Creating a Chapter Awards Program, Part III: The Chapter Awards Ceremony

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Importance of the Ceremony

• Member recognition is important
• The ceremony is a formal process to recognize excellence in counseling scholarship, research, leadership & practice
• The ceremony should be presented in a manner which elevates the status of the award as well as the recipient
Invitations

• **Expect and invite**
  ◦ Family and friends
  ◦ Peers
  ◦ Faculty
  ◦ University administrators
    • Always introduce them and ask them to give greetings
  ◦ Site supervisors

• **Use E-vites for family**
  ◦ Increases attendance and recognition for recipients
Categories of Recognition

- **Individual Awards**
  - Outstanding Entry Level Student
  - Outstanding Doctoral Level Student
  - Outstanding Service to the Chapter
  - Outstanding Practitioner
  - Outstanding Practitioner Supervisor
  - Outstanding Research
  - Fellow and intern nominees (if applicable)
Selecting a Time for the Award Presentations

• The Initiation Ceremony is one possible time
  ◦ Recognition of excellence is the theme
  ◦ Information can be shared with new initiates about outstanding members of your chapter
  ◦ Award recipients serve as additional role models of excellence in counseling

• A Separate Chapter Awards Ceremony
  ◦ Timing of the initiation and awards processes may differ
  ◦ Chapter and Department Awards can be presented together
Benefits of a Written Script

- Assures that important information is included in presentation
- Keeps the program moving when everyone knows what to say
- Assures that all award recipients are acknowledged equally
  - Set a word limit for all presentations and request that speakers avoid “ad-libbing”
- Sample script is available
  - [csi-net.org](http://csi-net.org) > Awards > Awards Training Package
  - Can be used to personalize awards ceremonies
Key Elements in Awards Presentations

• For the benefit of the audience, at least two things need to be included in the presentation for each award:
  ◦ What is the purpose of and criteria for the award?
  ◦ How does the nominee meet or exceed these criteria?

• Consider asking the nominee to select who is to present their award
  ◦ Always require a script for presentations
The Awards Program

• **Consider having a written program**
  ◦ Allows those in attendance to follow the program
  ◦ Identifies key speakers
  ◦ Identifies award recipients
  ◦ May include information about each award and/or each recipient
  ◦ Include list of counselor education faculty
  ◦ Include list of awards committee members
  ◦ Include list of chapter officers
Supplements to the Program

• List the awards, recipients, and information about each

• Provide in advance or hand out as participants leave
  ◦ Nice memento for the recipients and their families
  ◦ May be of interest to other members of the chapter as well

• Can mention or list recipients of prior years
Using the CSI Trademarks

- CSI’s colors are blue and white.
- CSI is the sole official acronym of Chi Sigma Iota, International.
- The CSI Logo is trademarked
  - CSI Chapters may use the logo with permission.
  - The online Chapter Logo Request Form is on the CSI website:
    Go to Chapters > Development Resources > Chapter Logos
Publicity & Recognition

• Essential both before and after the ceremony

• Follow-up articles about recipients
  ◦ Chapter newsletter
  ◦ Local papers
  ◦ News release to recipients’ hometown newspaper
  ◦ Other department and university publications
News Releases

• Include the award criteria and characteristics of the recipient which led to their selection

• Can be prepared before the ceremony

• Send to university PR office
  ◦ Specify hometown papers for news releases
  ◦ Specify inclusion in local papers & university newsletters
For more information…

• csi-net.org > Awards
  ◦ Awards Training Package
  ◦ Call for Nominations
  ◦ Sample materials from other CSI Chapters

• If you have questions about awards:
  ◦ Email: info@csi-net.org