NACURH/ACUHO-I
Daniel Siler Program of the Year Selection

NACURH Policy Book | Program of the Year

- This award is recognized and co-sponsored by the Association of College and University Housing Officers-International (ACUHO-I).
    - The recipient of this award presents their program via webinar in collaboration with ACUHO-I.
- Any affiliated school may submit one program per year to be considered for this award.
- Programs must have occurred between October 2 of the previous year and October 1 of the year the bid is due (October 2, 2023 - October 1, 2024).
- Content, excluding cover page, regional letter of support, and citation page, is limited to 20 pages.
- Required accompanying forms (only the Conference Resource Consultant will have access to these) include:
    - Application Form
    - Presenter's Commitment Verification Form
    - Newsletter Article
        - Bidding schools must submit a 500-1,000 word newsletter article. The article must describe the who, what, where, why, when, and how of the program. There are no specific requirements for the actual format of the article; however, a quality article will provide adequate information for another campus to use in developing a similar program.
- Bids must be created using universal design principles, which is the design and composition of a bid so that it can be accessed, understood, and used to the greatest extent possible by all people, regardless of ability status. This includes, but is not limited to:
    - Body type must be 10-12 point font.
    - Text must be placed on solid color backgrounds or in solid color text boxes on decorative backgrounds
    - Designs must be universally colored
    - All images must have an image description.
        - Image descriptions, also known as captions, further clarify what is happening in an image.
        - Image descriptions must be visible to all readers.
    - Bids must be screen reader accessible

- - All pages counting toward the page limit must have page numbers on them.
  - Title page, citation page, and regional letters of support are not included in the page count.
- Bids may not include links or references to materials outside the bid (i.e. embedded audio, animation, video, etc.)
- All bids must be submitted in PDF format.
- Themes for any and all bids must be culturally appropriate and aware (i.e. being conscious of how bid themes, graphics and language affect and impact individuals), inclusive, accessible to all individuals, and not bring offense to any group(s) of persons. Please note that NACURH reserves the right to request edits of any bids that do not meet the aforementioned standards. Consultation is available if there are questions on themes for any bids. Please email nae@nacurh.org for any inquiries.
- The bid must contain a Table of Contents minimally including:
  - Section One: Introduction and Overview
  - Section Two: Planning and Implementation
  - Section Three: Evaluation
  - Section Four: Conference Presentation
- Written bid selection criteria are:
  - Relevance of program to residence hall students
  - Uniqueness of program
  - Overall quality of information presented
  - Demonstrated achievement of goals and objectives
  - Successful communication of conference program presentation plans
  - Relevance of nomination to other schools as a resource for program adaptation and implementation
  - Program impact on residents and the campus community

NACURH/ACUHO-I
Daniel Siler Program of the Year Selection

Program of the Year Checklist

The following checklist outlines the required components of Program of the Year (POY) submissions. Please see the [NACURH Policy Book (July 2024)](#) pages 153-157, for additional information.

Please note the content pages (excluding cover page, regional letter of support, and citation page) of bids must be limited to twenty (20) pages. Although they do not count toward the page limit, pages containing regional letters of support should be numbered; cover pages and citation pages should not be numbered. Cover pages minimally are to include: award name (2025 NACURH/ACUHO-I Daniel Siler Program of the Year); nominee name (program); institution; and, region. Additionally, all letters of support should be addressed to NACURH rather than the region.

Please also note that NACURH's bid requirements may differ from regional bid requirements; please follow the checklist provided below when creating your bid.

- Application Form
- Presenter's Commitment Verification Form
- Newsletter Article
- Table of Contents
    - Table of Contents must list at minimum and using this language:
        - Section One: Introduction and Overview
        - Section Two: Planning and Implementation
        - Section Three: Evaluation
        - Section Four: Conference Presentation
- Section One: Introduction and Overview (30%)
    - Summary
        - The bid must include a one-paragraph summary of the program nomination that could be used in describing the nomination as a conference program session.
    - Program Origination
        - The bid must describe how the program originated.
    - Educational Component

- - - The bid must describe the educational benefits of the program.
  - Audience
    - The bid must describe the target audience for whom the program was designed.
  - Goals
    - The bid must describe the goals and objectives of the program.
  - Student Needs
    - The bid must describe the specific and demonstrated student needs that the program is designed to address.
- Section Two: Planning and Implementation (45%)
  - Program Basics
    - The bid must describe the program (who, what, why, when, where, and how).
  - Student Involvement
    - The bid must describe how students were involved in the conception, planning, and implementation of the program.
  - Marketing
    - The bid must describe how the program was marketed.
  - Resources
    - The bid must describe the resources used in developing and implementing the program, including information on each of the following:
      - Budget: The bid must include a line item budget and funding sources.
      - Supplies: The bid must include a list of supplies used to implement the program.
      - Personnel: The bid must include information on the numbers of students involved and their specific roles in program conception, planning, and implementation.
      - Campus/Community Resources: The bid must describe any campus or community resources used to develop and implement the program.
- Section Three: Evaluation (20%)
  - Evaluation Tools

- Successes
  - The bid must describe the successes of the program.
- Challenges
  - The bid must describe the challenges faced in developing and implementing the program, how the challenges were addressed, and suggestions for overcoming challenges in the future.
- Student Impact
  - The bid must describe the effect on students who attended the program and the lasting impact on the student and campus community.
- Section Four: Conference Presentation (5%)
  - Conference Presentation (Description)
    - The bid must describe how the program would be presented at the NACURH and ACUHO-I Annual Conferences. This description should include use of media, handouts, and other resources. The description should explain the differences, if any, between presentations at each conference.
  - ACUHO-I (Relevance)
    - The bid must explain the relevance of the program to ACUHO-I conference delegates.

For additional information regarding eligibility and criteria, refer to the NACURH Policy Book, Award Policies: Title 11, Article I Section 1, pages 134-138. Please pay special attention to the information regarding citations, which can be found on page 136.

Title of content piece [page number on which content piece appears]: Source Name (Source URL if applicable)
Example: NACURH Logo [Page 1]: NACURH Policy Book (www.nacurh.org)