



# **Writing a Bid, Piece by Piece**

**GLACURH 2010-2011 Bidding Guide**

**By: Julia Novotny, RCC for Bidding and Awards**



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# What is a Bid?

**Simply put, a bid is a way to recognize the awesome students, groups, advisors and programs at your college or university! Here are the awards you can bid for:**

**School of the Year Award**

**RHA Building Block Award**

**\*On Campus Marketing NCC of the Year Award (written by RBD)**

**On Campus Marketing Distinguished Service Award**

**Program of the Year Award**

**Student Award for Leadership Training**

**Advisor of the Year Award**

**Hallenbeck Service Award**

**First Year Experience Award**

**Student of the Year Award**

**Commitment to Diversity Award**

**Commitment to Philanthropy Award**

**NRHH Outstanding Chapter of the Year Award**

**NRHH Building Block of the Year Award**

**NRHH CC of the Year Award**

**NRHH Outstanding Member of the Year**

**Thinking about bidding for a position on the Regional Board of Directors? The positions are:**

**Director**

**Associate Director-Finance & Administration**

**Associate Director-NRHH**

**Regional Communications Coordinator of Communications Development**

**Michigan Regional Communications Coordinator**

**Ontario Regional Communications Coordinator**

**Wisconsin Regional Communications Coordinator**

**Indiana Regional Communications Coordinator**

**Illinois Regional Communications Coordinator**

**Parliamentarian**

**Regional Advisor**

**Regional Advisor of NRHH**

**Want to show off your institution?? GLACURH would love to come for a visit!**

**Consider hosting...**

**RBD fall and spring retreats**

**GLACURH Conference**

**No Frills Conference**

## 8 Basic Steps to Writing a Bid...

Writing a bid is just like completing a puzzle! Both require planning, patience and are very difficult if not impossible, to complete in a very short amount of time. It also helps when you have a few friends around to help out!

Do not worry; both can easily be completed if you follow these simple steps!

### 1. Start thinking about what “puzzle” you would like to complete.

Look back into the year (from GLACURH 2009-GLACURH 2010 or NACURH to No Frills) and think about what individuals you have found to be huge assets to your campus and what programs stood out and made a difference in the lives of the residents. There are a lot of choices out there! Do not be afraid to choose a few!

### 2. Talk with others to get their input.

Other students on your campus may bring thoughts of additional programs and students to your mind which may have slipped by in the first session of brainstorming. They also may share more details about the same ideas which you thought of, just in their own perspective. The more people you get involved, the less work will be placed on one person!

### 3. Look at the instructions!

Not all puzzles have instructions, but lucky for you, there are some for writing bids!

Now that you have decided what you want to bid for, look though the GLACURH governing documents, this bid guide and past bids to make sure your idea fits the requirements! Do not get overwhelmed; it will require some time, but you can do it!

### 4. Take a good look at the box, no it is not cheating!

In this case the “box” may be the mental picture you have in your mind of all of the information and what you think the finished product may look like. From looking at the “box,” you might get an idea for a theme of your bid. Although your bid should focus on the content you also want to make it catch the eyes of the reader! Look on page 11 for more helpful hints about the theme!



**5. Start with the corner pieces.**

Once you have your team established and you have set aside ample time to complete the puzzle, you are ready to start writing! Find the corner pieces of the puzzle (they will be the easiest to spot). The corner pieces of your bid will include the major accomplishment categories of the person, program, or organization. For a person, they might include conference participation, dedication to the campus, philanthropy efforts and the new ideas he/she brought to the organization. For a program, they might include how the idea came about, long lasting effects on the participants, attendance and budgeting.

**6. Now the edge pieces.**

Now think a little harder about those corner pieces. Fill in the space between them with some details. Do not worry about getting too detailed yet; these are still pretty easy pieces to spot . Stay focused on the big ideas.

**7. Group the inside pieces by similarities and piece them together.**

Now it is time for the details! Do not let them overwhelm you. Stick with the corner pieces you started with and branch off of those.

**8. It is almost done! It needs a frame, though!**

Yay! You completed the puzzle! It still needs some finishing touches, though. Make sure you have it proofread. And then get it proofread again. Then feel free to send it to the RCC for bidding and awards (before it's due) to make sure it follows all of the requirements. Then you are ready for the frame! Save it as a PDF and send it to [gl\\_bids@nacurh.org](mailto:gl_bids@nacurh.org).

# Which Boxes Can You Check?

## **School of the Year Article XV, Section 2**

### **Your Institution has...**

- Had outstanding achievements within the Residence Hall Association**
- Had campus involvement on the regional and national level**
- Consistently impressive campus involvement at events and new programs were put on successfully**
- Participated in many community service projects**
- Written many award winning OTMs**

## **ON CAMPUS MARKETING NCC OF THE YEAR AWARD Article XV, Section 4**

### **A NCC has...**

- Helped with the development of your institution's attendance at conferences**
- Been involved on the regional and national level**
- Been recognized campus wide for their achievements**
- Served at least a 6 month term**
- Been a strong voice on their campus**

**\*\*\* The RCCs are responsible for the bidding of this award. A written letter about a nominee should be submitted to your RCC.**

## **ON CAMPUS MARKETING DISTINGUISHED SERVICE AWARD Article XV, Section 5**

### **A Student Leader has...**

- Been a distinguished leader on the campus for multiple years**
- Been a prominent individual in GLACURH**
- Served the member schools of GLACURH**
- Has participated in multiple years of service to the region**
- Gone above and beyond their responsibilities**

## **Building RHA of the Year Article XV, Section 3**

### **The Residence Hall Association has...**

- Made great strides in improvement from the previous NACURH conference to the No Frills business meeting**
- Further developed the structure of the RHA**
- Faced and conquered challenging issues**
- Shown improvement on the regional and national level**
- Set strong goals to continue the progress**

**Program of the Year  
Article XV, Section 6**

**A Program...**

- Was well attended
- Reached the goals that were set for it
- Will/did have lasting effects on the campus
- Was a unique program idea
- Could be used on other campuses

**Student Award for Leadership Training  
Article XV, Section 7**

**A Leadership Training Program...**

- Was an outstanding training session for student leaders within the halls
- Produced strong leaders for the future of the residence halls
- Was an unique idea and students helped to make it a success
- Was evaluated by the participants and leaders
- Could be used as an annual program at your institution or another

**Hallenbeck Service Award  
Article XV, Section 9**

**A full-time housing or student affairs professional has...**

- Had continuous outstanding service to NACURH
- Been a strong aspect of residence life on campus
- Been active on the state and regional level
- Encouraged student leaders to be/stay active within the halls
- Succeeded in advising a leadership organization

**Advisor of the Year  
Article XV, Section 8**

**An Advisor has...**

- Shown extreme dedication to the organization he/she advises
- Provided support and encouragement for the student leaders
- Helped the organization grow and develop
- Been active on campus
- Been recognized campus wide for their excellent performance

## **Student of the Year Article XV, Section 10**

### **A Student has...**

- Been recognized campus wide for their achievements**
- Had many accomplishments on the state, regional, and/or national level**
- Shown amazing spirit at conferences**
- Shown dedication to organizations within the residence halls**
- Made an impact within the residence halls on campus**

## **Commitment to Philanthropy Award Article XV, Section 13**

### **A Campus has...**

- Shown a yearlong dedication to the regional philanthropy**
- Dedicated time and effort to its own campus's philanthropic efforts**
- Hosted creative programs that promoted philanthropy**
- Had a strong campus approach to philanthropy**
- Included multiple organizations in their philanthropic efforts**

## **First Year Experience Award Article XV, Section 11**

### **A Student has...**

- Just completed or is in his/her freshman year**
- Shown strong academic achievement**
- Made significant contributions within the residence halls**
- Helped to reach out to the community**
- Lived in the residence halls and will be returning next year to the halls**

## **Commitment to Diversity Award Article XV, Section 12**

### **The Campus has...**

- “Had a yearlong commitment to awareness and education of diversity issues”**
- Strong goals to continue this commitment in the future**
- Completed at least 5 programs in the last year relating to diversity issues**
- To be able to supply a program resource list of the programs of the last year**
- Focused on multiply diversity issues while including many students and community members**

# Bids About Your NRHH Chapter

## **NHHH Outstanding Chapter of the Year Award Article XV, Section 14**

**The NRHH chapter has...**

- Communicated effectively on the campus, regional, and national level**
- Reinforced the purpose of NRHH**
- Completed goals set by the chapter**
- Set strong plans/goals for the future**
- Support from the campus's housing department**

## **NHHH Building Block of the Year Award Article XV, Section 15**

**The NRHH chapter has...**

- Strengthened the lines of communication on the campus, regional, and national levels**
- Accomplished the goals that were set for the organization.**
- Worked jointly with RHA**
- Implemented new ways to recognize**
- Helped with the growth of new student leaders through programs or other activities**

## **NHHH CC of the Year Award Article XV, Section 16**

**The NRHH CC has...**

- Had outstanding campus, regional, and national correspondence**
- Been recognized through awards while also taking the time to recognize others**
- Helped to increase the institution's spirit at conferences**
- Participated in campus, regional, and national philanthropy efforts**
- Brought unique ideas to the campus, regional, and national levels**

## **Thinking about bidding to host a Conference or Business Meeting?**

**Whether your school wants to host 14 people or 40, there is a conference for your institution to host! The Regional Board attends a fall and a spring retreat; these retreats serve as a time for us to prepare for the GLACURH and No Frills conferences. You don't even have to bid for these retreats! Talk with the housing department on your campus about a place for us to stay, have our meetings and eat , and then let the Regional Director know and you are on your way to hosting a Regional Board retreat!**

**If your institution is ready for a larger challenge, think about hosting the No Frills Business Meeting. This business meeting takes place between the "2nd weekend in February and the 3rd weekend in March." Any school(s) bidding for the No Frills business meeting must be able to accommodate for the GLACURH Regional Board, at least one National Communications Coordinator, one National Residence Hall Honorary representative and one advisor from each GLACURH member school, plus bid teams. Since this conference is entitled No Frills, it is a simple a business meeting excluding the frills of a banquet, program sessions, etc.**

**Ready to show off your campus to over 350 people!?!? Hosting the annual GLACURH conference is a great way to do this! The conference must be held "between the 2nd weekend in October and before the last weekend in November." It is an amazing way to let show off your institution while hosting student leaders from all over the region! Although completing this puzzle can be seen as a bit of a challenge, it is definitely one worth finishing!**

## **Thinking about bidding for a RBD position?**

**It's never too early to start thinking about bidding for a position on the Regional Board for the 2011-2012 year! In some ways, completing this particular puzzle could be the easiest one of all of them, it is all about you! Your background, your achievements, and your goals. So, start talking with the members of the Regional Board today!**

# **Other Things to Consider When Putting All the Pieces Together**

## **Letters of Support**

**When approaching people and asking them to write a letter of support remember ...**

- 1. Make sure the person you want to ask is knowledgeable about the person/event/group the bid is written about. While some bids require letters from certain people, others do not. Some people to keep in mind are housing officials, NRHH/RHA Presidents, and supervisors.**
- 2. Give the person plenty of time to write a strong letter. If ample time is given, the writer will have plenty of time to reflect on the person/event/group and write the best letter possible.**

## **Theme**

**The theme is a key aspect when completing a puzzle and writing a bid. Let's think about a puzzle for a minute. Let's now pretend there is a puzzle that is a picture of many parts of random items. Of course, this puzzle can be completed and when it is done, all the pieces will fit together, but it might just not be very appealing to someone who looks at it. This same idea applies when writing a bid! The theme is used to tie all of the information together and make it fun for people to read!**

**Since choosing a theme is sometimes the most difficult part, here are some helpful hints:**

- 1. If the bid is about a person think about their favorite hobbies, television shows, movies, quotes, food or anything else that might come to your mind when you think of them.**
- 2. If the bid is for an event , usually the theme of the event serves as a good theme for the bid!**
- 3. If it is for an organization or school, a good thing to think about is a quote that stands for what your organization/school has accomplished!**

# Checklist

## Pre-Writing

- Decide what award(s) you will bid for**
- Find others to help write the bids**
- Decide who/what you will nominate**
- Submit intent to bid by timeline below**
- Outline the bid**
- Interview others for their input**
- Choose a theme for the bid**
- Refer to the Governing Documents often**
- Make note of the bidding timeline**
- Solicit letters of support**
- Research older bids**

## Bid Components

- Cover page**
  - Introduction to person/group/program/school**
  - Background/history of school or program**
  - Description of how it met the criteria**
  - Letters of support**

## Post-Writing

- Edit, edit, edit**
- Spruce up the bid/make it unique**
- Convert bid to .pdf format**
- Have Bidding & Awards RCC review and make suggestions to improve the bid**


## Bids to Submit at GLACURH

Award	Intent Due	Bid Due
School of the Year	September 23, 2010	October 7, 2010
Commitment to Diversity	September 23, 2010	October 7, 2010
Program of the Year	September 23, 2010	October 7, 2010
Student Award for Leadership Training	September 23, 2010	October 7, 2010
Commitment to Philanthropy	September 23, 2010	October 7, 2010
NRHH Outstanding Chapter of the Year	September 23, 2010	October 7, 2010
Student of the Year	September 23, 2010	October 7, 2010
Advisor of the Year	September 23, 2010	October 7, 2010
Hallenbeck Service Award	September 23, 2010	October 7, 2010
OCM Distinguished Service Award	September 23, 2010	October 7, 2010
NRHH CC of the Year	September 23, 2010	October 7, 2010
NRHH Outstanding Member	September 23, 2010	October 7, 2010
GLACURH 2011	September 23, 2010	October 7, 2010

## Bids to Submit at No Frills

Award	Intent Due	Bid Due
Building RHA of the Year	January 27, 2011	February 10, 2011
Building NRHH of the Year	January 27, 2011	February 10, 2011
OCM NCC of the Year	January 27, 2011	February 10, 2011
First Year Experience Award	January 27, 2011	February 10, 2011
No Frills 2012	January 27, 2011	February 10, 2011
Position	Intent Due	Bid Due
Regional Director	February 10, 2011	February 24, 2011
Associate Director-Finance and Administration	February 10, 2011	February 24, 2011
Associate Director-NRHH	February 10, 2011	February 24, 2011
Regional Advisor	February 10, 2011	February 24, 2011
RCC Communication Development	February 10, 2011	February 24, 2011
RCC-Michigan	February 10, 2011	February 24, 2011
RCC-Ontario	February 10, 2011	February 24, 2011
RCC-Wisconsin	February 10, 2011	February 24, 2011
RCC-Illinois	February 10, 2011	February 24, 2011
RCC-Indiana	February 10, 2011	February 24, 2011

All bids will be due to [gl\\_bids@nacurh.org](mailto:gl_bids@nacurh.org) by 11:59pm CST/12:59am EST.

A polar bear cub is shown in a snowy, natural environment. The entire image is overlaid with a grid of interlocking puzzle pieces, creating a textured, fragmented effect. The cub is looking towards the left of the frame.

**YAY! Now you are ready to complete your very  
own “PUZZLE”!!  
Good luck and have fun!**