Creating a Chapter Awards Program, Part II:
Submitting Awards to CSI International

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Timelines:
Nominations Due December 1

• Start Early
  ◦ Assures adequate time for collecting information and preparing awards packets

• Review Call for Award Nominations at csi-net.org
  ◦ Ensure nominee or nominated program eligibility
Nomination Requirements

• Nominations may only be submitted by active chapters
  ◦ *Active chapters* can submit nominations for all award categories as appropriate

• Review criteria for each award
  ◦ Activity within last two years only
  ◦ Only active CSI members may be nominated
Individual Awards

• Forward Chapter Award Recipients as Nominees for CSI International Individual Awards
  ◦ Outstanding Entry Level Student
  ◦ Outstanding Doctoral Student
  ◦ Outstanding Service to the Chapter
  ◦ Outstanding Research Award
  ◦ Outstanding Practitioner
  ◦ Outstanding Practitioner Supervisor
  ◦ Chapter Faculty Advisor Excellence Award

• Chapters may submit individual awards in each category each year
Chapter Awards

• Chapters may self-nominate for the:
  ◦ Outstanding Chapter Award
  ◦ Outstanding Newsletter Award
  ◦ Outstanding Individual Program Award

• Chapters may receive only one Chapter Award in a Chapter Award category in a five year period

• Review Chapter statistics
  ◦ Large or small chapter awards are made in each category.
Thomas J. Sweeney
Professional Leadership Award

• Purpose
  ◦ Recognize career contributions that have promoted the counseling profession
  ◦ local, state, national, and/or international levels

• Criteria
  ◦ Member of CSI for 10 or more years
  ◦ Primary career identity as professional counselor
  ◦ Pattern over 15+ years of leadership and advocacy
  ◦ See additional criteria at csi-net.org
Electronic submission process

• Nomination packets must be submitted as a single PDF file by December 1.
• An online submission form is available for each award:
  ◦ csi-net.org > Awards
  ◦ Nomination forms are grouped as Individual Awards and Chapter Awards.
  ◦ Check requirements for naming the PDF file.
Preparing Successful Nomination Packets

• Responsive to awards nomination
  ◦ Read nomination criteria carefully
  ◦ Respond to each item in the list of criteria

• Attractively packaged & organized

• Include adequate support documentation

• Include required letters of support
Packaging Makes a Difference

• Should not be underdone
• Should not be overdone
• Cover page – CSI Nomination Form - should appear first
  ◦ CSI Nomination Form is the only cover page needed or accepted
    • See csi-net.org > Awards
Contents of Packet

• **Include a Table of Contents**
  ◦ After the nomination form
  ◦ Should include all items required for the nomination
    • Can serve as a checklist to assure that the nomination is complete
    • Includes all items in the packet in order
      — is very helpful to reviewers
Letters of Nomination & Support

- Letter of nomination or support must come from Chapter Faculty Advisor
  - Unless CFA is nominated for that award
- Additional letters of support may come from:
  - CSI members or non-members
  - Supervisors and employers
  - Counselor Education faculty
  - Chapter leaders
  - Others who know the nominee and his or her work
Writing Good Letters

• Be as specific as possible
  ◦ Include positions the nominee has held in your chapter
  ◦ What specific projects he or she was responsible for
  ◦ Qualitative evaluation of how those duties were accomplished
  ◦ Personal qualities of the nominee should reflect his or her commitment to excellence in counseling
Presenting Letters of Support

• Use letterhead stationary for your chapter, university, or other organization
  ◦ Avoid printing letters from email

• Nomination letter from Chapter President or Faculty Advisor
  ◦ Include summary of other letters of support or key statements
For more information…

• **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**