OF THE MONTH AWARD GUIDE

2017 - 2018 AFFILIATION YEAR
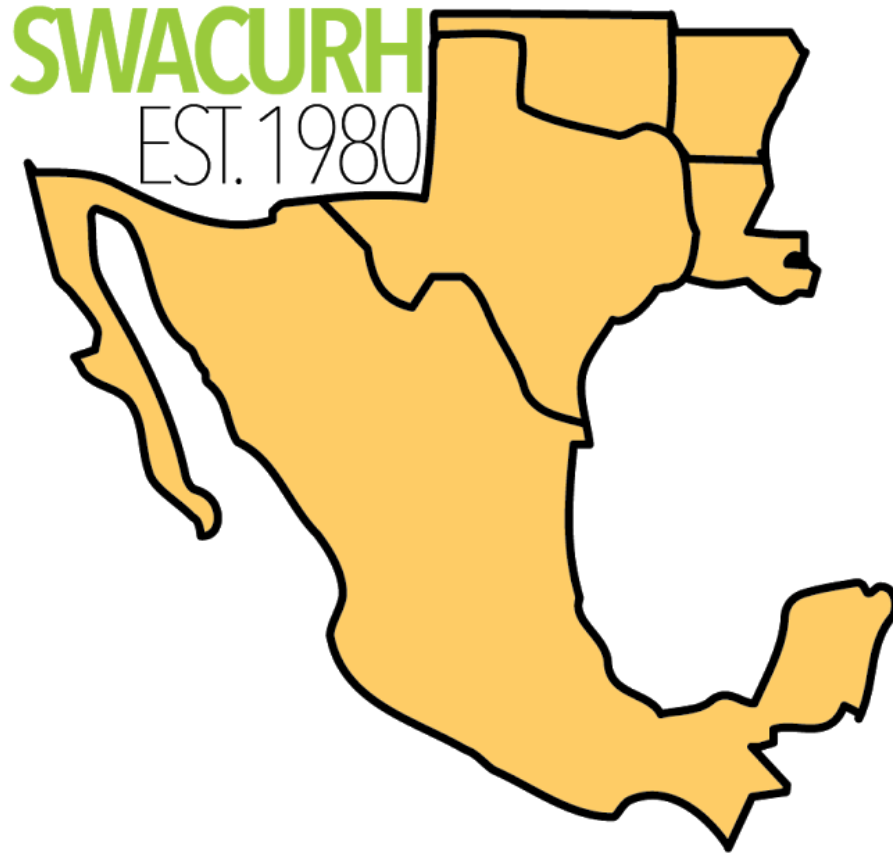
SWACURH
EST. 1980

Contents

Hey SWACURH!

My name is Jared Kimbrell and I have the privilege of serving as this year's CO for Recognition and NRHH Development! Within my position, it is my duty to help provide resources to NRHH Chapters that would make your chapter more amazing than it already is! My goal for the region is to help produce more NACURH winning OTMS. This will hopefully be done through this guide!

This guide will serve as a resource on all things OTMs such as the basic information, going through the writing process, and what happens after you submit an OTM, and statistics regarding trends in submissions from the 2016-2017 affiliation year.

Throughout the year if you have any questions please feel free to contact Luke Westervelt, the ADNRHH at sw_adnrhh@nacurh.org or myself at sw_recognition@nacurh.org

Diamond Love,
Jared Kimbrell
CO for Recognition and NRHH Development

WHAT IS AN OTM?

Of the Months or commonly referred to as OTMs, are the National Residence Hall Honorary number one way to recognize leadership and service on campuses across the nation. An OTM is a short 400-600 word description of the candidate. Almost everything can have an OTM written including programs, leaders, students, organizations and much more. An OTM can be written by anyone that is a part of the SWACURH Region, and is not limited to NRHH and RHA Members.

There are two different categories that an OTM can be placed in and they are the General OTM Category and the Program OTM Category

GENERAL OTM CATEGORY	PROGRAM OTM CATEGORY
The General OTM Category covers residents, staff, organizations, advisors, etc. This category focuses more on the individual and the impact that has been left on the community or its members.	The Program OTM Category covers social programs, boards, door decs, etc. This category focuses on programs that are hosted on the campus level and the impact it has on the community.

WHY WRITE AN OTM?

OTMs are a great way to provide recognition to organizations, people, programs and other things that may not typically be recognized for their outstanding hard work and service. They are made to congratulate and acknowledge positive accomplishments and to make people feel better as well. This initiative also focuses on the inclusive of feedback on dedicating hours and energy to a product that has a lasting impact on the community and the residents within that.

OTM LEVELS

There are also different types of levels to an OTM. The one most people are common with are the local level OTMS which are ones that are picked at the school level and awarded there. This is where an OTM starts, once it wins at the local level, it is then submitted to the regional level and if the OTM wins there, it moves forward onto the NACURH level.

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CATEGORY DESCRIPTIONS

Although each institution may have their own categories. There are 16 regional categories that can be submitted to the NACURH Level from the regional level. The categories and their shortened descriptions can be found below.

ADVISOR
Any individual who directly advises a residence life organization and has made outstanding contributions to the organization(s). The individual may be the main advisor or the graduate advisor.

COMMUNITY SERVICE PROGRAM
A service or philanthropic program that benefits a group, charity, or other organization. The program should focus on the importance of the residents giving back to the communities in which they live.

DIVERSITY PROGRAM
A program that promotes and educates about diversity and understanding. This program illustrates the importance of promoting diversity in the residence halls as well as embracing diversity in the everyday lives of the residents.

EDUCATIONAL PROGRAM
A program meant to educate residents about a topic, issue or idea. Programs nominated in this category can include, but are not limited to programming focused on academic success, learning a new skill, promoting global citizenship, etc…

EXECUTIVE BOARD MEMBER
This category recognizes the outstanding contributions of an Executive Board member of a member school's residence life organization and the work of the board member within the Executive Board and across residence halls on their campus.

FIRST YEAR STUDENT
This category includes first year students who excels in adapting to a new environment within their residence hall, takes an active role in their community, and positively impacts those around them. The nominee must be in their first year at their current institution.

INSTITUTION FACULTY/STAFF
This category includes individuals outside of residence life who aid students in their academics and/or personal affairs. This is intended to recognize institutional faculty who have made a contribution to the residence life community both in and out of the classroom.

ORGANIZATION
Any organization that has actively contributed to the student leadership, recognition, or other aspects of residence life during the month of nomination. Emphasis should be placed on the successes of the organization as a whole.

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PASSIVE PROGRAM

Any program that does not require anyone to actively run it for people to participate in it. This category is intended to recognize residential programming that occurs through bulletin boards, newsletters, pamphlets, etc.

RESIDENCE LIFE PROFESSIONAL STAFF

This category includes individuals who aid residents within the housing campus community. This category is intended to recognize the Residence Life Faculty/Staff who are not eligible for the Resident Assistant category.

RESIDENT ASSISTANT

Any individual within a residence hall student staff who has worked with/impacted residents on their floor or in their hall. Nominees should have gone above and beyond the duties as outlined in their job description to support residents in the communities.

RESIDENTIAL COMMUNITY

This category includes any residential community, such as wings, halls, floor, complexes, etc. This award should emphasize what this community has done and how it has supported others (both within and outside their community).

SOCIAL PROGRAM

Any social program that focuses on resident interaction and their ability to meet new people and socialize. Programs in this category can range from being a floor social program to a campus wide program.

SPOTLIGHT

This category includes anything that does not fall under any of the other categories that you feel is worthy of Of the Month recognition. Individuals or groups that would be eligible for nomination in any other category are ineligible for nomination in the Spotlight category.

STUDENT

This category includes any individual enrolled as a student at the institution who has made outstanding contributions to the residence halls during the month of nomination.

STUDENT STAFF MEMBER

Any individual within a residence hall student staff position that has worked to create a positive experience for the residential community. This category is intended to recognize student staff members while these students are not within the other categories.

FULL DESCRIPTIONS OF ALL CATEGORIES CAN BE FOUND HERE

OTM WRITING PROCESS

Though everyone has their own ways of writing an OTM, this simple step process has been found to be a common way to get the groundwork started on creating an OTM.

FINDING A NOMINEE

Before you write your OTM, try to find any nominee that has done outstanding work or effort through the previous month.

CHOOSING A CATEGORY

After you choose your nominee, make sure that you put them within the right category. Such as an RA going in the RA category and not the Student Staff Member.

WRITING YOUR OTM

When writing your OTM, make sure you are detailed and more than 400 words so it can move on regionally.

SUBMITTING YOUR OTM

Submit your OTM through the NRHH OTM website with an account or without one and make sure it is on time.

FINDING A NOMINEE

When you are looking for a nominee, you can do it multiple ways. Either having an OTM be written independently or as a group with one nominee. Such as your NRHH Rep writing an OTM for a chosen person or program. Something to keep in mind when choosing a nominee are:

- Achievements of the nominee
- Accomplishments of the nominee
- Impact on the community
- Involvement within the community
- Involvement within the organization
- Impact on the organization

CHOOSING A CATEGORY

After you choose a nominee you need to ensure that it fits within the right category. Such as nominating the President as a Student of the Month. This would be incorrect because they fit specifically as an Executive Board Member. It is important to check the descriptions and see which category excludes what.

FULL DESCRIPTIONS CAN BE FOUND HERE

WRITING YOUR OTM

When writing your OTM there are a few days to do it. Though an often found generic style is creating a story within your OTM and detailing what happened during that month. Through this you would start with an opening line to catch the readers attention. Then provide as much detail about that nominee as possible. Such as:

> "During July, the student Crew Members who have worked under him have been able to see only glimpses of the work he does; coming in before 7am six days a week and often staying until 11:30pm or later. A rare quality of a professional staff member that doesn't live on campus. Madison also uses this time to show one of his strongest strengths; his ability to maximize programs to their full potential."

TIPS ON WRITING

LENGTH
- A good OTM reaches the 400-600 word limit for general OTMs. Though it does not need to reach the 600 word maximum.
- For programs, a total word count between 900-1400 is good.
- A good idea is to separate an OTM into paragraphs rather than one giant chunk.

SPELLING AND GRAMMAR
- There is good spelling and grammar throughout the OTM.
- Use a Word program that has a spellcheck installed in it.
- Try to expand your vocabulary and spell out acronyms.

RELATIVITY
- Stay month specific and focus on what the candidate(s) have done during that month rather than everything leading up to that month.
- Make sure the OTM is submitted into the correct categories.

DETAILS
- Make sure you are detailed within the OTM rather than vague.
- Try to use numbers, exact details, names, position titles, etc.

EXAMPLES
- Use examples of leadership qualities or traits.
- Use examples of what makes them stand out or unique.
- Accomplishments that have been done during that month.

WINNING OTMS

Below are a couple of examples of paragraphs from SWACURH wining OTMS on the national level. These can always be found on the NRHH OTM Website.

REGIONAL WINNING OTMS

NATIONAL WINNING OTMS

The Residence Hall Association also held their weekly Senate meetings throughout April, as well. During these meeting RHA was able to give out more than $2500 in April alone. This money went to help fund 4 community council events and 3 events hosted by other organizations. They also passed three bills that continued to fix their governing documents by updating verbiage, election rules, their judicial branch, and budget. During one of these meetings, they also held a vote for their four Directorship positions where Wesley Tinnin became Director of Internal Affairs, Naomi Wisner became their Director of Admin and Finance, Bronson Bata became the Director of Programming, and Kristin Ball became their Director of External Affairs. RHA also held their campus wide presidential elections where two candidates had two days to campaign and gather votes. Both candidates put up great campaigns, one even had a mickey mouse costume to promote their platform, and RHA had around 500 students vote. At the end of the race, the results were announced that Molly Danielson would be the next RHA President.
-NACURH April 2016 Organization of the Month, Oklahoma State University

Tera also attended the NACURH conference this month to sit in boardroom with TTU's NCC. She also presented to program "Painting With a Programming Twist" that was very successful to the point that delegates at the conference approached Tera exclaiming how much they enjoyed it. She also took a strong step in preparing pins for the TTU delegates to trade at the conference and has already made 60 out of the 110 door decorations for the future hall council members. When asked why Tera was hand making them she said, "I want the hall council members this year to know that we as RHA execs care about them and that we are willing to put in the time to develop them as leaders.
-NACURH June 2016 Executive Board Member, Texas Tech University

OTM SUBMISSION TIMELINE

The OTM system has a due date in place, an example of how the due dates work for OTMS can be found below. Though each chapter might have their own rules on due dates, Campus Winners are due on the 7th of the following month.

MONTH	LOCAL DUE	REGIONAL DUE	OTM RELEASED
SEPTEMBER	OCTOBER 9TH	OCTOBER 10TH	OCTOBER 17TH

WITHOUT AN ACCOUNT

If you are looking to submit an OTM without creating an account on the website all you would need to do is click one of these two boxes. Though having an account has plenty of perks such as keeping record of previous OTM submissions and this is also how you vote on the local level.

GENERAL OTM CATEGORY

PROGRAM OTM CATEGORY

WITH AN ACCOUNT

If you already have an account all you would need to do is navigate yourself to the NRHH OTM website and input your username and password and hit submit general or program OTM in the corner. If you ever lose your password contact your campus administrator for the NRHH Website.

NRHH OTM LOGIN PAGE

CREATING AN ACCOUNT

It may be in your best interest to create an account if you are going to be frequently writing OTMs. This will allow you to keep record of your OTM submissions and is how you will vote for OTMs if you are on a voting committee. You will need to gain access from your campus administrator once you sign up before you can use your account.

CREATE AN ACCOUNT

OTM VOTING COMMITTEES

After you submit your OTM, it will be editable until the local voting period begins. This will allow you to fix any mistakes before it is sent to that committee. Each campus may run differently and some may have a voting committee, some might allow everyone in the chapter to vote, and some might only let the executive board of that chapter vote. You will need to check with your local chapter on how that process works.

After an OTM has been announced a campus winner, it is then sent to the regional level where that OTM Voting Committee votes on the OTMs, this Committee is normally led by the AD-NRHH of that region. If the OTM is announced a regional winner it will move onto the NACURH Level.

Once an OTM hits the NACURH level, the NACURH OTM Voting Committee which is normally led by the NAN will vote on the regional winners and determine which OTM will win for that month nationally.

OTM RECOGNITION

If an OTM becomes a regional or NACURH level winning OTM, they will normally receive a certificate at conferences. Though this is only for these level OTMs, it is important to bring OTM recognition to your campus to help build involvement.

Some institutions give out certificates whether they are hand made or printed to local OTM winners, while some print out the OTM and hand deliver it to that nominee. While some will host a pizza party for their campus winners, or announce these at general meetings or RHA meetings to help build promotion of OTMs. These are all unique ways to bring recognition back to your campus and help encourage OTM submissions.

There is also an OTM Traveling Award that is on the NACURH level. It was to promote recognition for institutions for submitting OTMs and winning at all three levels. Any school that has an OTM system in place is already in the competition. This competition spans from affiliation year to affiliation year. The points are rewarded based on the following:
- Local Winner - 5 Points
- Regional Winner - 10 Points
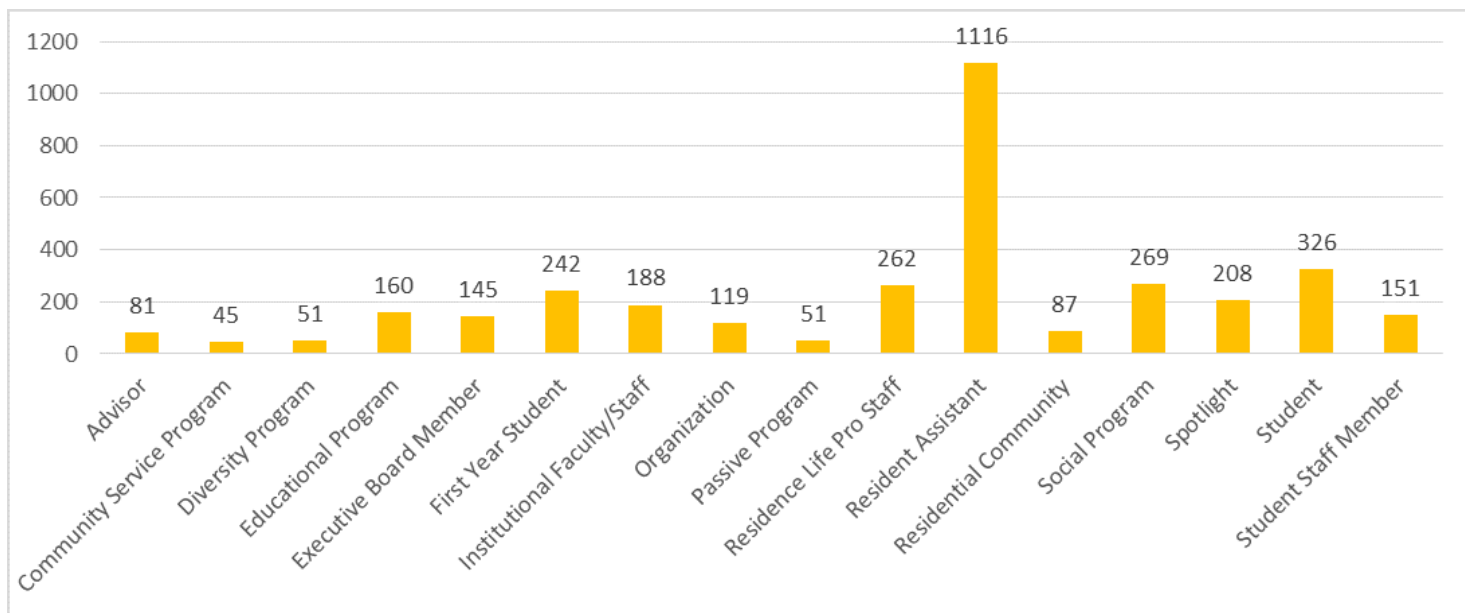- NACURH Winner - 25 Points

A LIST OF SCHOOLS AND POINTS CAN BE FOUND HERE

SUBMISSIONS BY MONTH
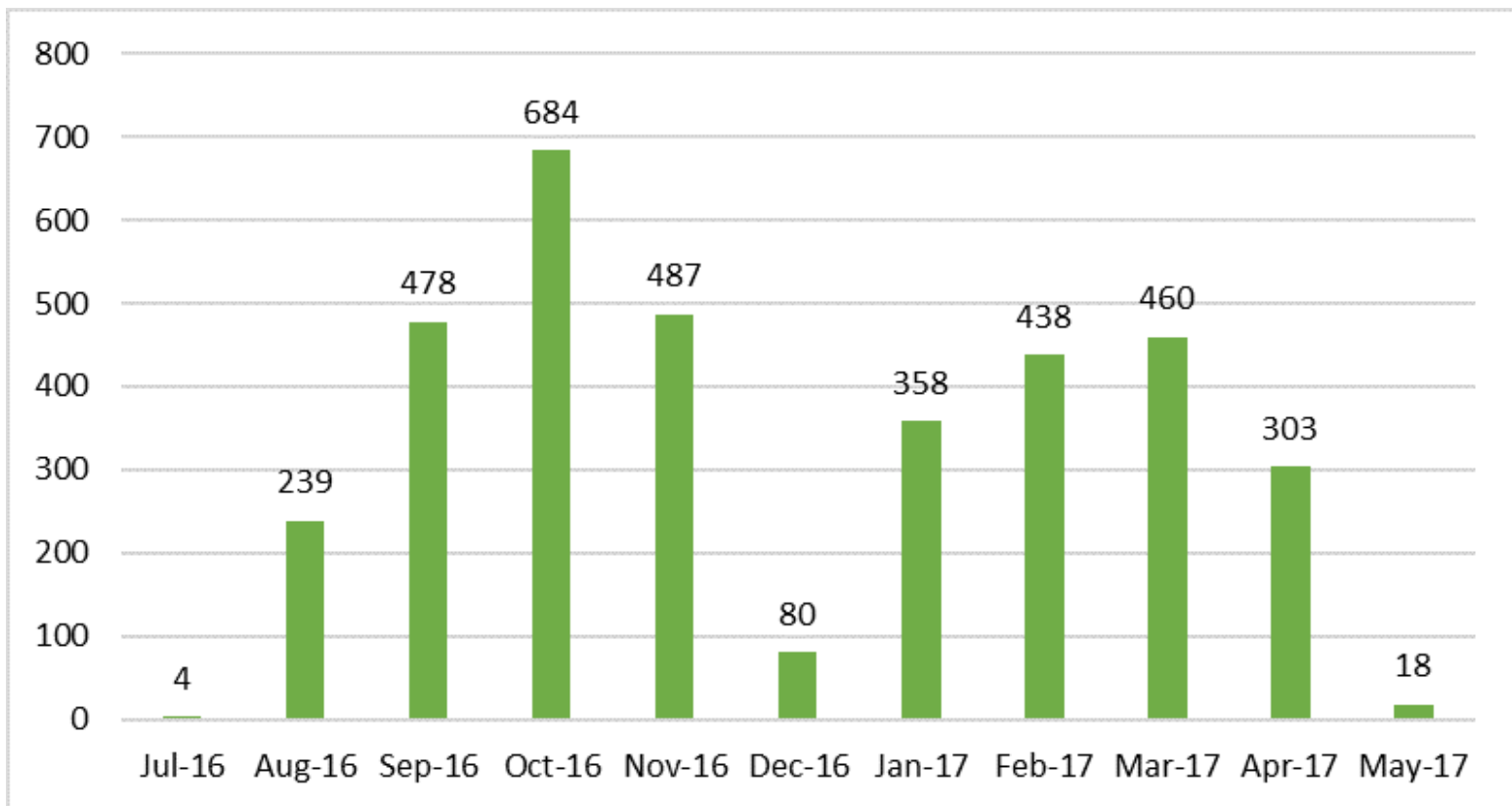
SUBMISSIONS BY CATEGORY

These numbers are the total amount of submissions from SWACURH affiliated schools during July 16-May 17.

TOP AND BOTTOM CATEGORIES

Categories Submitted	
Top 5	**Bottom 5**
Resident Assistant	Community Service Program
Student	Diversity Program
Social Program	Passive Program
Residence Life Pro Staff	Advisor
First Year Student	Residential Community

Categories to Win NACURH	
Top 3	**Bottom 5**
Diversity Program (3)	Educational Program (0)
Residential Community (3)	Organization (0)
Student Staff Member (2)	Passive Program (0)
	Resident Assistant (0)
	Social Program (0)

Months	
Top 5	**Bottom 5**
October	July
November	May
September	December
March	August
February	April

These numbers are the total amount of submissions from SWACURH affiliated schools during July 16-May 17. The Top 5's are the highest to lowest. The Bottom 5's are ordered from lowest to the highest.

IF YOU WOULD LIKE TO RECEIVE YOUR SCHOOLS INDIVIDUAL SUBMISSION TRENDS EMAIL: SW_RECOGNITION@NACURH.ORG

Thank you for submitting OTMs and recognizing people, programs, or organizations on your campus! It is highly appreciated from the Regional Board of Directors!

If you have any questions or advice about OTMs please contact:

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Jared Kimbrell the CO-RN for SWACURH at
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