & final exam time**

• **Set date/time for selection meeting early**
  ◦ Calendars fill up – get commitments early
When are Chapter Awards Presented?

• Timelines will vary based on when chapter awards are presented
  ◦ At the chapter initiation ceremony
    • Fall, Spring, or both?
  ◦ At a separate chapter awards ceremony
    • Fall or Spring?

• Sample timelines follow for fall and spring awards presentations
Sample Timeline 1: 9/15 to 12/1
Awards Presented in Spring

- **September 15**
  - Awards Committee meets to refine criteria

- **October 1**
  - Awards solicitations and publicity begin

- **November 15**
  - Deadline for submission of nominations

- **November 17**
  - Awards Committee meets to select recipients
  - Deliberations and decisions are confidential
Sample Timeline 1, Continued

- **November 18**
  - All nominees are notified of selection
  - Nominees not selected are also notified

- **November 17 - 20**
  - Committee reviews guidelines for submission to CSI
    - Solicits all required information for nomination packets
    - Letters of support solicited for nominees for CSI International Awards
      - Faculty, Supervisors, Chapter Faculty Advisor
Timeline 1, Continued

• **November 21 - 29**
  - Awards Committee prepares nomination packets for submission to CSI International
    - Allow time for last minute problems in preparing packets

• **December 1**
  - Awards packets submitted to CSI International

• **Sometime in the Spring**
  - Order awards for chapter (certificates, plaques)
  - Chapter Initiation or Awards Ceremony is held
Sample Timeline 1, Continued

• **December 2**
  ◦ Thank you letters are sent to all awards committee members
    • Recognizing service is an important leadership function
  ◦ Newsletter articles and news releases on award recipients are solicited
    • Chapter web pages and newsletters
    • Department newsletters
    • University public relations department
Sample Timeline 2: 9/1 to 12/1
Awards Presented in Fall

- **September 1**
  - Awards Committee meets to refine criteria

- **September 15**
  - Awards solicitations and publicity begin

- **October 15**
  - Deadline for submission of nominations

- **October 17**
  - Awards Committee meets to select recipients
  - Deliberations and decisions are confidential
Sample Timeline 2, Continued

• October 18
  ◦ All nominees are notified of selection
  ◦ Nominees not selected are also notified

• October 30
  ◦ Chapter initiation ceremony held
  ◦ Award recipients recognized
Sample Timeline 2, Continued

• November 1
  ◦ Committee reviews guidelines for submission to CSI
    • Solicits all required information for nomination packets
    • Letters of support solicited for nominees for CSI International Awards
      — Faculty, Supervisors, Chapter Faculty Advisor

• November 15
  ◦ Awards Committee prepares nomination packets for submission to CSI International
    • Allow time for last minute problems with packets
Sample Timeline 2, Continued

• December 1
  ◦ Awards packets submitted to CSI International
    • See Awards Training Package 2, Submitting Awards to CSI Int.
    • Not all chapter recipients will be nominated for CSI Awards

• December 2
  ◦ Thank you letters are sent to all awards committee members: Recognizing service is important
  ◦ Newsletter articles and news releases on award recipients are solicited
For more information…

- [csi-net.org](http://csi-net.org) > Awards
  - Awards Training Package
  - Call for Nominations
  - Chapter Statistics
    - Essential for chapter award nominations
      - Outstanding Chapter
      - Outstanding Newsletter
      - Outstanding Individual Program

- If you have questions about awards:
  - Email: [info@csi-net.org](mailto:info@csi-net.org)