



# REGIONAL BID GUIDE 2017 - 2018



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# OVERVIEW

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## BID TIMELINE

**October 15, 2018 at 11:59 pm CST** | bids due to the Regional Director

**October 22, 2018** | bids returned to authors with any policy violations

**October 24, 2018 at 11:59 pm CST** | final revised bids due to the Regional Director

- only policy related errors may be corrected in resubmitted bids

## SUBMISSION

- Only affiliated institutions and chapters in good standing with NACURH are eligible to submit bids for the MACURH 2019 Regional Leadership conference
- All bids must be submitted to the Regional Director via email in PDF format
- Late bids will not be accepted under any circumstances

## RESOURCES

- The following helpful resources related to bids in MACURH can be found on the Regional Website
  - Past winning bids
  - MACURH Policy Book

## MACURH'S STANCE ON PLAGIARISM

All formatting, structure, content, or theme of a bid is expected to be original work, and not plagiarized

- Plagiarism, when noticed by two or more individuals reviewing a bid, will be considered a policy violation

## CITATIONS

- A citation page must be included if any copyrighted material is used in a bid
- All content not created by the bidding school, or content altered by at least 20%, must be cited
- Citations must follow the format: Title of copyrighted material (page number on which the content appears): source name (source URL if applicable)



# CONFERENCE BIDS

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# CONFERENCE

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## CONFERENCE BID REQUIREMENTS

1. All conference bids must be submitted to the Regional Director via email in PDF format.
2. All body text for conference bids should be typed in a 10 to 12 pt. font on a standard 8.5"x11" page layout.
  - a. A page is defined as a side of print and includes letters of support, dividers, texts and charts, and appendices except where specifically stated otherwise.
  - b. A title page does not count towards the specified page limit and should include:
    1. Conference being bid for
    2. Institution name
    3. Region
    4. Conference where the bid is taking place
3. All conference bids must contain page numbers on all pages counting towards the specified page limit.
  - a. MACURH Regional Leadership Conference bids may not exceed sixty pages with twenty pages in appendices.
4. No conference bid shall include links or references to material outside of



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the bid file, including web pages, embedded audio, or video.

5. All content not created by the bidding school must be accompanied by the proper citation on a citation page at the end of the conference bid. The citation page does not count toward the specific page limit.
6. All formatting, structure, content, or theme of a bid is expected to be original work, and not plagiarized.

## WRITTEN BID SPECIFICATIONS

All conference bids must include the following content:

1. A brief introduction and overview of the school
  - a. includes things such as the institution's RHA, NRHH Chapter, regional and NACURH activities, awards, and other involvement
2. A profile of the conference staff, including advisors
3. A conference timeline, including conference dates, an alternate conference date, registration deadline, late registration deadline, and programming related deadlines
4. A conference schedule
5. A description of special events and keynote speakers
6. Information regarding conference delegation caps



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7. A description of conference accommodations:
  - a. Sleeping rooms
  - b. Programming facilities
  - c. NCC, NRHH, and President meeting rooms
  - d. Social gathering or hospitality rooms
  - e. Dining and banquet facilities
  - f. Safety and security plans and/or staffing patterns
  - g. ADA accessibility information
  - h. Sustainability information
8. A budget in both American and Canadian dollars stating the conversion rate at the time of the budget publication, the budget must also include:
  - a. Conference add on fees
  - b. Housing costs
  - c. Dining and meal costs
  - d. Banquet (awards, decorations, etc.) costs
  - e. Compensated delegate costs
  - f. Transportation costs
  - g. Programming and entertainment costs
  - h. Corporate sponsor compensation costs



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- i. Hospitality costs
  - j. T-shirt and souvenir costs
  - k. Conference insurance costs
  - l. Administrative costs
  - m. Communication and publication costs
9. A letter of support from a housing official, at the assistant director level or above, that acknowledges the schools commitment and responsibility for hosting a conference
  10. Additional letters of support
  11. A signed Regional Host Acknowledgement form, obtained from the Regional Director
  12. Appendices (which could include but are not limited to registration forms, program proposal forms, travel/shuttle information, maps of campus or facilities)

## **ORAL PRESENTATION**

1. Oral presentation for MACURH conference bids may not exceed twenty five minutes with a twenty minute question and answer session.





# AWARD BIDS

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# AWARD POLICIES

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## **GENERAL AWARD BID INFORMATION**

All member schools in good standing with MACURH and NACURH may make one nomination for each of the MACURH regional awards annually. Recipients will be selected from the nominees by the MACURH voting representatives and announced at the respective conference's banquet or closing ceremonies.

## **ELIGIBILITY REQUIREMENTS**

Any individual may be nominated for one MACURH regional award per conference. No member of the MACURH Regional Board of Directors may be nominated for an award, with the exception of the Regional Leadership Conference Chair and Regional Business Conference Chair. Award bids that do not meet the specified requirements outlined in MACURH policy will not be eligible for award selection.

## **AWARD BID SELECTION**

All regional awards will be selected by the voting representatives of their respective boardroom sessions during either the Regional Leadership or Regional Business conference. All voting for award bid selection will be conducted via secret ballot. Selection for each regional award shall require a majority vote of all voting representatives present during the respective boardroom session.



# AWARD POLICIES

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## AWARD BID CONTENT

All submitted regional award bids must meet the following criteria to be considered for selection.

1. All bids must be submitted to the Regional Director via email before 11:59 CST on their respective due date.
2. All body text for award bids must be typed in 10 to 12 pt. font on a standard 8.5" x 11" page layout.
  - a. A page is defined as a side with print that includes text, letters of support, dividers, and appendices except where specifically stated otherwise.
  - b. A title page must be included and should contain the following information. The title page does not count towards the specified page limit.
    1. Award name
    2. Nominee name
    3. Institution (if different from the nominee name)
    4. Region
    5. Conference where the award is selected
    6. Chapter name (for NRHH awards)
3. All award bids must contain page numbers on all pages counting towards the specified page limit.



# AWARD POLICIES

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4. No award bid shall include links or references to material outside of the bid file, including web pages, embedded audio, animation, or video.
5. All content not created by the bidding school must be cited on a citation page at the end of the bid. The citation page does not count toward the specified page limit.
6. All formatting, structure, content, or theme of a bid is expected to be original work and not plagiarized.



# REGIONAL LEADERSHIP

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## **INDIVIDUAL AWARDS**

Cindy Fendrick Award for Professional Service  
Resident Staff Member of the Year

## **SCHOOL AND CHAPTER AWARDS**

Commitment to Sustainability  
Organization of the Year  
Program of the Year  
Commitment to Diversity



# REGIONAL LEADERSHIP

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## CINDY FENDRICK AWARD FOR PROFESSIONAL SERVICE

**Purpose:** This award is designed to recognize distinguished service by a Housing or Residence Life professional while serving their institution, MACURH, and NACURH as a whole.

**Eligibility:** Any full time housing or student affairs professionals hosted by a MACURH member school in good standing with NACURH is eligible for this award.

**Award:** The winner will be announced at the Regional Leadership conference and will be awarded with a plaque. The recipient will also be inducted as an honorary member of Friends and Alumni Related to MACURH (FARM) at the NACURH Annual Conference. No individual may be nominated for the Cindy Fendrick Award for Professional Service and the Hallenbeck Lifetime Service Award in the same academic year.

**Page Requirement:** Bid content must be limited to sixteen (16) pages.

### **Required Content:**

1. All nominees should be within their first fifteen years of post-undergraduate professional Housing or Residence Life service.
2. The bid must outline all professional roles held by the nominee during their time in the field of student affairs.
3. The bid must outline the nominee's accomplishments and student impact for each year of involvement in Housing or Residence Life as well as their commitment and service to their campus and the MACURH region.
4. The bid must include a letter of support from a student or students directly impacted by the nominee and their professional service.
5. The bid must include a letter of support from the Assistant Director of Housing or Residence Life at their host institution.

Criteria for Selection:



1. The nominee's campus level goals, achievements, and impact in the field of Housing or Residence Life.
2. The nominee's regional and NACURH level involvement, including achievements, contributions, and participation in NACURH services.
3. The nominee's recognition received through campus, regional, and NACURH level awards.
4. The nominee's attendance and participation in NACURH related conferences and events including involvement, programs presented, and delegation support.
5. The nominee's roles and contributions in housing or student affairs professional organizations.



## RESIDENT STAFF MEMBR OF THE YEAR AWARD

**Purpose:** This award is designed to recognize outstanding service dedication of a resident staff member within their on-campus community, MACURH, and NACURH as a whole.

**Eligibility:** Any individual who has served in a resident staff member position during the year of nomination is eligible for this award. Nominees must not have served as an NCC during their year of nomination. Nominees must be full time students and live in an on-campus housing unit. No individual may be nominated for the Resident Staff Member of the Year Award, NCC of the Year Award, NRHH Outstanding Chapter Member of the Year Award, Programming Representative of the Year Award, and the Mike Grosz Student of the Year Award in the same academic year.

**Award:** The winner will be announced at the Regional Leadership conference and will be awarded with a plaque.

**Page Requirement:** Bid content must be limited to eight (8) pages.

### **Required Content:**

1. The bid must include the position description for the nominee's resident staff member role as well as outline the service and positive contributions that the nominee has made within their residence hall community.
2. Only content that reflects accomplishments from Business conference to Business conference, with the exception of content included for comparison, will be considered.
3. The bid must include a letter of support from a professional level supervisor or advisor.
4. The bid must include a letter of support from fellow student staff member.
5. The bid must include a letter of support from a resident or student directly impacted by the nominee.

### **Criteria for Selection:**

1. The nominee's service and dedication to their residential community, including resident support, mentorship, and leadership.
2. The nominee's contributions made through programming and events within their floor, building, and campus community.
3. The nominee's campus involvement as well as attendance and participation in NACURH related conferences and events including involvement, programs presented, and conference spirit.
4. The nominee's recognition received through campus, regional, and NACURH level awards.





## COMMITMENT TO SUSTAINABILITY AWARD

**Purpose:** This award is designed to recognize a school for supporting a student directed, year-long, and campus wide commitment to sustainability through awareness and education of their residential students while addressing ecological issues to sustaining our environment.

**Eligibility:** Any MACURH institution, or student lead organization recognized and supported by an institution, in good standing with NACURH is eligible for this award.

**Award:** The winner will be announced at the Regional Leadership conference and will be awarded with a plaque.

**Page Requirement:** Bid content must be limited to twenty (20) pages.

### **Required Content:**

1. The bid must outline the institution or student organization's commitment to sustainability and sustainability issues, as well as the organization's positive impact on the on-campus resident experience.
2. Only content that reflects accomplishments from MACURH conference to MACURH conference, with the exception of content included for comparison, will be considered.
3. The bid must include a letter of support from a professional level advisor or residence hall staff member.
4. The bid must contain an introductory statement that includes, but is not limited to:
  - a. A statement of sustainability in relation to the nominated institution or student organization.
  - b. The institution's perspectives and approach toward sustainability.
  - c. The institution's on campus population.
  - d. The ways that the institution involves students with sustainability and sustainability issues on their campus.
  - e. The institution's on campus climate and statistics or information of sustainability on campus.

### **Criteria for Selection:**

1. The nominated institution's need for sustainability programming and initiatives, including the ways that sustainability issues are currently being addressed on campus by additional departments or organizations.
2. The nominated institution's goals and objectives in addressing sustainability and sustainability issues, including the individuals involved in goal setting and the



institution's success in achieving these goals.

3. The ways that nominated institution engages students in sustainability initiatives and provides opportunities for education and growth related to sustainability.
4. The nominated institution or organization's programs and activities designed and facilitated to promote sustainability, including information on the program's effectiveness.
5. The nominated institution's overall impact within the campus community in the area of sustainability, including the individuals and organizations affected.



## ORGANIZATION OF THE YEAR AWARD

**Purpose:** This award is designed to recognize the outstanding service of an on campus student organization that has made significant contributions in improving the student experience.

**Eligibility:** Any student lead organization or student group hosted by a MACURH institution in good standing with NACURH is eligible for this award. Nominated organizations must be officially recognized by the host institution but may not be an organization affiliated with a residential life department or housing department.

**Award:** The winner will be announced at the Regional Leadership conference and will be awarded with a plaque.

**Page Requirement:** Bid content must be limited to twelve (12) pages.

### **Required Content:**

1. The bid must outline the achievements of the student organization as well as their dedication, service to, and impact on their campus community, MACURH, and NACURH as a whole.
2. Only content that reflects accomplishments from Business conference to Business conference, with the exception of content included for comparison, will be considered.
3. The bid must include a letter of support from a professional level advisor or residence life staff member.
4. The bid must include a letter of support from the president or director of the student organization.

### **Criteria for Selection:**

1. The nominated organization's contributions to student life through the promotion of student leadership, diversity, recognition, education, and advocacy.
2. The nominated organization's goals and objectives, including how they were executed and met.
3. The nominated organization's impact for students within their campus community through programming, leadership, and diversity initiatives including:
  - a. Programs hosted by the organization
  - b. Leadership opportunities provided by the organization
  - c. Training and leadership development opportunities provided by the organization
  - d. Ways that the organization has addressed student needs within their



organization

- e. Growth and improvements made within the organization from previous years
- 4. The nominated organization's recognition received through campus, regional, and NACURH level awards.
- 5. The nominated organization's efforts in providing recognition for students and other on campus organizations.
- 6. The nominated organization's membership selection process and efforts in providing opportunities to student involvement.
- 7. The nominated organization's philanthropic efforts and commitment to providing service within their community, including information on specific contributions and programs facilitated.



## PROGRAM OF THE YEAR AWARD

**Purpose:** This award is designed to recognize an outstanding student-implemented residence life program. This award was created in an effort to recognize the high level of initiative and professionalism essential to student programming.

**Eligibility:** Any program sponsored by a MACURH institution in good standing with NACURH is eligible for this award. Each institution will be allowed to submit one program for consideration, all nominated programs must have occurred between December 1 of the previous year and the Regional Leadership conference where the bid is taking place.

**Award Selection:** The Program of the Year Award shall be selected by the MACURH NRHH Representatives in the following manner:

1. All nominations must submit a written bid to the Regional Director within twenty one (21) days of the respective conference.
  - a. The question and answer session may be extended for five minutes two times for a total of fifteen minutes.
2. Each nominated Program of the Year Award bid will be allowed up to ten (10) minutes for a presentation followed by a minimum of a five minute question and answer session. Bid presentations will be conducted at the discretion of the Regional Director and Associate Director for NRHH.
3. Each Program of the Year presentation and question and answer session will be followed by a pro/con session.
4. After all presentations and pro/con sessions
5. Each voting representative will be allowed to cast one vote for the Program of the Year Award, all voting will be conducted via secret ballot.
6. Selection for the Program of the Year award shall require a majority vote of all voting representatives present during the respective boardroom session.

**Award:** The winner will be announced at the Regional Leadership conference. The recipient will be awarded with a plaque and will be MACURH's regional nominee for the NACURH Program of the Year Award at the NACURH Semi-Annual Business Conference.

1. The recipient of the MACURH Program of the Year Award will work with the Coordinating Officer for Technology and Resources to prepare their bid for submission to the NACURH level.

**Page Requirement:** Bid content must be limited to twenty (20) pages.

**Required Content:**



1. Only content that reflects accomplishments from December 1 of the previous year to the respective conference, with the exception of content included for comparison, will be considered.
2. The bid must include a letter of support from a professional level advisor or residence hall staff member.
3. The bid must contain a table of contents that clearly lists, at minimum, the following required bid sections.
4. The bid must contain the following sections, bids that do not meet this requirement will be removed from consideration for this award:
  - a. Section One: Introduction and Overview
    1. 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.
    2. Program Orientation: the bid must describe how the program originated and developed.
    3. Educational Component: the bid must describe the educational benefit and learning outcomes of the program.
    4. Audience: the bid must describe the target audience for whom the program was designed as well as the actual program attendees.
    5. Goals: the bid must describe the goals and objectives of the program as well as the program's success in accomplishing those goals.
    6. Student Needs: the bid must describe the specific and demonstrated student needs that the program is designed to address.
  - b. Section Two: Planning and Implementation
    1. Program Basics: the bid must describe the program (who, what, when, where, why, how).
    2. Student Involvement: the bid must describe the ways that students were involved in the conception, planning, and implementation of the program.
    3. Marketing: the bid must describe how the program was marketed to the target audience.
    4. Resources: the bid must describe the resources used in developing and implementing the program, including information on each of the following:



- i. Budget: the bid must include a line item budget and list of funding sources.
- ii. Supplies: the bid must include a list of supplies used to implement the program.
- iii. Personnel: the bid must include information on the number of students involved and their specific roles in the program development and implementation.
- iv. Campus and Community Resources: the bid must describe any campus or community resources used to develop and implement that program.

c. Section Three: Evaluation

- 1. Evaluation Tools: the bid must describe the methods used in evaluating the success of the program.
- 2. Success: the bid must describe the successes of the program.
- 3. 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.
- 4. Student Impact: the bid must describe the effect on students who attended the program and the lasting impact on the student and campus community.

**Criteria for Selection:** The winning program may be of a community service, leadership development, diversity, educational, or social nature; each bid must include information of how the program was educational for students or student leaders in attendance.

- 1. The voting representatives will use the following criteria in selecting the recipient of the Program of the Year Award based on the written bid and bid presentation.
  - a. Relevance of the program to residence hall students
  - b. Uniqueness of the program
  - c. Overall quality of the information presented
  - d. Demonstrated achievement of goals and objectives
  - e. Relevance and applicability to other schools as a resource for program adaptation and implementation
  - f. Program impact on the residence and campus community



## COMMITMENT TO DIVERSITY AWARD

**Purpose:** This award is designed to recognize a school that supports and promotes a student directed year-long and campus wide commitment to the awareness and education of residential students concerning diversity issues and the identities of others.

**Eligibility:** Any MACURH institution, or student lead organization recognized and supported by an institution, in good standing with NACURH is eligible for this award.

**Award:** The winner will be announced at the Regional Leadership conference and will be awarded with a plaque.

**Page Requirement:** Bid content must be limited to thirty (30) pages.

### Required Content:

1. The bid must outline the institution or student organization's commitment to diversity and diversity issues, as well as the organization's positive impact on the on-campus resident experience.
2. Only content that reflects accomplishments from Leadership conference to Leadership conference, with the exception of content included for comparison, will be considered.
3. The bid must include a letter of support from a professional level advisor or residence hall staff member.
4. The bid must contain an introductory statement that includes, but is not limited to.
  - a. The institution's Diversity Mission Statement for their Residence Life Department and campus.
  - b. The institution's approach to diversity and diversity issues.
  - c. The institution's on campus population.
  - d. The ways that the institution involves students with diversity and diversity issues on their campus.
  - e. The institution's on campus climate and statistics or information of diversity on campus

### Criteria for Selection:

1. The nominated institution's need for diversity programming and initiatives, including the ways that diversity issues are currently being addressed on campus by additional departments or organizations.
2. The nominated institution's goals and objectives in addressing diversity and diversity issues, including the individuals involved in goal setting and the institution's success in achieving these





3. The nominated institution's diversity programming efforts.
4. A list and brief description of the various diversity programs facilitated on campus.
5. An in depth description of a maximum of five diversity programs facilitated on campus, which could include but is not limited to:

A. Program Description

1. The number of people needed to organize and facilitate the program
2. The amount of time required to plan and implement the program
3. The program planning and implementation process
4. The goals of the program

B. Program Relatedness

1. The program's target population
2. The ways that the program related to the needs of the campus community

C. Program Effectiveness

1. The success of the implemented program in addressing diversity issues within the campus community
2. The overall impact of the program in the campus community, including the individuals and organizations affected
3. The method used for evaluating the success of the program
4. Feedback provided from the students who were involved with the program (including quotes, etc.)

