

Pacific Affiliate of College and University Residence Halls

PACURH

Guide to Award Bidding

Bibbit, the Bidding Frog



What are award bids? Award bids are excellent ways to recognize your school, students at your school, your RHA, or your NRHH Chapter. Now, . . .writing the bids are simple, but there are a few guidelines that you should take into account when writing them. Those guidelines will be found throughout this “Guide to Writing Award Bids”. Always remember that you are writing bids to recognize the outstanding work done at your school. Make sure to include concrete evidence in everything you provide! Here’s a look at what you will find in this award bid packet and where it’s located:

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BID LOGISTICS

Make sure that you read the important dates extremely well! Those dates are the latest that award bids can be turned in! WE WILL NOT ACCEPT LATE BIDS IN ANY CATEGORY! So what does that mean? Make sure you get your bid done in plenty of time so we can let you know that we received it.

Here are a few other additional notes. . .

- Please PDF your award bids if at all possible. If the award bid is not PDF'd prior to being sent via email, the RBD is not responsible for the formatting that occurs when posted online in PDF form
- Send the award bids to the right people. Certain bids go to the director while others go to the advisor and of course NRHH bids need to go to the RAD. Make sure you get them all covered!
- Don't wait until the last minute. These bids represent your school!
- Meet the deadlines.
- Everything must be turned in electronically to be posted online, and then hard copies are to be brought to the conference.
- If you have questions, please contact your regional board of Directors

All bids must be submitted electronically by e-mail. If this is not a viable option for you, please e-mail your Regional Director ASAP to discuss options. Member schools in good standing with NACURH, Inc (and the NRHH National Office for NRHH Awards) may make only one nomination for each of the above awards. **All bids must be typed (10-12 pt. type) on 8.5" by 11" paper.**

Bids may not exceed the page limit specified for each award. A page is defined as a side of print and includes text, letters of support, and dividers. A cover page does not count towards the page limit. All bids must have page numbers. In addition to submitting bids electronically, you are responsible for bringing a total of 16 copies of each bid to the Regional Conference. One copy must be 1-sided, on white paper, and unbound for the NIC. These must be submitted at check-in to the conference.

The timeline for all bids, unless otherwise specified is from Conference to Conference. That is the only information in the bid that can be judged on. Please keep this in mind

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IMPORTANT DATES

The Regional Board of Directors will be in contact with the rest of the region to notify NCCs of when bids are due. Be sure to pay close attention to your regional listserve during the weeks preceding the conference in order to know what those dates will be. For further information, contact the Regional Director.

AWARD GUIDELINES (TAKEN FROM THE PACURH POLICY BOOK)

- A. The director will select a deadline of bid intents and number of bids required.
- B. Member schools may initiate awards if approved by the RBD of PACURH.
- C. Except for Best School Display and Best Regional Display, all awards are optional and shall be given at the RBD's discretion. These and other awards may be presented by the Director or his/her designee.
- D. For the Student Advantage Campus Services awards, RBD are not eligible. All currently serving regionally and nationally elected officers (including the National and Regional Chairs and the NBD liaison) are not eligible for these awards, unless otherwise stated. National Office Directors and Associate Directors who attend Semi-Annuals are also ineligible. In case where a vacancy of normally elected officer occurs and a replacement is appointed, that person also is ineligible.
- E. Neither NBD nor RBD members are permitted to write or assist with writing award bids at/for their school.
- F. Changes/Additions in award policy for the Individual Awards section should be made in this format: Title of Award, Purpose, Eligibility, Pages, Selection, Award, and Criteria or Suggested Criteria.
- G. Bids are to be judged based on content of information.
- H. All bids submitted for awards should include five unbound master copies of standard 8.5" x 11" white paper for the purpose of being submitted into the Resource File Index.
- I. All bids must stay within page limits, with a page defined as a side with print not including the cover page (10-12 point font). Dividers, appendices, letters of recommendation, text, etc. are included as a page. All bids must contain page numbers.
- J. All award bids are due at Check-In of respective conferences, unless otherwise stated.
- K. All school and individual award winners of awards eligible for National Awards will also receive the region's endorsement if they wish to bid for the respective National Award.
- L. Individuals may only bid and win one Individual Award per year.
- M. On-Line Bidding Requirement
 - a. All schools/individuals interested in bidding for an award shall submit their bid to the PACURH webmaster or equivalent to be hosted on the PACURH home page.
 - b. Bids must be published on the Internet and the URL published to the region at the time specified by RBD.
 - c. Web bid formats shall be a finished product submitted to the director by a date designated by the director.
 - d. A single final copy of the paper bid to be submitted at the conference must be submitted to the RBD postmarked by the date RBD required bids to be posted on the web.
 - e. RBD shall reserve the right to disqualify any bid that does not match that which was posted on the Internet and/or in the footnotes.
 - f. Discussion of the bids over the listserv shall not be permitted before the conference.
 - g. The NCC's at the conference shall reserve the right to suspend the above process to allow for bids to be presented at the conference.

AWARD BID CATEGORIES

Each year at PACURH, awards recipients are selected from bids written from member schools. The following awards are selected at PACURH:

Program of the Year Student Award for Leadership Training

Each year at No Frills, awards recipients are selected from bids written from member schools. The following awards are selected at No Frills:

**First Year Experience of the Year
Student of the Year
Advisor of the Year
Resident of the Year
President of the Year
Residential Assistant of the Year
Executive Board Member of the Year
Community of the Year
OCM NCC of the Year
OCM Distinguished Service Award
Hallenbeck Distinguished Service Award
Commitment to Diversity Award
School of the Year
RHA Building Block Award
NRHH Outstanding Member of the Year
NRHH Building Block Chapter
NRHH Chapter of the Year**

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NACURH/ACUHO-I DANIEL SILER PROGRAM OF THE YEAR AWARD

Award Purpose and Description: NACURH recognizes the most outstanding student-implemented program concerning residence halls through the Program of the Year Award. Each year, all members in NACURH must submit a report to the National Information Center to fulfill one of the requirements necessary for the privilege of voting. These reports deal with various aspects of residence hall life and its improvement. This award was created in an effort to recognize the high level of initiative and professionalism that exists on the student level.

The excellence of this recipient is also recognized by the Association of College and University Housing Officers – International, the administrative professional counterpart of NACURH. The ACUHO-I organization co-sponsors this award. ACUHO-I, along with NACURH, will provide a means by which the Program of the Year recipient will present their program at the ACUHO-I annual Conference. (1992)

Award: The award will consist of a plaque. The award shall be announced at the PACURH Regional Conference. A maximum of one award per year may be given.

Selection Process:

- A. Regionally, the winning entry will be selected at the PACURH Regional Conference by the NCCs.
- B. NACURH Conference

- a. A member school may submit only one program per year to be considered for this award. All entries must be considered members in good standing with NACURH, inc. and with their regional affiliate.
- b. An application form may be obtained by contacting the NACURH Conference Resource Consultant.
- c. All entries must submit a written document of their program. Bids will be no longer than twenty (20) pages (10-12 point type) double-sided, with a page defined as a side with print (this includes appendices, letters of recommendation, text, etc.); covers and title pages are not included in the page count, dividers are included. All bids must contain page numbers. Entries may also include additional information with their program of non-written media (i.e. multi-media, photos, publications, video tapes, etc.) However, this non-written information must be part of the actual substance and implementation of the specific program being submitted. It cannot be used in the presentation of the program report. (Similar to a conference bid presentation) (1997, 5/98)
- d. The nominated POY may be of social or educational nature. However, social programs must include some indication of how the program was also educational regarding student leaders or students in general. The educational impact has historically been an important consideration by members of the NBD.
- e. A form verifying the presenter's commitment to attend the NACURH and ACUHO-I National Conferences and present the program must be completed by the student presenter and the school's advisor.
- f. The application form, 15 copies of the program description, and the commitment verification form must all be received by the Conference Resource Consultant by December 1.
- g. Upon receipt of the proposals, the CRC will immediately forward to the screening committee consisting of the CRC, the National Advisor, the National Chair, a member appointed by the National Chair, and the NRHH Director, as well as an ACUHO-I representative. This committee will review the various proposals and submit to the NBD no more than the top five (5) semi-finalists.
- h. At the Semi-annual Board of Directors meeting the NDB will select two finalists. Both finalists will be notified by the CRC by January 20th.
- i. The CRC shall collect all the POY bids after the Semi-annual Business Meeting, forward appropriate copies to the NIC, and redistribute remaining bids after the final decision is made at the conference, so as to ensure that the POY winner will be selected from the finalists based on the oral presentation only.
- j. Each finalist will be asked to present their programs at the National Conference where the board will make the final selection to determine the winner.
- k. The winner will be announced at the Banquet and presented with a plaque as a form of permanent recognition of their outstanding program. The winning school will also be requested to present the POY at the upcoming ACUHO-I International Conference.
- l. Each finalist shall submit a 500-1000 word article to the NACURH Network outlining the program in question. This article shall be attached to the application form, not as part of the bid packet

Categories of the Report: The following areas of consideration and questions should

be addressed when submitting an application for the award:

- A. Relatedness to Residence Hall Students
 - a. For whom is the program designed?
 - b. How does it relate to residence hall setting?
 - c. Is it practical and applicable to other residence hall settings?
 - d. What were the goals of the program?
- B. Proven effectiveness
 - a. How successful was the implemented program?
 - b. How was the evaluation of the program or concept carried out?
 - c. How was the program marketed?
- C. Creativity and uniqueness
 - a. How new is the concept of the program in dealing with general residence hall programming?
 - b. How unique is the program in presentation style – new twists to old concerns (not to be judged on the uniqueness of the program to a particular campus or residence hall system)?
 - c. How were the program costs met?
 - d. What methods were used in developing the program (research, questionnaires, interviews, etc.)?
- D. Level of student input and involvement
 - a. Was the program conceived by students?
 - b. How many students were involved in the actual planning and implementation of the program?
 - c. Who benefited from the program?
- E. Presentation of the Information
 - a. Correct Grammar and spelling, neat, concise, clear, and readable?
 - b. What are the strategies for presenting this program at ACUHO-I? At NACURH?
 - c. NACURH Network Article
 - i. Include an article to be considered for publication in the NACURH Network, which offers a 500-1000 word overview of the POY bid. There are no specific requirements for the actual format of the article, however a quality article which provides adequate information for another campus to use in developing a similar program is expected. This article shall be attached to the application form, not as part of the bid packet.
- F. Program Presentation at NACURH Conference – Suggested Criteria
 - a. What were the goals of the program? How were these met?
 - b. Did students plan the program? Are students presenting the program?
 - c. Why was this program important to the campus? Did it solve any problems on the campus level?
 - d. How did this program relate to the campus population, Other campus populations?
 - e. How many students were impacted by this program?
 - f. What was the cost of the program?
 - g. How can this program be adapted to other campuses?
 - h. How chronological is the information being presented?
 - i. Is there audience participation/interaction in the presentation?
 - j. Was the program presented in a professional manner?
 - k. Creativity of presentation: costumes, design of presentation, handouts. (1996)

NACURH/ACPA STUDENT AWARD FOR LEADERSHIP TRAINING

Purpose: The purpose of the Student Award for Leadership Training is to reward student leadership training programs in the residence halls. Co-sponsored by the American College Personnel Association, this award is selected at the NBD Semi-Annual meeting. A conference-theme oriented presentation, involving residence hall student leadership will be presented at both organization's conferences.

Award: The award will consist of a plaque. The award shall be announced at the PACURH Regional Conference. A maximum of one award per year may be given.

Selection Process:

- A. Regionally, the winning entry will be selected at the PACURH Regional Conference by the NCCs.
- B. National
 - a. One student or student group of a NACURH member school in good standing may submit a SALT nomination for consideration per year.
 - b. An application form may be obtained by contacting the CRC.
 - c. The SALT nomination must follow the prescribed description. The SALT nomination may cover any group of leadership (floor, hall, residence hall government, etc.) or any format of training. The only premise is the involvement of students in the implementation of the program. Additionally, students must be involved in the development and format of the training. The more students are involved or taking the lead on any and all phases of the leadership training program, the more promising the nomination.
 - d. A presenter(s) Commitment Verification Form must be filed with the CRC indicating the intention of presenting the program at both NACURH and ACPA. This must be signed by both the student(s) presenting the SALT nomination and the institutional advisor.
 - e. The application form, fifteen (15) copies of the SALT nomination description outline and the Commitment Verification Form must all be received by the CRC by December 1.
 - f. Prior to the Semi-Annual meeting of the NBD, the SALT nominations will be reviewed by a screening committee composed of the NBD and the ACPA Commission III Directorate Body.
 - g. The NBD will select the winning SALT nomination at the Semi-annual Meeting.
 - h. The student representative(s) of the winning school will present the SALT at the upcoming ACPA and NACURH conferences.
 - i. The SALT winner shall submit an article for consideration by the NACURH Network, which offers a 500-1000 word overview of the SALT bid.

Timetable for SALT: The following is a timeline for the SALT application process:

- A. June 1: Application materials and information concerning the SALT available from the CRC.
- B. December 1: Application form, Commitment Verification Form, and fifteen (15) copies of the description outline must be received by the CRC.
- C. Early December: NACURH NBD/ACPA Commission III Directorate Body select finalists.
- D. Early January: NBD Selects winner of SALT from finalists.
- E. Late January: All nominees notified of status by CRC.
- F. March/April: Winner presents at the ACPA Conference.

G. May: Winner presents at the NACURH Conference.

Additional Information: The following specifications must be met:

- A. The student representative(s) from the winning SALT must be able to attend both the ACPA and NACURH conference after the results have been obtained.
- B. The winning school shall be reimbursed up to a maximum of \$2000 for expenses incurred in sending a maximum of two (2) representatives to both the Professional conference and NACURH. Receipts must be submitted no later than sixty (60) days after the second conference attended. (1993, 2003, 2004)
- C. Bids must follow the enclosed description outline. The final report must follow the NIC report requirements and may count as the NIC's report for the year.
- D. The ACPA Liaison will oversee the preparation of the SALT nomination for presentation at ACPA. Questions should be addressed accordingly.

SALT Bid Description: All four sections of this outline must be completed to satisfy SALT requirements. Bids will be no longer than twenty (20) pages (10-12 point type) double-sided, with a page defines as a side with print (this includes appendices, letters of recommendation, text, etc.); covers an title page are not included in the page count, dividers are included. All bids must contain page numbers. (5/98)

- A. Section one: Introduction and overview
 - a. Write a one-paragraph summary of the SALT nomination which could be used in describing the SALT nomination as a conference program session
 - b. Describe the goals and objectives of the SALT nomination.
 - c. Describe Specific student needs that this project is attempting to address.
- B. Section two: Content and planning of the SALT nomination
 - a. Describe the resources used in developing the SALT, including a budget, funding, sources, personnel needs, supplies utilized, etc.
 - b. Describe the planning process used in development of the SALT.
 - c. Describe the who, what, when, where, etc.
 - d. Describe how your SALT relates to the ACPA conference delegates.
 - e. Describe how this project affects students.
- C. Section three: Evaluation of the SALT nomination
 - a. Discuss the results and show what evaluation methods were used.
- D. Section four: Presentation as a conference session
 - a. Describe how this project would be presented in a conference session format.
 - b. Describe any media that would be used in the conference session including slides, transparencies, film, etc.
 - c. Describe any handouts and written materials that would be distributed to conference delegates.
- E. NACURH Network Article
 - a. Include an article to be considered for publication in the NACURH Network, which offers a 500-1000 word overview of the SALT bid. There are no specific requirements for the actual format of the article, however a quality article which provides adequate information for another campus to use in developing a similar program is expected. This article shall be attached to the application form, not as part of the bid packet.

FIRST YEAR EXPERIENCE

Purpose: This FYE Award recognizes the outstanding contributions of a first year student. This award encourages involved first year students to remain active in leadership positions and to continue improving the residence hall environment on

campus.

Pages: Bids will be no longer than eight (8) pages (10-12 point type). (6/2000)

Selection:

Regionally, recipients will be selected by the RBD. Bids are due at the No Frills Conference.

Nationally, recipients will be selected by a committee consisting of one RCC from each region who is appointed annually by that region's Director. Members of the committee may not be from a bidding school.

Award:

Regionally, the award will consist of a plaque. The award shall be announced at the No Frills Conference. A maximum of one award per year may be given.

Nationally, the winner shall receive a plaque at the closing ceremonies of the National Conference.

Suggested Criteria:

- A. Recipients must be of freshman status or a student involved in a residence hall environment for their first year at an institution with no previous residential life experience. (may have just completed their first year within 60 days of the National Conference.)
- B. Recipient must be returning to the residence halls or university housing for the following semester.
- C. Recipient shall write an essay on why s/he should be honored with the First Year Experience Award.
- D. The bid must include a letter of good standing from the Dean of Students or Registrar of the recipients host institution.
- E. The bid shall have one letter of recommendation from an advisor or residence hall staff member.
- F. The bid shall include a list of collegiate accomplishments and involvement.
- G. Recommended criteria, but not required:
 - a. Involvement at the state, regional, or national level (i.e. community service, NRHH, program presentations, at conferences, campus organizations, case study, etc.).
 - b. Academic Honors (i.e. Deans List, scholarships, etc.).
 - c. Community involvement.
- H. Recommended topics to cover in the essay:
 - a. Why you became involved in your residence life program (floor, hall, or campus government).
 - b. How your experiences helped you grow and develop.
 - c. What are your ideas and goals for the next year. (1997, 5/98).

STUDENT OF THE YEAR AWARD

Purpose: This award recognizes outstanding service to NACURH by an individual who has been directly affiliated with the organization.

Pages: Bids will be no longer than eight (8) pages (10-12 point type). (6/2000)

Selection:

Regionally, bids will be chosen by the RBD at the No Frills Conference

National Selection: Recipients will be selected by the National Awards Selection Committee.

Award:

Regionally, the winner shall receive a plaque. A \$100 check will be awarded to be applied towards induction to the AAFN or a scholarship presented by PACURH. The winner shall be announced at the No Frills Conference. A maximum of one award per

year may be given.

Nationally, the winner shall receive a plaque and a \$100 dollar check to be applied towards induction into the NACURH Alumni Association or a scholarship. A maximum of one national award per year may be given.

Suggested Criteria:

- A. Award shall be judged based on the time period from NACURH to NACURH.
- B. Service to RHA , campus, state, regional, and national, correspondence.
- C. Recognition through awards: campus, state, regional, and national services.
- D. Participation in campus, state, regional, and national services.
- E. Participation in conferences: spirit and attendance, and participation in meetings and programs. (19914, 1996, 5/98)

ADVISOR OF THE YEAR AWARD

Purpose: Recognizes outstanding service by an individual advisor above and beyond their job description while serving in an advising capacity to a residence hall leadership group

Pages: Bids will be no longer than eight (8) pages (10-12 point type).

Selection:

Regionally, bids must be submitted to the RBD in writing. Bids are due at the No Frills Conference.

Nationally, recipients will be selected by the National Awards Selection Committee.

Award:

Regionally, the award shall consist of a plaque. The award shall be announced at the NACURH regional social. A maximum of one award per year may be awarded.

Nationally, the award will consist of a plaque and induction into the Association of Alumni and Friends of NACURH with funds from the National Budget. A maximum of one (1) award per year may be given out.

Suggested Criteria:

- A. Award shall be judged on the period from NACURH to NACURH.
- B. Campus, state, regional, and national involvement (i.e. Regional Board, conference staff, etc.)
- C. Recognition through awards: campus, state, regional, and national.
- D. Participation in campus, state, regional, and national services.
- E. Participation in conference: attendance, presenting programs, etc.
- F. Success in advising their student group.

PACURH RESIDENT OF THE YEAR

Purpose: This award recognizes outstanding service to PACURH by an individual who has been directly affiliated with the organization in service to the residence halls.

Eligibility: Nominations are limited to one per school. Bids must be submitted to the RBD in writing. The nominee may not have been an NCC, Executive Board Member of their RHA, or President in the past year.

Pages: Bids will be no longer than eight (8) pages. Only one nominee per school is allowed.

Selection: Recipients will be selected by the RBD at the No Frills Conference.

Award: The winner shall receive a plaque. The winner shall be announced at the No Frills Conference. A maximum of one award per year may be given. The winner may not represent PACURH as a candidate for NACURH Student of the Year Award unless they win the PACURH Student of the Year.

Criteria: Bids should follow the same criteria as those for the NACURH Student of the Year Award. Bids not following these criteria will not be considered.

PACURH PRESIDENT OF THE YEAR

Purpose: The President of the Year Award is to recognize outstanding contributions made by a president of an affiliated residential life programming board and governing body of PACURH.

Eligibility: Nominations are limited to one per school. Bids must be submitted to the RBD in writing. The nominee may not have been an NCC in the past year. Bid must meet on-line bidding requirements or be subject to disqualification.

Pages: Bids will be no longer than eight (8) pages.

Selection: Each school affiliated with PACURH and registered and represented for the No Frills Conference will have one vote during the PACURH NRHH Business Meeting at the No Frills Conference. Recipient will be selected at the NRHH Business Meeting by the NRHH Representatives at the No Frills Conference.

Award: The winner shall receive a plaque. The winner shall be announced at the No Frills Conference. A maximum of one award per year may be given. The winner may not represent PACURH as a candidate for NACURH Student of the Year Award unless they win the PACURH Student of the Year.

Criteria: Bids should follow the same criteria as those for the NACURH Student of the Year Award. Bids not following these criteria will not be considered.

PACURH EXECUTIVE BOARD MEMBER OF THE YEAR

Purpose: This award was designed to recognize outstanding service to the residence halls by an executive board member. The definition of Executive Board member shall reflect that stated in the OTM manual.

Eligibility: One (1) nominee will be accepted per school. The award shall be based on the time period of the start of NACURH to the start of NACURH. Bid must meet on-line bidding requirements or be subject to disqualification.

Pages: Bids will be no longer than eight (8) pages.

Selection: Each school affiliated with PACURH and registered and represented at the NACURH conference will have one vote during the PACURH NRHH Business Meeting at the No Frills conference. Recipient will be selected at the NRHH Regional Business Meeting by the NRHH Representatives at No Frills.

Award: The winner shall receive a plaque. The winner shall be announced at the No Frills Conference. A maximum of one award per year may be given. The winner may not represent PACURH as a candidate for NACURH Student of the Year Award unless they win the PACURH Student of the Year.

Criteria: Bids should follow the same criteria as those for the NACURH Student of the Year Award. Bids not following these criteria will not be considered.

PACURH RESIDENTIAL ASSISTANT OF THE YEAR

Purpose: This award was designed to recognize outstanding service to the residence halls by staff members who live within the residence halls. The definition of Residential Assistant shall reflect that stated in the OTM manual.

Eligibility: One (1) nominee will be accepted per school. The award shall be based on the time period of the start of NACURH to the start of NACURH. Bid must meet on-line bidding requirements or be subject to disqualification.

Pages: Bids will be no longer than eight (8) pages

Selection: Each school affiliated with PACURH and registered and represented at the NACURH conference will have one vote during the PACURH NRHH Business Meeting at the No Frills conference. Recipient will be selected at the NRHH Regional Business Meeting by the NRHH Representatives at No Frills.

Award: The award shall consist of a plaque. The award shall be announced at the NACURH regional social. A maximum of one award per year may be awarded.

Criteria:

- A. Outstanding service considered shall be at the start of NACURH to the start of NACURH specific.
- B. The bid shall include a letter of recommendation from NRHH, RHA, or a staff member for the year of nomination.
- C. The bid shall include accomplishments and involvement for the year of nomination.
- D. How the nominee went above and beyond the job description.
- E. Recognition through OTM's.

PACURH COMMUNITY OF THE YEAR

Purpose: This award was designed to recognize the contributions of residential life communities and the impact they have on their students and the rest of campus. The definition of Community shall reflect that stated in the current OTM manual.

Eligibility: One (1) nominee will be accepted per school. The award shall be based on the time period of the start of NACURH to the start of NACURH. Bid must meet on-line bidding requirements or be subject to disqualification.

Pages: Bids will be no longer than eight (8) pages.

Selection: Each school affiliated with PACURH and registered and represented at the NACURH conference will have one vote during the PACURH NRHH Business Meeting at the No Frills conference. Recipient will be selected at the NRHH Regional Business Meeting by the NRHH Representatives at No Frills.

Award: The award shall consist of a plaque. The award shall be announced at the No Frills Conference. A maximum of one award per year may be awarded.

Criteria:

- A. Outstanding service considered shall be at the start of NACURH to the start of NACURH specific.
- B. The bid shall include a letter of recommendation from NRHH, RHA, RA, or a staff member for the year of nomination.
- C. The bid shall include accomplishments and involvement for the year of nomination.
- D. The impact of the community on students and the campus.
- E. Recognition through OTM's.

STUDENT ADVANTAGE CAMPUS RESOURCES NCC OF THE YEAR AWARD

Purpose: Recognizes outstanding service to NACURH by an individual who has been directly affiliated with the organization.

Pages: Bids will be no longer than eight (8) pages (10-12 point type). (6/2000)

Selection:

Regionally, recipients will be selected by the NCCs at the No-Frills Conference.

Nationally, recipients will be selected by the National Awards Selection Committee.

Award:

Regionally, this award will consist of a plaque and a \$100 scholarship for use in either tuition or for induction into the AAFN. The award shall be announced at the No Frills Conference. A maximum of one award per year may be given.

Nationally, the award is endorsed by Student Advantage Campus Resources. Each winner shall receive an award consistent with that defined by the current Student Advantage Campus Resources endorsement agreement. A maximum of one award may be given each year. (5/01)

Suggested Criteria:

- A. Term of office for award purposes shall be from NACURH to NACURH.
- B. State, regional and national correspondence.
- C. Recognition through awards: campus, regional, and national services.
- D. Participation in campus, state, regional, and national services.
- E. Participation in conferences: delegation building, spirit and attendance and participation in meetings and programs. (1989, 1994, 1996, 5/98)

ON CAMPUS MARKETING DISTINGUISHED SERVICE AWARD

Purpose: This award was designed to recognize distinguished student leadership while serving NACURH, its Affiliates, and member schools over a several year period.

Pages: Bids will be no longer than sixteen (16) pages (10-12 point type) (6/2000).

Selection:

Regionally, recipients shall be selected by the RBD at the No Frills Conference.

Nationally, recipients will be selected by the National Awards Selection Committee.

Awards:

Regionally, this award is endorsed by Student Advantage Campus Services. Each nominee shall receive a plaque and a \$100 check to be applied to tuition or induction into the Association of Alumni and Friends of NACURH (AAFN). The award shall be announced at the No Frills Conference. A maximum of one award per year may be given.

Nationally, this award is endorsed by On Campus Marketing. Each winner shall receive an award consistent with that defined by the current On Campus Marketing endorsement agreement. A maximum of one award may be given each year. (5/01)

Suggested Criteria:

- A. Campus, state, regional, and national involvement (i.e. Regional Board, Conference Staff, etc.).
- B. Recognition received through awards: campus, state, regional, and national.
- C. Participation in campus, state, regional, and national services.
- D. Participation in conferences: attendance, presenting programs, etc. (1994, 1996, 5/98).

HALLENBACK SERVICE AWARD

Purpose: Named after Dr. Dan Hallenbeck, former NACURH Advisor, this award recognizes outstanding and continuous service to NACURH of a full-time housing or student affairs professional.

Pages: Bids will be no longer than sixteen (16) pages (10-12 point type). (6/2000)

Selection:

Regionally, recipients will be selected by the RBD. Bids are due at the No Frills conference.

Nationally, recipients will be selected by the National Awards Selection Committee.

Award:

Regionally, the award will consist of a plaque. The award shall be announced at the No Frills Conference. A maximum of one award per year may be given.

Nationally, the award will consist of a plaque and induction into the Association of Alumni and Friends of NACURH with funds from the National Budget. A maximum of one (1) award per year may be given out.

Suggested Criteria:

- A. Campus, state, regional, and national involvement (i.e. Regional Board, Conference Staff, etc.).
- B. Recognition received through awards: campus, state, regional, and national.

- C. Participation in campus, state, regional, and national services.
- D. Participation in conferences: attendance, presenting Programs, etc. (1994, 1996, 5/98).

SCHOOL AWARDS

Eligibility: Any NACURH member school in good standing may submit a bid for a school award. The awards shall have an eligibility period from NACURH Conference to NACURH Conference. The bid must be typed and double sided, with a page defined as a side with print (this includes appendices, letters of recommendation, text, etc.). Covers and title pages are not included in the page count, dividers are included. All bids must contain page numbers (6/2000).

Note: Bids are to be judged based on content of information. Page numbers and double-sided duplication are to be employed only as suggested criteria for ease in review of bids (6/2000).

COMMITMENT TO DIVERSITY AWARD (1/98)

Purpose: The Commitment to Diversity Award is given to a school that involves a student-directed year-long and campus wide commitment to awareness and education of residential students concerning diversity issues.

Pages: Bids will be no longer than thirty (30) pages (10-12 point type). Fifteen copies of the bid are due postmarked to the National Residence Hall Honorary National Office by 15 April.

Selection: Recipients will be selected by a committee consisting of one regional board member from each region who is appointed annually by that region's Director. Members of the committee may not be from a bidding school.

Award: The award will be presented at the closing banquet of the National Conference, with the winning school receiving a permanent plaque. A maximum of one (1) award per year may be given.

Suggested Criteria:

- A. Introduction
- B. Diversity Mission Statement for Residence Life and the campus?
- C. Your campus' approach to diversity and to diversity issues?
- D. How/why was the approach developed?
- E. How were students involved in the development?
- F. How were university officials involved in the development?
- G. Statistics of diversity at your campus.
- H. Need for diverse programming (campus needs assessment on diversity).
- I. How else are these needs addressed (by additional departments/programmers)?
- J. Goals in regard to your campus' approach to diversity
 - a. Who was involved in establishing the goals (were students?)?
 - b. Were the goals achieved (honestly?)?
 - c. Were the goals realistic with respect to diversity and the student(s) needs?
 - d. Were these goals established this year? Or are the goals the same from year to year?
- K. Programs
 - a. List and provide a brief (couple of sentences) description on the various diversity programming at your campus (Residence Life and campus).
 - b. Choose a MAXIMUM of five programs to discuss in length (Maximum of

- three pages per program).
- c. For each program discuss the following:
 - i. Relatedness
 - ii. Who was the target population?
 - iii. How did it relate to the needs of your campus?
 - iv. Proven effectiveness
 - v. How successful was the implemented program?
 - vi. How was the evaluation of the program or concept carried out?
 - vii. Number of participants?
 - viii. Effects of the program
 - ix. Who did the program effect?
 - x. What was the effect?
 - xi. Any feedback you can provide from students (i.e. quotes of support)
 - xii. Description
 1. Number of people needed to organize?
 2. Time spent planning the program?
 - xiii. Planning process?
 - xiv. Goal of the Program?
 - d. This shall be required, but will not count against the thirty (30) page count.

SCHOOL OF THE YEAR

Purpose: The NACURH National School of the Year Award is the highest honor a member school can attain. The award recognizes outstanding achievements on the campus level by a residence hall organization and associated groups, as well as contributions on regional and national levels.

Pages: Bids will be no longer than thirty (30) pages (10-12 point type). Twenty (20) copies must be postmarked to the NRHH National Office by April 15.

Selection:

Regionally, NCCs shall select the School of the Year Award at the No Frills Conference. Selection is based on the 30 pages of bid with no direct consideration given to the appendix.

Nationally, the Regional Directors vote on one national recipient at the annual NACURH Conference.

Award:

Regionally, the award shall consist of a plaque. The award shall be announced at the No Frills Conference. A maximum of one award per year may be given. The winner will also receive the traveling School of the Year Award Chalice to carry and hold until the next No Frills Conference. Only the awarded school name and year awarded will be engraved on the continuing chronological line of the chalice plates. These engravings will be the responsibility of the awarded school, and the region will reimburse the cost of engraving. The engraving must be the same font type and size of the previous awarded years. The chalice must be returned to the AD-NRHH by check-in at the No Frills Conference. Failure to bring the chalice to the No Frills Conference and/or any damage sustained to the chalice during possession will require the responsible person(s)/school(s) to pay full cost to restore the chalice back to original mint condition.

Nationally, the award consists of a traveling trophy, which is brought to each National Conference and a plaque, which is retained by the winning school.

Criteria for Selection:

- A. Campus Level (45%)
 - a. Structure and organization of residence hall government.

- b. Goals and programs accomplished (emphasis on new programs and organizational growth).
 - c. Perceived student benefits from residence hall government.
 - d. Community service.
 - e. Addressing challenging issues.
 - f. Other residence hall groups.
 - g. Communication of residence hall government, residence hall staff, and administration.
 - h. Budget
- B. Regional Level (25%)
- a. Representation at Regional Conferences
 - b. Communication with regional member schools
 - c. Involvement in regional projects
 - d. Bids for National awards
 - e. Number of regional OTM winners
 - f. Communication with regional officers
 - g. Representation at regional business meetings
 - h. State involvement
 - i. Hosting a regional Officer or conference.
- C. National Level (25%)
- a. NIC requests
 - b. NRHH chapter
 - c. Representation at National Conferences
 - d. Representation at National Business Meetings
 - e. Number of national OTM winners
 - f. NIC report
 - g. Bids for national awards (POY, SALT, etc.)
 - h. Communication with member schools
 - i. Communication with national officers
 - j. Payment of dues
 - k. Intangibles; spirit and involvement of students
 - l. Hosting a national office, national officer, and/or national conference.
- D. Miscellaneous (5%)
- a. Letters of support
 - b. Adherence to format
 - c. Appearance/neatness
 - d. Conciseness

Judging Guidelines:

- A. Structure and Organization of the RHA
 - a. What kinds of liaisons are there from the central level to each hall?
 - b. What kinds of liaisons are there to other campus groups?
 - c. What kinds of communication lines go to each hall (e.g. newsletters, etc.)?
 - d. Does the bid describe the purpose of the RHA?
 - e. Does the RHA structure contribute to the goals of the organization?
- B. Goals and Programs Accomplished
 - a. Did the school establish goals at the beginning of the year?
 - b. Did the school follow through and achieve the goals they had set?
 - c. Did the goals and accomplishments enable the school to rise above what had been done in previous years?
 - d. What kinds of new programs were established?

- e. Were the programs just new to the school, or were they entirely new programs never done before?
 - f. Did the RHA provide campus-wide programming?
 - g. Did the RHA provide programming that enabled their group to build group cohesiveness (e.g. activities for the RHA members)?
 - h. Did any programs provide leadership training to the members?
 - i. Were there any programs specifically addressing the hall council concerns?
 - j. Just as a point of reference, how many programs did RHA provide? How many were Educational (diversity awareness, alcohol and substance abuse education, NACURH related theme weeks/months, AIDS/sexual awareness, responsive programs, etc.), Social (movie nights, recreational activities), Arts and Cultural (theater, music), or Community Service (philanthropic, community related topics).
- C. Perceived Student Benefits from RHA
- a. Are the accomplishments of this candidate impacting students in the halls? To what extent?
 - b. Are the students participating in RHA gaining new insights based on their participation? To what extent?
 - c. Is RHA actually “improving the way of life on campus”? How so?
- D. Community Service
- a. Is the RHA giving something back to the university community? To what degree?
 - b. What is the number of activities for philanthropies?
 - c. Is the RHA giving something back to the community surrounding the university? To what degree?
 - d. Are there any philanthropic events that not only raise funds or ask for time, but raise awareness?
- E. Addressing Challenging Issues
- a. Are the students proactive in addressing programming around challenging issues?
 - b. Are the students sensitive to significant world/community/ university events that they respond to with programming or education?
 - c. Is the school sensitive in program planning to related issues?
 - d. Are issues unique in nature?
 - e. Is the RHA utilizing on-campus resources (if any) to address the issues?
- F. Other Residence Hall Groups
- a. What other groups besides RHA are active in the halls? How have they contributed?
 - b. Are other groups on campus being utilized in program planning? (i.e. staff support, monetary issues)
 - c. Communication of Regional and National Information to RHA, Residence Life, and Administration
 - d. Are students communicating information effectively to staff?
 - e. Does the school’s RHA get support for NACURH-related activities from their administrators because students are proactive and involved?
 - f. Is there an ambivalent or positive relationship with hall staff members? Do they work together toward the common goal of improvement of way of life on campus?
- G. Budget/Financial Resources
- a. Are they doing a lot of stuff with a limited budget?

- b. Are they doing enough with a huge budget?
 - c. How much money allocated will receive direct student benefit (i.e. programming, conference attendance, money for hall improvements, etc.)?
 - d. Is the majority of the money spent remunerating participation in RHA, or on student need?
- H. Representation at Conferences
- a. How many conferences were attended? How many delegates attended? Were they “good” delegates?
 - b. Did the school complete a display? Compete in the case study? Compete for spirit awards?
 - c. How many programs were attended/presented by delegates? How did the delegates apply what they learned on their campus?
 - d. Did the school bid for or win any awards?
 - e. Was the delegation a unified group?
- I. Communication with the Region
- a. How much correspondence occurred throughout the year?
 - b. Are they willing to share their experience, so as to enable other member schools to benefit?
 - c. Have the enlisted other member schools to provide them with information?
 - d. Have they worked with other member schools on projects, or traveled with them to conferences?
 - e. Has the school assisted in recruiting new member schools?
- J. Regional/NACURH involvement
- a. Are the student leaders willing to take on other projects that will impact the whole region? To what extent?
 - b. Does the school actively communicate with Regional Officers? With NACURH Officers?
 - c. Was the school represented at all conferences? At all business meetings? By whom?
 - d. Do any students hold Regional/NACURH offices?
 - e. Did the school bid for/host a conference?
 - f. Did the school bid for/host a NACURH office (NIC or NRHH)?
- K. Use of NACURH Services
- a. Does the school have an NRHH chapter? How effective is it?
 - b. Has the school effectively used the NIC (ordered pages, etc.)?
 - c. Did the school submit registration, dues, and an NIC report on time? Was the information in the NIC report of high quality?
- L. OTMs
- a. Is the school participating in the OTM program?
 - b. How many OTMs have been submitted this year? How many have won?
- M. Bid Format
- a. Are they concise and to the point, or is there a lot of fluff?
 - b. Is the bid neat and easy to read? Easy to understand?
 - c. Is the bid year specific?
 - d. Does it exceed the page limit? Are the pages numbered?
 - e. Is the bid in 10-12 point type? Did they use ultra-small font to cram in additional information?
 - f. Is the bid sensitive to environmental issues? Is it recyclable?
 - g. Are the letters of support from people who are qualified to speak on

RHA's behalf? Do they speak well of RHA?

N. Intangibles

- a. Is this a school you can't help but love?
- b. Are the students spirited about their RHA? About their school? About NACURH?
- c. How much did the organization grow? Is there a significant change in relation to school size? Is the school setting a new standard or meeting the norm?

BUILDING RHA OF THE YEAR AWARD

Purpose: The NACURH National Building RHA of the Year Award is created to recognize those RHAs that have made significant steps in the development of their RHA. The award is designed to honor the RHA, which displays tremendous effort and improvement in their residence hall environment from the previous academic year to the present.

Pages: Bids will be no longer than twenty (20) pages (10-12 point type). Twenty (20) copies must be postmarked to the NRHH National Office by April 15.

Selection:

Regionally, NCCs shall choose one recipient at the No Frills Conference. Nationally, the Regional Directors vote on one national recipient at the annual NACURH Conference.

Award: The award consists of a plaque. The award shall be announced at the No Frills Conference. A maximum of one award per year may be given.

Criteria for Selection:

- A. Campus Level
 - a. How has involvement on a campus level grown from a previous year? (Please show comparison between previous year and current year for each item below.)
 - b. Goals and Objectives
 - i. What were your goals and objectives?
 - ii. How were these goals achieved, and what else was accomplished?
 - iii. How did these differ from the previous year?
 - c. Structure of RHA
 - i. How has your structure grown from previous years?
 - ii. What are the benefits of your current RHA structure?
 - d. Miscellaneous
 - i. How have you addressed challenging issues?
 - ii. How has your level of regional/national involvement benefited you RHA?
 - iii. Growth from previous year (programs, membership, organization development, and positive trends.)
- B. Regional Involvement
 - a. How has your involvement on a regional level grown from the previous year?
 - b. Conferences attended
 - i. How many delegates did you send?
 - ii. What programs were presented?
 - iii. Were you able to bring back valuable information to benefit of your RHA? (i.e. Any programs brought back and used on campus)
 - c. Use of services

- d. Communication with regional member schools
- e. Communication with regional officers
- f. Did your RHA host a regional officer/conference?
- g. Did your RHA bid for any awards?
- C. National Involvement
 - a. Does your school have an affiliated NRHH Chapter?
 - b. How have you utilized the services/resources of NRHH (OTMs, manuals, etc.)?
 - c. How have you utilized the resources of the NIC? (RFI orders, manuals, etc.)?
 - d. Describe your participation and involvement in the National Conference.
- D. Letters of Support

NRHH CHAPTER AWARDS

NRHH OUTSTANDING CHAPTER OF THE YEAR

Purpose: The NRHH Outstanding Chapter of the Year award is the highest honor an NRHH Chapter can attain. The award recognizes outstanding achievements of an NRHH chapter on the campus, regional, and national levels.

Eligibility: This award will be given yearly at the discretion of the National Residence Hall Honorary. Nomination shall come from member chapters that are in good standing. Only one bid per region. Twenty (20) copies of the written bid shall be submitted to the NRHH National Office postmarked by April 15 of each year. Only year specific information will be considered; in other words, bid content must reflect accomplishments from NACURH Conference to NACURH Conference. All chapters are eligible and encouraged to bid for this award. (Note: The emphasis is on the nominated chapter, not a comparison with other chapters.)

Pages: Bids will be no longer than thirty (30) pages (10-12 point type) double-sided, with a page defined as a side with print; covers and title page are not included in the page count, dividers and letters of support are included. All bids must contain page numbers. Appendices are limited to twenty pages and are required. A Chapter Constitution must be included in the appendix, but will not be included in the appendix page count. The cover shall include region, chapter, and institution names.

Selection:

Regionally, recipient will be selected during the PACURH No Frills Conference by the NRHH representatives from each chapter in good standing in the NRHH Business Meeting. Each chapter in good standing that is present at No Frills will be allowed one vote.

Nationally, the bid selection committee shall be comprised of the NRHH Regional Associate Directors and NRHH National Office Staff. The NRHH RADs will vote on the selection of the "NRHH Outstanding Chapter of the Year" award.

Award:

Regionally, this award will be presented at the closing banquet of the No Frills Conference, with the winning school receiving a plaque. A maximum of one award per year may be given. The winner will also receive the traveling NRHH Outstanding Chapter of the Year Award Chalice to carry and hold until the next No Frills Conference. Only the awarded school name and year awarded will be engraved on the continuing chronological line of the chalice plates. These engravings will be the responsibility of the awarded school, and the region will reimburse the cost of engraving. The engraving must be the same font type and size of the previous awarded years. The chalice must be returned to the AD-NRHH by check-in at the No Frills Conference. Failure to bring the

chalice to the No Frills Conference and/or any damage sustained to the chalice during possession will require the responsible person(s)/school(s) to pay full cost to restore the chalice back to original mint condition.

Nationally, the award will consist of a plaque to be retained by the winning school and a \$250 scholarship paid for by the NRHH National Office. The award shall be announced at the NACURH awards banquet.

Suggested Criteria: All Chapters are eligible and encouraged to bid for this award.

(Note: The emphasis is on the nominated chapter, not a comparison with other chapters)

- A. Purpose of the NRHH Chapter
 - a. What is the purpose of the chapter?
 - b. How was the purpose met?
 - c. How was the purpose exceeded?
- B. Goals and Objectives of the NRHH Chapter
 - a. What were the goals and objectives?
 - b. Were the goals and objective achieved? Why or why not?
 - c. What was learned as a result of these goals and objectives?
- C. Reinforcing the purpose of NRHH.
 - a. How has the chapter provided recognition for individuals who have been of outstanding service and who have provided important leadership in the advancement of the residence hall system at their respective schools.
 - b. How has the chapter initiated and advanced it's local chapter? (Examples of this are, but not limited to: an activity, supporting a regional officer, OTMs, housing support, and communications. These are considered examples and are not requirements.)
 - c. Briefly explain your membership process.
 - d. How have your members exhibited leadership?
 - e. What are the leadership positions held on other organizations by your NRHH Members?
 - f. How have the above members shared their leadership talents in these positions?
- D. Letters of support.
 - a. Chapter Advisor
 - b. RHA President
 - c. Director of Housing
- E. Suggested Criteria:
 - a. Purpose of the NRHH chapter.
 - i. What is the purpose of the chapter?
 - ii. How was the purpose met?
 - iii. How was the purpose exceeded?
 - iv. Goals and Objectives of the NRHH Chapter
 1. What were the goals and objectives?
 2. Were the goals and objectives achieved? Why? Or why not
 3. What was learned as a result of these goals and objectives?
 - b. Reinforcing the purpose of NRHH
 - i. How has the chapter provided recognition for individuals who have been of outstanding service and who have provided important leadership in the advancement of the residence hall systems at their respective schools?
 - ii. How has the chapter initiated and advanced its local chapter?

(Examples of this are, but not limited to: an activity, supporting a regional officer, OTM's, housing support, and communication. These are considered examples and are not requirements.)

- iii. Briefly explain your membership process.
 - iv. How have your members exhibited leadership?
 - v. What are leadership positions held in other organizations by your NRHH Members?
 - vi. How have the above members shared their leadership talents in these positions?
- c. Letters of support
- i. Chapter Advisor
 - ii. RHA President
 - iii. Director of Housing

NRHH BUILDING BLOCK CHAPTER OF THE YEAR

Purpose: The NRHH Building Block Chapter of the Year is given to the Chapter, which shows outstanding growth and development during the year of nomination.

Eligibility: This award will be given yearly at the discretion of the National Residence Hall Honorary. Nomination shall come from member chapters that are in good standing. Only one bid per region. Twenty (20) copies of the written bid shall be submitted to the NRHH National Office postmarked by April 15 of each year. Only year specific information will be considered; in other words, bid content must reflect accomplishments from NACURH Conference to NACURH Conference.

Pages: The written bid shall not exceed thirty (30) pages in length (10-12 point type) double-sided. A page is defined as a side with print; including appendices, letters of recommendation, text, etc. The title page shall not be included in the thirty (30) pages, but dividers shall be included in the page count. A copy of the chapter's constitution shall be required in the bid, but will not count against the thirty (30) page limit. The title page shall include the chapter, institution, and region name. All bids will contain page numbers.

Selection:

Regionally, recipient will be selected during the PACURH No Frills Conference by the NRHH representatives from each chapter in good standing in the NRHH Business Meeting. Each chapter in good standing that is present at No Frills will be allowed one vote.

Nationally, the selection committee shall include the NRHH Regional Associate Directors and NRHH National Office Staff. The NRHH RADs will vote on the Building Block Chapter of the Year, and the award shall be decided at the NACURH annual conference.

Award:

Regionally, this award will be presented at the closing banquet of the No Frills Conference, with the winning school receiving a plaque. A maximum of one award per year may be given.

Nationally, the award will be presented at the closing banquet of the NACURH conference, with the winning institution receiving a permanent plaque. A maximum of one award per year may be given.

Suggested Criteria:

- A. Goals and objectives and how these were met.
- B. Membership selection process.
- C. Participation in reinforcing the purpose of NRHH.
- D. Programming and leadership development.

- E. Regional and National involvement.
- F. Growth of the chapter over the year:
- G. Creation of new programming and leadership initiatives.
- H. Creation of new recognition programs, services, and awards.
- I. Expansion and building of existing programs and recognition.
- J. Expanded participation on campus, state, regional, and national levels; including participation at conferences and retreats.
- K. Letters of support.
- L. Constitution
 - a. This shall be required, but not count against the thirty (30) page count.

OUTSTANDING NRHH MEMBER OF THE YEAR

Purpose: This award was designed to recognize outstanding service to NRHH and NACURH by an individual who has been directly affiliated after both organizations.

Eligibility: One nominee per region is allowed and nominations must be submitted to the NBD in writing. Twenty (20) copies of the written bid must be postmarked to the NRHH National Office on or before April 15. Nominees must be a student living in an on-campus unit and a member of NRHH. The award shall be judged based on the time period from NACURH Conference to NACURH Conference.

Bids: Bids will be no longer than 8 pages (10-12 point type) double sided, with a page defined as a side with print (including appendices, letters of recommendation, text, etc.); covers and title pages are not included in the page count, but dividers are included. All bids shall contain page numbers. All covers shall include nominee, chapter, institution, and region names.

Selection:

Regionally, recipient will be selected during the No Frills conference by the NRHH representatives from each chapter in good standing. Each chapter in good standing that is present at No Frills will be allowed one vote.

Nationally, the bid selection committee shall be comprised of the NRHH National Office staff and the NRHH Associate Directors. The NRHH RADs will vote on the selection of the Outstanding NRHH Member of the Year.

Award:

Regionally, the winner shall receive a plaque and a \$100 scholarship for use in either paying tuition or for induction into the AAFN. This award will be presented at the closing banquet of the No Frills Conference. A maximum of one award per year may be given.

Nationally, the award shall consist of a plaque, and shall be presented during the awards ceremony of the National Conference. A maximum of one award per year may be awarded.

Suggested Criteria:

- A. Outstanding service considered shall be NACURH to NACURH year specific.
- B. The bid shall include a letter of recommendation from the NRHH President or NRHH Advisor for the year of nomination.
- C. The bid shall include NRHH accomplishments and NRHH involvement for the year of nomination.
- D. State, regional, and national correspondence pertaining to NRHH.
- E. Recognition through NRHH Awards.
- F. Participation in campus, state, regional, and national services for the benefit of NRHH.
- G. Representation of NRHH at campus, state, regional, and national levels.
- H. If nominee is an NRHH officer on campus, how nominee went above and beyond officer duties.

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TIPS FOR WRITING AN AWARD WINNING BID

Utilize your Space

If you have the capacity to use 8 pages, use all 8. Give detail so that the reader understands just what that person has done that is so outstanding.

Be Creative

Develop a theme, and carry it through! Don't let the theme overshadow the bid, but use it to develop interest for NCCs and NRHHers

Follow Criteria

Utilize your Regional Policy Book and make sure you have addressed all areas of suggested criteria. Also use national criteria to supplement your information.

Time Sensitive

Remember to follow the time periods for the bid, and to only address accomplishments that occurred in that time period.

Revise

Ask others to look through for errors and inconsistencies in your bid. Utilize peers, advisors. Check your spelling, and make sure there is a good flow to it.

Be Prepared

Be ready to support facts in your bid, and come prepared to point out the important ways in which the bid shines.

Special thanks to the following for compiling and producing this bidding guide:

*Written by:
John T. Carter*

Updated 10-20-2004

Adapted from Craig Wanklyn's MACURH 2004 Guide to Bidding for Award