



# REGIONAL BUSINESS CONFERENCE BID GUIDE 2018-2019



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# OVERVIEW

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## SUBMISSION

- Only affiliated institutions and chapters in good standing with NACURH are eligible to submit bids for the MACURH 2019 Regional Business Conference
- Bid intents must be filled out by the specified deadline utilizing the respective google forms emailed out by the Regional Director
- All bid items including preliminary bids should be submitted to the Regional Director via email in PDF format by the specified deadline (ma\_director@nacurh.org)
- 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 bids
  - MACURH Policy Book
  - RBC Bid Guide
  - Award Bid Checklists

## MACURH's STANCE ON PLAGIARISM

All formatting, structure, content, and 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
- A citation page does not count towards the page limit specified for each bid type
- All content not created by the bidding school, or content altered by less than 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)
  - **Example:** MACURH logo (pg. 4): MACURH website ([macurh.nacurh/branding](http://macurh.nacurh/branding))



# BIDDING TIMELINES

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## Conference Bids

**December 21, 2018 at 11:59 pm CDT** | bid intents due to the Regional Director  
**December 27, 2018** | Preliminary bid submission opens (optional service)  
**January 4, 2019** | Preliminary bid submission ends (optional service)  
**January 10, 2019** | Preliminary bids returned to authors with recommendations  
**January 18, 2019 at 11:59 pm CDT** | bids due to the Regional Director  
**January 25, 2019** | bids returned to authors for policy corrections  
**January 28, 2019 at 11:59 pm CDT** | bids with policy corrections due back to Regional Director  
(only policy related errors may be corrected in resubmitted bids)

## Positional Bids

**December 18, 2018 at 11:59 pm CDT** | bid intents due to the Regional Director  
**January 18, 2019 at 11:59 pm CDT** | bids due to the Regional Director  
**January 25, 2019** | bids returned to authors for policy corrections  
**January 28, 2019 at 11:59 pm CDT** | bids with policy corrections due back to Regional Director  
(only policy related errors may be corrected in resubmitted bids)

## Award Bids

**November 21, 2018** | Preliminary bid submission opens (optional service)  
**January 7, 2018 at 11:59 pm CDT** | bid intents due to the Regional Director  
**January 14, 2019** | Preliminary bid submission closes (optional service)  
**January 16, 2019** | Preliminary bids returned to authors with recommendations suggestions  
(preliminary bid review is for grammar & formatting suggestions, not policy)  
**January 18, 2019 at 11:59 pm CDT** | bids due to the Regional Director  
**January 25, 2019** | bids returned to authors for policy corrections  
**January 28, 2019 at 11:59 pm CDT** | bids with policy corrections due back to Regional Director  
(only policy related errors may be corrected in resubmitted bids)



# CONFERENCE BIDS

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# CONFERENCE BID

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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" x 11" 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 (60) pages** with **twenty (20) pages in appendices**.
  - b. MACURH Regional Business Conference bids may not exceed **fifty (50) pages** with **twenty (20) pages in appendices**.
4. No conference bid shall include links or references to material outside of the bid file, including web pages, embedded audio, or video.
5. All content not created by the bidding school must be accompanied by proper citations 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.



# CONFERENCE BID

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## 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 educational session related deadlines if applicable
4. A conference schedule
5. A description of special events and keynote speakers
6. Information regarding conference delegation caps
7. A description of conference accommodations:
  - a. Sleeping rooms
  - b. Educational session 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



# CONFERENCE BID

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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 (can be obtained from the ADAF)
  - b. Housing costs
  - c. Dining and meal costs
  - d. Banquet (awards, decorations, etc.) costs
  - e. Compensated delegate costs (can be obtained from the ADAF)
  - f. Transportation costs
  - g. Educational session and entertainment costs (RLC only)
  - h. Corporate sponsor compensation costs
  - i. Hospitality costs
  - j. T-shirt and souvenir costs
  - k. Conference insurance costs (estimates can be obtained from the ADAF)
  - 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 school's 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, educational session proposal forms, travel/shuttle information, maps of campus or facilities)



# CONFERENCE BID

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## ORAL PRESENTATION

1. Oral presentations for Regional Leadership Conference bids may not exceed twenty five (25) minutes with a twenty (20) minute question and answer session.
2. Oral presentations for Regional Business Conference bids may not exceed twenty (20) minutes with a fifteen (15) minute question and answer session.

## RESPONSIBILITIES OF THE CONFERENCE CHAIR

### Positional Requirements

1. The Regional Business Conference Chair will sit on the Regional Board of Directors from the selection of their conference until the submission and approval of their conference wrap up report.
2. Shall be responsible to member schools to host the Regional Business Conference that was bid for by their host institution.
3. Shall work with the Regional Director on arrangements for the conference business meetings.
4. Shall compile and send a conference wrap-up report to the Regional Director, ADAF, and Regional Advisor within the timeline outlined in regional policy.
5. Shall close out the conference finances and forward the conference excess to the ADAF or notify the Regional Director of the conference deficit within the timeline outlined in regional policy.
6. Shall transition all accounts associated with the Chair position upon acceptance of the conference wrap-up report by the Regional Director.
7. Shall ensure the conference add-on fee is delivered to the ADAF by the close of the conference.
8. Shall encourage the conference finance chair to communicate regularly with the ADAF, Regional Director, and Regional Advisor through monthly budget updates.



# POSITIONAL BIDS

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# POSITIONAL BID REQUIREMENTS

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## ELIGIBILITY

1. All candidates must be in attendance at the current conference where elections are taking place.
  - a. All candidates bidding for Director, Associate Director, or Coordinating Officer positions must have attended at least one previous MACURH or NACURH business meeting prior to the conference of their election.
  - b. Candidates for the AD-NRHH and CORS positions must be a member of their host institution's NRHH Chapter.
2. All board members, with the exception of the Regional Advisor, must live in an on campus housing unit at a member institution the current semester and throughout the duration of their term of office.
  - a. Graduating students are given a waiver of no more than three (3) months to complete their term of office.
3. The Regional Advisor must be employed full-time within the housing department or division of student affairs at their host institution.
  - a. The Regional Advisor must show prior advising experience within their written bid or oral presentation.

## INTENTS TO BID

Anyone choosing to bid for a Regional Board of Director position must submit a bid intent by the specified deadline utilizing the google form emailed out by the Regional Director.

## WRITTEN BID SPECIFICATIONS

1. All positional bids must be submitted to the Regional Director via email in PDF format by the specified deadline.



# POSITIONAL BID REQUIREMENTS

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2. All body text for positional bids should 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 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. Bid position
    2. Name
    3. Institution name
    4. Region
    5. Conference where the bid is taking place
  - c. All positional bids must contain page numbers on all pages counting toward the specified page limit
  - d. All positional bids must include the MACURH host acknowledgement form, which can be obtained from the Regional Director, this form does not count toward the specified page limit.
  - e. All positional bids must contain proof of institutional support in the form of a letter of support written by the campus equivalent of the Assistant Director of Housing or higher.
  - f. All positional bids must include a letter of support from a professional level advisor or residence hall staff member.
  - g. Candidates may not include letters of support from current Regional Board



# POSITIONAL BID REQUIREMENTS

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members.

- h. No positional bids shall include links or references to outside material outside of the bid file, including web pages, embedded audio, animation, or video.
- i. All content not created by the bidding individual must be accompanied by the proper citation on a citation page at the end of the positional bid, the citation page does not count toward the specified page limit.
  - a. Copyrighted material must be altered by 20% or more to be considered original material, it is recommended that the link to the original image or material be cited.
- 9. All formatting, structure, content, or theme of a bid is expected to be original work, and not plagiarized.



# POSITIONAL BIDS

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## REGIONAL BOARD OF DIRECTOR DEFINITION

A Regional Board of Director (RBD) member is defined as an individual elected by their regional constituents or appointed to serve on their region's RBD. This also includes any ex-officio members of the Regional Board.

## REGIONAL BOARD OF DIRECTOR RESPONSIBILITIES

1. Submit articles and monthly reports for the MACURH regional newsletter
2. Make formal reports to member schools at all regional business meetings
3. Abide by the NACURH Articles of Incorporation, bylaws, and policy book
4. Maintain and keep all MACURH files associated with their respective position
5. Communicate all award, application, and legislation deadlines to MACURH member schools
6. Properly transition successors between the Regional Business and NACURH Annual Conference
7. Communicate effectively with member schools and respond within a 24 hour timeline or designated timely fashion
8. Sign a technology liability form within thirty days of taking office
9. Remain distinct from host institutions and not represent as a voting member at regional business meetings or act as any proxy for any voting member
10. Plan and execute the RBD roll call at the Regional Leadership conference and the regional roll call at the NACURH Annual Conference
11. Hold a minimum of three regional board retreats, with it recommended that one precede the Regional Leadership Conference, one precede the Regional Business Conference, and one precede the NACURH Annual Conference. The retreat preceding the NACURH Annual Conference will be a summit of current RBD and the RBD-elect
12. Regular Time Commitments
  - a. Weekly RBD chats
  - b. Weekly office hour



# POSITIONAL BIDS

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- c. Weekly/Biweekly 1:1s with the Regional Advisor
- d. Weekly/Biweekly 1:1s with the Regional Director
- e. Biweekly NACURH chats
- f. Monthly committee meetings
- g. Weekly regional meetings for NCCs, NRHH Representatives, and Presidents if available

## 13. Travel Commitments

- a. Spring Transition Retreat - March/April
- b. NACURH Annual Conference - May
- c. Summer Site Visit - June/July
- d. Regional Leadership Conference - October/November
- e. Semi-Annual Business Conference - January (Director and Associate Directors only)
- f. Winter Site Visit - January
- g. Regional Business Conference - February
- h. Spring Transition Retreat - March/April

## AFFILIATION RESPONSIBILITIES

### 1. Recruitment

- a. Recruit institutions to affiliate housing representatives and National Residence Hall Honorary (NRHH) Chapters

### 2. Retention

- a. Serve as a resource to member schools in regards to their RFI or other required NACURH reports
- b. Serve as a regional resource for the student leaders and their advisors at all MACURH member institutions
- c. Assist with any National Communications Coordinator (NCC), NRHH Representative, Programming Representative (PR), RHA President, or Advisor transitions occurring in the region



# POSITIONAL BIDS

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## 3. Communication

- a. Collect contact information, including email addresses of institutional student leaders and advisors
- b. Solicit bids, nominations, and applications for conference sites, awards, regional board positions, and regional and NACURH scholarships
- c. Be a point of communication for the assigned schools of MACURH



# POSITIONAL BIDS

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## REGIONAL DIRECTOR

### Positional Requirements

1. Administer the affairs of MACURH.
2. Preside over the meetings of MACURH and at all special meetings. Prepare agendas in consultation with the Regional Board.
3. Represent, act, and vote on behalf of the affiliate at all applicable events or meetings including meetings of the NACURH Board of Directors.
4. Be responsible for the implementation of any NACURH policies and measures.
5. Vote in the case of a tie at any regional business meeting.
6. Maintain the region's good standing with NACURH.
7. Read and sign a copy of the "Liabilities of the Board of Directors" form.
8. Attend the annual Upper Midwest Region Association of College and University Housing Officers (UMR-ACUHO) conference or designate a representative if unavailable to attend.
9. Communicate actively with the NCO to ask about or confirm items such as member institutions' affiliation status, standing members institutions, the NCO's role with the region including information regarding conferences and affiliation, and the regional appropriation of member institution dues.
10. Be responsible for sending out at least eight regional newsletters, with it recommended that these appear on average once per month during the school year, with one preceding the regional leadership conference.
11. Coordinate all regional three-year and four-year service pin awards.
12. Attend chats or other designated forms of communication between the NCCs, RHA Presidents, and NRHH Representatives at least once a month.
13. Shall be responsible for all other positional responsibilities required as a member of NACURH leadership, as outlined in Title 3, Article I of the NACURH policy book.



# POSITIONAL BIDS

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## **Page and Bid Limits**

1. Individuals bidding for the Regional Director position are limited to a sixteen (16) page written bid, five (5) minute oral presentation, and a five (5) minute question and answer session.

**Time Commitment** | 20 - 22 hours per week to do the position well, more depending on the goals of the individual

**Day to Day Responsibilities** | Manage regional communication, including the weekly release of the Cowbell newsletter. Meet one on one with Regional Board Members and any other requesting member school or student. Maintain communication with member schools through consistent email communication. Ensure that all deadlines are communicated to the region for all applications and surveys. Represent MACURH on the NACURH Board of Directors. Maintain accountability on the Regional Board of Directors.

**Conference Expectations** | Leading up to conference, the Director will communicate deadlines for intents and bid submissions to the region. Then, they will coordinate intents and bid submissions in conjunction with the ADAF and CO for Marketing and Publications. It will be an expectation to prepare all bids, legislation, and agendas with appropriate time for member schools to view prior to conference. During conference, the primary expectation is to facilitate joint boardroom. Secondary expectations include but are not limited to: supporting the conference staff and Regional Board as well as member schools.

**Typical Interactions** | Representative chats twice a month, regional special chats as frequently as scheduled, and interactions with schools via Zoom. Primary interactions occur over email on a daily basis in addition to requested one-on-ones with members schools.



# POSITIONAL BIDS

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## ASSOCIATE DIRECTOR FOR ADMINISTRATION AND FINANCE

### Positional Requirements

1. Be responsible for the financial records of MACURH, including budget maintenance, checkbook balancing, check writing, and all other financial reporting.
2. Promote and facilitate all regional scholarships and grants in coordination with the Regional board of Directors
3. Coordinate regional spirit packs for MACURH member schools at the NACURH Annual Conference in collaboration with the Regional Board of Directors
2. Be responsible for sending monthly financial statements to the NACURH Associate for Finance, NACURH Advisor, Regional Director, and Regional Advisor.
3. Submit a financial report at all regional business meetings.
4. Represent on behalf of the affiliate, in coordination with the Regional Director, at all applicable events or meetings of the NACURH Board of Directors.
5. Be responsible for the MACURH bylaws and for maintaining and updating the MACURH policy book, specifically following all regional and NACURH conferences where legislation takes place.
6. Be responsible for contacting the NCO to confirm member school's voting rights at regional conferences and events.
7. Keep accurate records of all proceedings at regional business meetings and present minutes for approval at the following regional business meeting.
8. Be responsible for the coordination of the Legislation and Development committee, as well as all standing committees and task forces.
9. Be responsible for ordering all regional awards for the regional conferences in coordination with the Regional Advisor.
10. Archive information such as past award bids, legislation, financial reports, and NACURH documents.
11. Assist the Coordinating Officer for Marketing and Publications in the coordination of all regional bid responsibilities as needed.



# POSITIONAL BIDS

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12. Develop and update the Finance Officer Transitional Document.
13. Make an updated budget available to the region each month.
14. Shall be responsible for all other positional responsibilities required as a member of NACURH leadership, as outlined in Title 3, Article I of the NACURH policy book.

## **Page and Bid Limits**

1. Individuals bidding for the ADAF position are limited to a sixteen (16) page written bid, five (5) minute oral presentation, and a five (5) minute question and answer session.

**Time Commitment** | 20 hours per week to do the position well, busier leading up to conferences.

**Day to Day Responsibilities** | Sending emails, updating Xero with financial transactions, working on minutes, templates, and administrative work, working with conference finance chairs to oversee conference budgets, overseeing the Regional Budget and all financial transactions, overseeing and updating the MACURH policy book and all governing documents. Representing MACURH on the NACURH Board of Directors.

**Conference Expectations** | Helping the Regional Director to facilitate and taking minutes during joint and NCC boardroom, serving as the interpreter of policy and being knowledgeable of our regional governing documents as well as parliamentary procedure. Presenting legislation as well as an update on the Regional Budget. Assisting the Regional Director with any tasks that need to be completed.

**Typical Interactions** | Less interactions with member students and institutions than other members of the board, meeting with the Legislation and Development committee once a month for an hour, otherwise primarily the ADAF works with conference finance chairs and other regional finance officers, most work is completed “behind the scenes.”



# POSITIONAL BIDS

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## ASSOCIATE DIRECTOR FOR NRHH

### Positional Requirements

1. Inform the region of Regional OTM and NACURH OTM winners monthly.
2. Maintain communication with current NRHH chapters.
3. Coordinate the regional OTM grading efforts.
4. Actively communicate with the NACURH Corporate Office to ask about or confirm items such as merchandise, timelines for orders, member institution's issues with orders, and other recognition initiatives.
5. Serve as the liaison between the NACURH Corporate Office and the regional NRHH chapter presidents or NRHH representatives, in coordination with the Coordinating Officer for Recognition and Service.
6. Coordinate all NRHH awards on both the regional and NRHH level, in coordination with the Coordinating Officer for Recognition and Service.
7. Prepare and communicate resources around the values of NRHH and the National Residence Hall Month (NRHM).
8. Chair NRHH boardroom at all regional business meetings.
9. Coordinate the NRHH social at the regional leadership conference.
10. Be responsible for coordinating the Recognition Committee.
11. Shall be responsible for all other positional responsibilities required as a member of NACURH leadership, as outlined in Title 3, Article I of the NACURH policy book.

### Page and Bid Limits

Individuals bidding for the AD-NRHH position are limited to a sixteen (16) page written bid, five (5) minute oral presentation, and a five (5) minute question and answer session.

**Time Commitment** | 20 hours per week to do the position well, more during the weeks leading up to conferences.

**Day to Day Responsibilities** | Aid NRHH Chapters in the affiliation process, coordinate Recognition Committee meetings, coordinate OTMs on the regional level, respond to emails



# POSITIONAL BIDS

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and assist NRHH Representatives with whatever needed. Ensure that the NACURH NRHH strategic plan is implemented effectively for our region. Represent MACURH on the NRHH National Board as well as liaison the OTM Committee and Recognition Committee.

**Conference Expectations** | Review NRHH constitutions prior to the Leadership conference, chair NRHH boardroom, prepare NRHH boardroom agenda, and plan the NRHH social.

**Typical Interactions** | Communicate with the Regional Board and NRHH Representatives via email, biweekly Recognition Committee meetings, NRHH 1:1s as requested. Have 1:1s with campus advisor and the Regional NRHH Advisor.



# POSITIONAL BIDS

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## COORDINATING OFFICER FOR RHA DEVELOPMENT

### Positional Requirements

1. Serve as the consultant to the Regional Leadership Conference Educational Sessions Chair in order to ensure diverse programs of a high quality.
2. Actively encourage member schools to submit award winning programs to the regional and NACURH conferences.
3. Host chats, or other designated forms of communication, between the Programming Representatives at the Programming Summit at least once a month.
4. Chair the President Boardroom at the MACURH Regional Leadership Conference and Regional Business Conference.
5. Coordinate RHA presidential relations in the region, including coordinating the president's social at the Leadership conference and facilitating communication between presidents.
6. Coordinate programming for MACURH-U with the help of the Regional Board of Directors.
7. Create and update resources pertaining to programming, RHA relations, and member development.
8. Promote and facilitate the process and selection of all regional educational session grants in coordination with the ADAF.
9. Survey the region to assess the member needs in collaboration with the Regional Board prior to the Regional Leadership conference.
10. Shall be responsible for all other positional responsibilities required as a member of NACURH leadership, as outlined in Title 3, Article I of the NACURH policy book.

### Page and Bid Limits

Individuals bidding for the CO-RHA position are limited to a twelve (12) page written bid, five (5) minute oral presentation, and a five (5) minute question and answer session.

**Time Commitment** | 10-15 hours per week to do the position well



# POSITIONAL BIDS

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**Day to Day Responsibilities** | Responding to emails, member development resources and projects, RBD and regional chats, and 1:1s.

**Conference Expectations** | Chairing president's boardroom, attending educational sessions and the President's socials, MACURH-U programming.

**Typical Interactions** | This position is very relationship and interaction based, interactions occur over social media, chats, GroupMe, 1:1s, emails and more. The majority, but not all, interactions are from the Presidents and Programming Representatives within the region, especially during biweekly President's Chats and monthly Programming Summits.



# POSITIONAL BIDS

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## COORDINATING OFFICER FOR MARKETING AND PUBLICATIONS

### Positional Requirements

1. Update and oversee the maintenance of the MACURH website.
2. Maintain and update the regional listservs to help facilitate the exchange of information and ideas between member schools.
3. Work on digitalizing necessary information and pursue sustainability initiatives.
4. Ensure that all applications, form, resources, guides, publications, etc. made by MACURH are available to the region electronically.
5. Coordinate the bidding resources and delegate bidding tasks amongst the Regional Board
6. Serve as a resource to member institutions for all positional, conference, and award bids throughout the bid writing process at both the regional and NACURH level.
7. Actively work to increase bidding participation and submissions in the region, and update bid resources to ensure they are consistent with regional and NACURH policies.
8. Maintain and digitally store all minutes related to the discussion of bids and legislation on the MACURH regional website.
9. Maintain and digitally store all bids (award, conference, and positional) and legislation from all regional business sessions on the MACURH regional website in coordination with the ADAF.
10. Be responsible for the advertising and branding efforts of MACURH
11. Maintain all MACURH regional social media accounts.
12. Create and maintain the regional quarterly publications after the Regional Leadership and Regional Business Conferences, before the NACURH Annual Conference, and at the beginning of the school year.
13. Maintain and update the regional spirit point system



# POSITIONAL BIDS

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14. Take and archive photos of all regional conferences and events
15. Support conference staffs in the development and promotion of all conference marketing materials, specifically through the MACURH regional website, social media, and regional publications.
16. Maintain the list of the MACURH alumni listservs as well as regular communication with all known alumni.
17. Shall be responsible for all other positional responsibilities required as a member of NACURH leadership, as outlined in Title 3, Article I of the NACURH policy book.

## **Page and Bid Limits**

Individuals bidding for the COMP position are limited to a twelve (12) page written bid, five (5) minute oral presentation, and a five (5) minute question and answer session.

**Time Commitment** | 10-15 hours per week to do the position well, depending on special projects, scheduled chats, or task forces.

**Day to Day Responsibilities** | Manage listservs, social media, and website maintenance, communicate with the region and Regional Board of Directors, develop projects to improve regional resources.

**Conference Expectations** | Maintaining a social media presence during the conference, engaging with delegates, taking pictures for branding purposes, providing assistance to the Regional Board and conference staff when possible.

**Typical Interactions** | Generally regional interactions for the COMP occur through social media and email, less interactions with regional representatives than other positions on the board.



# POSITIONAL BIDS

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## COORDINATING OFFICER FOR NCCs

### Positional Requirements

1. Coordinate recruitment efforts in the region, including keeping an updated list of unaffiliated schools and their contact status.
2. Be responsible for the recruitment and expansion of MACURH.
3. Maintain a current record of regional member affiliation statuses.
4. Support the affiliation process for member institutions, including maintenance of information on both affiliated and unaffiliated institutions in the region in conjunction with the Regional Director and NCO.
5. Serve as a resources to all new and current NCCs.
6. Host chats or other designated forms of communication between the NCCs at least twice a month.
7. Assist NCCs in conference and conference delegation preparation.
8. Provide resources and assistance related to NCC-IT
9. Develop and implement a pre-affiliation year assessment to be distributed after the NACURH Annual Conference.
10. Develop and implement an institutional needs assessment to help the Regional Board meet the needs of member institutions at least once a year, with the recommendation that it be done following each conference.
11. Compile results from both the institutional needs assessment and the pre-affiliation assessment to be presented to the region, outlining trends and relevant goals created by the Regional Board.
12. Shall be responsible for all other positional responsibilities required as a member of NACURH leadership, as outlined in Title 3, Article I of the NACURH policy book.

### Page and Bid Limits

Individuals bidding for the CONCCs position are limited to a twelve (12) page written bid, five (5) minute oral presentation, and a five (5) minute question and answer session.



# POSITIONAL BIDS

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**Time Commitment** | 10-15 hours per week to do the position well, more during the fall months for recruitment season and working through affiliation with institutions.

**Day to Day Responsibilities** | Assisting and checking on affiliation statuses of member institutions, reaching out to new schools, creating and evaluating assessments as needed, and communicating regularly with NCCs.

**Conference Expectations** | Presenting to schools on ongoing work, acting as a point person for new institutions, assisting in welcoming new schools via the affiliation process or other projects, coordinating alumni activities and programs, chair NCC boardroom.

**Typical Interactions** | The CONCC interacts with most institutions per week, generally regarding questions about affiliation with MACURH and NACURH, as well as leading NCC chats twice a month.



# POSITIONAL BIDS

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## COORDINATING OFFICER FOR RECOGNITION AND SERVICE

### Positional Requirements

1. Coordinate the awards presentation ceremony at all regional conferences.
2. Work in coordination with the ADNRRH to carry out recognition initiatives in the region.
3. Support the ADNRRH in planning and executing all NRHH boardroom sessions at regional conferences and events.
4. Work in coordination with the ADNRRH and Regional NRHH Advisor to carry out NRHH goals and initiatives.
5. Be responsible for overseeing and carrying out all Regional Philanthropy initiatives.
6. Serve as a resource to the regional conference staffs in promoting the Regional Philanthropy.
7. Work with the conference staff to prepare and administer the case study competition at the Regional Leadership conference.
8. Maintain a contact list of all NRHH representatives, chapters, and chapter institutions for MACURH affiliated institutions.
9. Host chats or other designated forms of communication between the NRHH representatives at least twice a month.
10. Shall be responsible for all other positional responsibilities required as a member of NACURH leadership, as outlined in Title 3, Article I of the NACURH policy book.

### Page and Bid Limits

Individuals bidding for the CORS position are limited to a twelve (12) page written bid, five (5) minute oral presentation, and a five (5) minute question and answer session.

**Time Commitment** | 10-15 hours per week to do the position well



# POSITIONAL BIDS

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**Day to Day Responsibilities** | Working with the ADNRRH to assist NRHH Chapters with the affiliation process, prepare and conduct diamond chats for NRHH Representatives, communicating regularly with NRHH Representatives (such as 1:1 chats), developing and advertising the Regional Philanthropy, support the ADNRRH in NRHH Chapter Development, and coordinating the region's recognition and service initiatives.

**Conference Expectations** | The CORS position will help facilitate NRHH Boardrooms with the ADNRRH, coordinate recognition materials and award presentations at conferences, facilitate the case study competitions, and promote the Regional Philanthropy.

**Typical Interactions** | The CORS position will interact frequently with NRHH Representatives as well as leading NRHH chats twice a month. The CORS position will also meet with the Regional NRHH Advisor and the NACURH Associate for Development.



# 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 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.



# AWARD POLICIES

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- 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.
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 BUSINESS CONFERENCE AWARDS

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## **INDIVIDUAL AWARDS**

MACURH Distinguished Service Award

Dennis Lynch NCC of the Year Award

MACURH Hallenbeck Lifetime Service Award

Mabel Strong Outstanding Advisor Award

OCM/Valerie Averill and Mark Hudson NRHH Outstanding Member of the Year Award

Mike Grosz Student of the Year Award

NRHH President of the Year Award

First Year Experience Award

RHA President of the Year Award

Programming Representative of the Year Award

## **SCHOOL AND CHAPTER AWARDS**

Building Block NRHH Chapter of the Year Award

NRHH Outstanding Chapter of the Year Award

NRHH Excellence in Service Award

Building Block RHA of the Year Award

MACURH School of the Year Award



# REGIONAL BUSINESS CONFERENCE AWARDS

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## MACURH DISTINGUISHED SERVICE AWARD

**Purpose:** This award is designed to recognize distinguished student leadership while serving the MACURH Region and the member school(s) over a several year period.

**Eligibility:** Any individual who has been enrolled as a student during the year of nomination and who has lived in a residence hall is eligible for this award. Only content that reflects accomplishments made by the nominee while living in on-campus housing will be considered. Nominees must be full time students and live in an on-campus housing unit.

**Award:** The winner will be announced at the Regional Business Conference. The recipient of this award will receive one of MACURH's three annual inductions into the NACURH Advancement Society. The award recipient will also receive a plaque and will be MACURH's regional nominee for the NACURH Distinguished Service Award.

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

### **Required Content:**

1. The bid must outline accomplishments of the nominee for each year of involvement in residential leadership.
2. The bid must include a letter of support from a professional level advisor or residence hall staff member.
3. The bid must include a letter of support from a resident directly impacted by the nominee.

### **Criteria for Selection:**

1. The nominee's campus level involvement, goals, and accomplishments.
2. The nominee's service to RHA and NRHH within MACURH and NACURH.
3. The nominee's 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
5. The nominee's impact and legacy on their campus, region, and NACURH as a whole.



## DENNIS LYNCH NCC OF THE YEAR AWARD

**Purpose:** This award is designed to recognize outstanding service to both MACURH and NACURH by an individual who has been directly affiliated with the organization and serves in the NCC role.

**Eligibility:** Only individuals who have completed an entire term as NCC, or who will complete their term as NCC at the end of the respective academic year, are eligible for this award (a term of office for award purposes shall be from NACURH Annual Conference to NACURH Annual Conference). Nominees must be full time students and live in an on-campus housing unit.

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

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

### **Required Content:**

1. Only content that reflects accomplishments from Business Conference to Business Conference, with the exception of content included for comparison, will be considered.
2. The bid must include a letter of good standing from a university official such as a registrar or residence life staff member from the nominee's host institution.
3. The bid must include a letter of support from a professional level advisor or residence hall staff member.

### **Criteria for Selection:**

1. The nominee's campus, regional, and NACURH level goals, leadership, involvement, and accomplishments.
2. The nominee's attendance and participation in regional and NACURH related conferences and events, including boardroom involvement, delegation support, programs presented, and conference spirit.
3. The nominee's participation in regional and NACURH services and correspondence and business.
4. The nominee's development of connections between the campus level and the regional and NACURH level institutions.
5. The nominee's recognition received through campus, regional, and NACURH level awards.



## MACURH HALLENBECK LIFETIME SERVICE AWARD

**Purpose:** Named after Dr. Dan Hallenbeck, a former NACURH Advisor, this award is designed to recognize outstanding and continuous service to both MACURH and NACURH by a full time housing or student affairs professional.

**Eligibility:** Only full time housing or student affairs professionals with more than ten (10) years of full-time professional level experience are eligible for this award.

**Award:** The winner will be announced at the Regional Business Conference. The recipient will be awarded with a plaque and will be MACURH's regional nominee for the NACURH Hallenbeck Lifetime Service Award.

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

### **Required Content:**

1. The bid must outline all professional roles held by the nominee during their time in the field of student affairs.
2. The bid must include a letter of support from a student or students directly impacted by the nominee and their professional service.

### **Criteria for Selection:**

1. The nominee's campus level goals, achievements, and long term impact in the field of student affairs.
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.



## MABEL STRONG OUTSTANDING ADVISOR AWARD

**Purpose:** This award is designed to recognize outstanding advisors who have shown an excellent level of service and dedication to the MACURH Region.

**Eligibility:** Only housing or student affairs professionals who serve in an advising capacity for a student leadership group with a primary focus in the residence hall experience are eligible for this award.

**Award:** The winner will be announced at the Regional Business Conference. The recipient will be awarded with a plaque and will be MACURH's regional nominee for the NACURH Valerie Averill Advisor of the Year Award.

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

### **Required Content:**

1. The bid must include the position description for the nominee's advisor role.
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 student representative of the residence hall or student leadership group that the nominee advises.

### **Criteria for Selection:**

1. The nominee's approach to advising and advising style.
2. The nominee's experience advising students and student groups through challenges.
3. The nominee's campus level involvement, goals, and achievements as an advisor.
4. The nominee's regional and NACURH level involvement, achievements, contributions, and participation in NACURH services.
5. The nominee's attendance and participation in NACURH related conferences and events including involvement, programs presented, and delegation support.
6. The nominee's recognition through campus, regional, and NACURH level awards.
7. The nominee's training and certifications by campus, regional, national, and international organizations.



## OCM/VALERIE AVERIL AND MARK HUDSON - NRHH OUTSTANDING MEMBER OF THE YEAR AWARD

**Purpose:** This award is designed to recognize outstanding service to NRHH, MACURH, and NACURH by an individual who has been directly affiliated with both organizations as a member of NRHH.

**Eligibility:** Any individual who has been involved with MACURH and NACURH as a member of NRHH is eligible for this award. Nominees must not have served as a chapter president during their year of nomination. Nominees must be full time students and live in an on-campus housing unit. No individual may bid for the NRHH Outstanding Member 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 Business Conference. The recipient will be awarded with a plaque and will be MACURH's regional nominee for the NACURH Outstanding NRHH Member of the Year Award.

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

### **Required Content:**

1. The bid must include the nominee's NRHH chapter involvement and accomplishments during the year of nomination.
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 the NRHH President or NRHH Advisor for the year of nomination.

### **Criteria for Selection:**

1. The nominee's campus level NRHH role, goals, and accomplishments.
2. The nominee's regional and NACURH level goals, involvement, and accomplishments.
3. The nominee's attendance and participation in NACURH related conferences and events including involvement, programs presented, and regional spirit.
4. The nominee's participation in regional, NACURH, and NRHH business, services, and correspondence.
5. The nominee's recognition through campus, regional, and NACURH level awards.
6. The nominee's commitment, leadership, and service to their NRHH chapter as well as NRHH as a whole. If the nominee is an officer of their institution's NRHH chapter, the ways that the nominee has gone above and beyond their officer responsibilities.



## MIKE GROSZ STUDENT OF THE YEAR AWARD

**Purpose:** This award is designed to recognize outstanding service to MACURH and NACURH by an individual who has been directly affiliated with the organization.

**Eligibility:** Any student who has been involved as a member of MACURH and who has not served as an NCC, NRHH President, RHA President, or Programming Representative during their year of nomination is eligible for this award. Nominees must be full time students and live in an on-campus housing unit.

**Award:** The winner will be announced at the Regional Business Conference. The recipient will be awarded with a plaque and will be MACURH's regional nominee for the NACURH Student of the Year Award. The recipient will also be inducted as an honorary member of Friends and Alumni Related to MACURH (FARM) at the NACURH Annual Conference.

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

### **Required Content:**

1. The bid must outline the nominee's accomplishments for each year of involvement in residential leadership as well as their commitment and service to the MACURH region.
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 hall staff member.

### **Criteria for Selection:**

1. The nominee's academic success, achievements, and honors.
2. The nominee's campus, regional, and NACURH level leadership, goals, involvements, and accomplishments.
3. The nominee's roles and/or contributions in campus, regional, national, or international academic honoraries or organizations relevant to the nominee's areas of academic focus.
4. The nominee's participation in regional and NACURH level services and correspondence.
5. The nominee's recognition through campus, regional, and NACURH level awards.



## NRHH PRESIDENT OF THE YEAR AWARD

**Purpose:** This award is designed to recognize outstanding service of an NRHH Chapter President at an affiliated institution who has had a direct and positive impact on their school, NRHH chapter, region, and NACURH.

**Eligibility:** Only individuals who have completed an entire term as NRHH president, or who will complete their term as president at the end of the respective academic year, are eligible for this award (a term of office for award purposes shall be from NACURH Annual conference to NACURH Annual conference). Nominees must be full time students and live in an on-campus housing unit.

**Award:** The winner will be announced at the Regional Business Conference. The recipient will be awarded with a plaque and will be MACURH's regional nominee for the NACURH NRHH President of the Year Award.

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

### **Required Content:**

1. The bid must include the nominee's NRHH chapter involvement and accomplishments during the year of nomination.
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 good standing from a university official such as a registrar or residence life staff member from the nominee's host institution.
4. The bid must include a letter of support from a professional level advisor or the NRHH President or NRHH Advisor for the year of nomination.

### **Criteria for Selection:**

1. The nominee's service to their NRHH chapter by exhibiting delegation, communication, goal setting and execution, connection with their executive board, leadership, success or growth of the chapter, and creativity.
2. The nominee's campus, regional, and NACURH level leadership, goals, involvement, and accomplishments.
3. The nominee's participation in NRHH, regional, and NACURH level services and correspondence.
4. The nominee's recognition through campus, regional, or NACURH level awards.
5. The nominee's attendance and participation in NACURH related conferences and events including involvement, programs presented, and regional spirit.



## FIRST YEAR EXPERIENCE AWARD

**Purpose:** This award is designed to recognize the outstanding contributions of a first year student living in the residence halls who has been directly affiliated with the MACURH and NACURH organization. This award encourages involved first year students to remain active in leadership positions and continue improving the residence hall environment on campus.

**Eligibility:** Only students in their first year living in a residence hall, or who will complete their first year within sixty (60) days of the NACURH Annual Conference are eligible for this award. Nominees must be full time students and live in an on-campus housing unit.

**Award:** The winner will be announced at the Regional Business Conference. The recipient will be awarded with a plaque and will be MACURH's regional nominee for the NACURH First Year Experience Award.

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

### **Required Content:**

1. The bid must include the nominee's residence hall or student leadership involvement and accomplishments during the year of nomination. The bid must also outline the nominee's plans to return to the residence halls or university housing for the following academic year.
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 good standing from a university official such as a registrar or residence life staff member from the nominee's host institution.
4. The bid must include a letter of support from a professional level advisor or residence hall staff member.

### **Criteria for Selection:**

1. The nominee's campus, regional, and NACURH level leadership, goals involvement, and accomplishments.
2. The nominee's academic honors.
3. The nominee's community support and involvement as well as motivations for involvement in residential leadership.
4. The nominee's personal and professional growth and development through experiences related to their involvement on campus.
5. The nominee's plans and goals for their future in residential leadership.
6. The nominee's attendance and participation in NACURH related conferences and events including involvement, programs presented, and regional spirit.



## RHA PRESIDENT OF THE YEAR AWARD

**Purpose:** This award is designed to recognize outstanding service of an RHA president at an affiliated institution who has had a direct and positive impact on their campus, RHA organization, region, and NACURH as a whole.

**Eligibility:** Only individuals who have completed an entire term as RHA president, or who will have completed their term as RHA president at the end of the respective academic year, are eligible for this award (a term of office for award purposes shall be from NACURH Annual conference to NACURH Annual conference). Nominees must be full time students and live in an on-campus housing unit.

**Award:** The winner will be announced at the Regional Business Conference. The recipient will be awarded with a plaque and will be MACURH's regional nominee for the NACURH RHA President of the Year Award.

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

### **Required Content:**

1. The bid must include the nominee's RHA chapter involvement and accomplishments during the year of nomination.
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 student representative of the residential housing organization over which the nominee presides.
4. The bid must include a letter of support from a professional level advisor, RHA advisor, or residence life staff member.

### **Criteria for Selection:**

1. The nominee's service to their RHA organization by exhibiting delegation, communication, goal setting and execution, connection with their executive board, leadership, success or growth of the organization, and creativity.
2. The nominee's campus, regional, and NACURH level leadership, goals, involvement, and accomplishments.
3. The nominee's participation in campus, regional, and NACURH level services and correspondence.
4. The nominee's recognition through campus, regional, and NACURH level awards.
5. The nominee's attendance and participation in NACURH related conferences and events including involvement, programs presented, and regional spirit.



## PROGRAMMING REPRESENTATIVE OF THE YEAR AWARD

**Purpose:** This award is designed to recognize outstanding service of a Programming Representative who has contributed leadership skills in the field of programming on the campus, regional, and NACURH level.

**Eligibility:** Any student who has been involved as a member of MACURH and who has served in a Programming Representative position during their year of nomination is eligible for this award. Nominees must be full time students and live in an on-campus housing unit. No individual may bid for the 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 Business Conference and will be awarded with a plaque.

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

### **Required Content:**

1. The bid must include the position description for the nominee's Programming Representative role and a description of their contributions to MACURH and RHA as a Programming Representative.
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 good standing from a university official such as a registrar or residence life staff member from the nominee's host institution.
4. The bid must include a letter of support from a professional level advisor or residence hall staff member.

### **Criteria for Selection:**

1. The nominee's campus, regional, and NACURH level goals, leadership, involvement, and accomplishments.
2. The nominee's attendance and participation in regional and NACURH related conferences and events, including boardroom involvement, delegation support, programs presented, and conference spirit.
3. The nominee's participation in regional and NACURH services and correspondence.
4. The nominee's programming efforts on the campus, regional, and NACURH level.
5. The nominee's recognition received through campus, regional, and NACURH level awards.



## BUILDING BLOCK NRHH CHAPTER OF THE YEAR AWARD

**Purpose:** This award is designed to recognize an NRHH chapter that has shown outstanding growth and development within their chapter and NRHH organization during the year of nomination.

**Eligibility:** Any NRHH Chapter hosted by an institution in good standing with NACURH and the NACURH NRHH Office is eligible for this award.

**Award:** The winner will be announced at the Regional Business Conference. The recipient will be awarded with a plaque and will be MACURH's regional nominee for the NACURH Building Block NRHH Chapter of the Year Award.

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

### Required Content:

1. The bid must include demonstrable comparisons within the NRHH chapter between the previous and current academic years in all criteria.
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 the NRHH President or NRHH Advisor for the year of nomination.

### Criteria for Selection:

#### Campus Level Content

1. Purpose and Goals
  - a. Purpose of the chapter
  - b. Ways that the chapter met and/or exceeded its purpose
  - c. Goals and objectives of the chapter
  - d. Measurable results of goal achievement
2. Structure
  - a. Structure of the organization, executive officers, and membership
  - b. Changes in and improvements to the organization or structure of the chapter
3. Membership
  - a. Recruitment methods for new chapter members, including how the strategy towards member recruitment has adapted and improved
  - b. Growth of the chapter's membership
  - c. Role of members in activities and achievements of the chapter, including chapter goals, objectives, and accomplishments
  - d. Role of active, alumni, early alumni, and honorary members in the chapter and the ways these roles have changed or improved



#### 4. Programming, Initiatives, and Accomplishments

- a. New and traditional programs or leadership initiatives, including program successes and challenges
- b. New and traditional recognition programs or initiatives, including program successes and challenges
- c. Development of new NRHH initiatives including imitative successes and challenges
- d. Other accomplishments and advancements of the NRHH chapter
- e. The ways that the chapter has demonstrated a commitment to the values of NRHH (service and recognition) to its membership and campus community

#### 5. Challenges faced by the NRHH chapter and the outcome of those challenges

#### 6. Communication

- a. Communication with on campus students and staff, as well as outside on campus organizations
- b. Communication with chapter membership, including alumni

#### Regional Level Content

##### 1. Regional Conferences

- a. Representation at the regional conferences in and out of boardroom
- b. Impact of conference attendance on the chapter's growth and campus level achievement

##### 2. Regional Communication

- a. Communication with regional representatives, institutions, and NRHH chapters
- b. Impact of regional communication on the chapter's growth and campus level achievement

##### 3. Involvement

- a. Level of involvement in regional projects, committees, task forces, or regional initiatives
- b. Impact of regional involvement on the chapter's growth and campus level achievement

##### 4. Regional Awards

- a. Bids submitted and level of involvement with regional level awards, including regional OTMs
- b. Regional awards received by the NRHH chapter
- c. Impact of regional award involvement on the chapter's growth and campus level achievement



## NACURH Level Content

1. NACURH Annual Conference
  - a. Representation at the NACURH Annual Conference in and out of boardrooms
  - b. Impact of annual conference attendance on the chapter's growth and campus level achievement
2. NACURH Communication
  - a. Communication with NACURH representatives, institutions, and NRHH chapters
  - b. Communication with the NACURH Corporate Office
  - c. Participation in NACURH projects, initiatives, or committees
  - d. Impact of NACURH communication on the chapter's growth and campus level achievement
3. Of the Month Awards
  - a. Level of involvement in NACURH OTMs
  - b. Specific regional and NACURH level OTMs received by the NRHH chapter
  - c. Impact of OTM involvement on the chapter's growth and campus level achievement



## NRHH OUTSTANDING CHAPTER OF THE YEAR AWARD

**Purpose:** The NRHH Outstanding Chapter of the Year award is the highest honor an NRHH chapter can receive. This award is designed to recognize outstanding achievements of an NRHH chapter on the campus, regional and NACURH level.

**Eligibility:** Any NRHH Chapter hosted by an institution in good standing with NACURH and the NACURH NRHH Office is eligible for this award.

**Award:** The winner will be announced at the Regional Business Conference. The recipient will be awarded with a plaque and will be MACURH's regional nominee for the NACURH NRHH Outstanding Chapter of the Year Award.

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

### **Required Content:**

1. The bid must outline the achievements of the NRHH chapter 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 the NRHH President or NRHH Advisor for the year of nomination.

### **Criteria for Selection:**

#### Campus Level Content

1. Purpose and Goals
  - a. Purpose of the chapter
  - b. How the purpose of the chapter was met and/or exceeded
  - c. Goals and objectives of the chapter
  - d. How the goals and objectives were achieved by the chapter and what was learned in the process
2. Structure and organization of the chapter
  - a. Structure of organization,
  - b. Ways that the organization and structure contributes to the purpose and goals of the chapter
3. Membership
  - a. How the chapter recruits new members and the process for new member selection
  - b. Ways that the chapter retains member involvement



- c. Resources and leadership development that the chapter provides for its membership
- d. The roles that the members play in the development of the chapter's vision, goals, and objectives
- e. The role of active, alumni, early alumni, and honorary members in the chapter

#### Programming, Initiatives, and Accomplishments

##### 1. Leadership

- a. How the chapter provides leadership and direction in their role in the on-campus community
- b. How the chapter's members demonstrate a capacity for leadership development and involvement

##### 2. Recognition

- a. How the chapter provides 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

##### 3. Service

- a. How the chapter has provided worthwhile service to the on-campus and surrounding community
- b. The impact of service on the chapter and their on campus community

#### Advancement and growth of the chapter during the past year

#### Challenges

1. Challenges faced by the chapter in the past year
2. Process for how the chapter addressed challenges and the results or growth from those challenges

#### Collaboration

1. How the chapter has utilized collaboration to foster benefits for members and the campus community
2. The student organizations, university departments, and/or community partners that the chapter has collaborated with

#### Communication

1. Communication with on campus students and staff, as well as outside on campus organizations
2. Communication with chapter membership, including alumni

#### Budget



1. The chapter's budget and source of funding
2. How the chapter employs its financial resources to achieve its purpose and goals

#### Regional Level Content

1. Regional Conferences
  - a. Chapter representation at regional conferences in and out of boardroom sessions
  - b. Impact of conference attendance on the chapter's success and growth
2. Regional Communication
  - a. Communication with regional executives, institutions, and NRHH chapters
  - b. How the chapter has benefited from regional communication
  - c. How the chapter has participated in regional communication platforms (chats, committees, reports, etc.)
3. Involvement in regional projects and initiatives
  - a. The chapter's level of involvement with regional projects and initiatives
  - b. Impact of the chapter's involvement with regional initiatives and projects on their success and growth
4. Regional Awards
  - a. Bids submitted and level of involvement with regional level awards, including regional OTMs
  - b. Regional awards received by the NRHH chapter
  - c. Impact of regional award involvement on the chapter's growth and campus level involvement

#### NACURH Level Content

1. NACURH Annual Conference
  - a. Chapter representation at the NACURH Annual Conference in and outside of boardrooms
  - b. Impact of annual conference attendance on the chapter's success and growth
2. NACURH Communication
  - a. Communication with NACURH executives, institutions, and NRHH chapters
  - b. Communication with the NACURH Corporate Office
  - c. The chapter's participation in NACURH committees and task forces, projects, and initiatives
  - d. Impact of OTM involvement on the chapter's growth and campus level achievement



### 3. Of the Month Awards (OTMs)

- a. Level of involvement in NACURH OTMs
- b. Specific regional and NACURH level OTMs received by the chapter
- c. Impact of OTM involvement on the chapter's growth and campus level achievement



## NRHH EXCELLENCE IN SERVICE AWARD

**Purpose:** This award is designed to recognize an NRHH chapter that has shown a year-long commitment to the service value of the NRHH and whose service has made a positive impact within their campus community and the MACURH region.

**Eligibility:** Any NRHH Chapter hosted by an institution in good standing with NACURH and the NACURH NRHH Office is eligible for this award.

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

**Page Limit:** Bid content must be limited to fifteen (15) pages.

### Required Content:

1. The bid must outline the specific ways that the NRHH chapter has made a year long commitment to the service value of NRHH in all criteria.
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 the NRHH Advisor for the year of nomination.
4. The bid must include a letter of support from an organization who was impacted by the service of the NRHH chapter.
5. The bid must contain an introductory statement that includes, but is not limited to:
  - a. The institution or NRHH chapter's Statement of Service
  - b. The chapter's approaches and perspectives toward service
  - c. The institution's on campus population and NRHH chapter size
  - d. The total number of service hours completed by the NRHH chapter

### Criteria for Selection:

1. The nominated chapter's service provided to their campus and surrounding community, as well as the ways that the community was impacted by the service of the chapter.
2. The ways that the nominated chapter has encouraged the service value of NRHH and the impact of the service on the chapter as a whole.
3. The nominated chapter's participation in the MACURH Regional Philanthropy and Regional Leadership conference philanthropy.
4. The nominated chapter's participation in the NACURH annual conference philanthropy.
5. The nominated chapter's service in conjunction with an affiliated RHA organization in good standing with NACURH.
6. The nominated chapter's involvement during the service week of National Residence Hall Month.



## BUILDING BLOCK RHA OF THE YEAR AWARD

**Purpose:** This award is designed to recognize an RHA organization that has made significant steps in the development of their RHA, and to honor the RHA who displays tremendous effort and improvement in their residence hall environment from the previous academic year to the present.

**Eligibility:** Only RHA organization hosted by an institution in good standing with NACURH is eligible for this award.

**Award:** The winner will be announced at the Regional Business Conference. The recipient will be awarded with a plaque and will be MACURH's regional nominee for the NACURH Building Block RHA of the Year Award.

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

### **Required Content:**

1. The bid must include demonstrable comparisons within the RHA organization between the previous and current academic years in all criteria.
2. Only content that reflects accomplishments from Regional Business Conference to Regional 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 hall staff member.

### **Criteria for Selection:**

#### Campus Level Content

1. Purpose and Goals
  - a. Achievement of the organization's purpose
  - b. Goals and objectives of the organization
  - c. Measurable results of goal achievement
2. Structure
  - a. Structure of organization, executive officers, and membership
  - b. Changes in and improvements to organization structure
3. Resident Involvement
  - a. Recruitment methods and achievement
  - b. Role of residents in developing the organization's vision, goals, and objectives
  - c. Role of residents in activities and achievements of the organization



4. Programming, Initiatives, and Accomplishments
  - a. New and traditional programs, including challenges and results
  - b. Development of new initiatives, including challenges and results
  - c. Program and initiative evaluation tools
  - d. Other accomplishments and successes
5. Challenges faced by the organization and results or outcomes of those challenges
6. Communication
  - a. Communication with residents in the on-campus community
  - b. Communication with the NRHH Chapter (if one exists) and other on-campus organizations
  - c. Communication with residence hall staff and administration
7. Budget
  - a. Source, structure, and use of organization budget
  - b. Budget growth, changes, and improvements

#### Regional Level Content

1. Regional Conferences
  - a. Representation at regional conferences in and out of boardrooms
  - b. Impact of conferences attendance on organizational growth and campus level achievement
2. Regional Communication
  - a. Communication with regional representatives, executives, and institutions
  - b. Impact of regional communication on organizational growth
3. Involvement in regional projects, initiatives, and committees
  - a. Level of involvement in regional committees, initiatives, and projects
  - b. Impact of regional involvement on organizational growth and success

#### NACURH Level Content

1. NACURH Annual Conference
  - a. Representation at the NACURH Annual Conference in and out of boardroom sessions
  - b. Impact of conference attendance on organizational growth and campus level achievement
2. NACURH Communication
  - a. Communication with NACURH representatives and institutions
  - b. Communication with the NACURH Corporate Office



c. Participation in NACURH projects, initiatives, and committees and task forces

d. Impact of NACURH communication on organizational growth

NRHH Involvement (if a chapter exists)

1. Relationships between RHA and NRHH Chapter
2. Impact of the NRHH chapter on organizational growth
3. Schools bidding for the MACURH RHA Building Block of the Year Award will not be penalized if an NRHH Chapter does not exist on their campus.



## MACURH SCHOOL OF THE YEAR AWARD

**Purpose:** The MACURH School of the Year award is the highest honor member schools can receive. This award is designed to recognize outstanding achievements on the campus level by a residence hall organization and affiliated groups, as well as contributions on regional and NACURH levels.

**Eligibility:** Any MACURH institution in good standing with NACURH is eligible for this award.

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

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

### **Required Content:**

1. The bid must outline the achievements of the nominated institution 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 upper-level professional staff member of the institution's housing of residence life department.

### **Criteria for Selection:**

#### Campus Level Content

1. Purpose and Goals
  - a. Achievement of the organization's purpose
  - b. Goals and objectives of the organization
  - c. Measurable results of goal achievement
2. Structure
  - a. Structure of organization, executive officers, and membership
  - b. Benefits of the organizational structure on achievements
3. Resident Involvement
  - a. Recruitment methods and achievement
  - b. Role of residents in developing the organization's vision, goals, and objectives
  - c. Role of residents in activities and achievements of the organization



#### 4. Programming, Initiatives, and Accomplishments

- a. New and traditional programs, including challenges and results
- b. Development of new initiatives, including challenges and results
- c. Program and initiative evaluation tools
- d. Other accomplishments and successes

#### 5. Challenges faced by the organization and results

#### 6. Communication

- a. Communication with residents in the on-campus community
- b. Communication with the NRHH Chapter (if one exists) and other on-campus organizations
- c. Communication with residence hall staff members and administration

#### 7. Budget

- a. Source, structure, and use of the organization's budget
- b. Budget growth, changes, and improvements, as well as the resulting impact on the organization

### Regional Level Content

#### 1. Regional Conferences

- a. Representation at regional conferences in and out of boardroom sessions
- b. Impact of conferences attendance on organizational growth and campus level achievement

#### 2. Regional Communication

- a. Communication with regional representatives, executives, and institutions
- b. Impact of regional communication on organizational growth

#### 3. Involvement in regional projects, initiatives, and committees

- a. The organization's level of involvement in regional projects and initiatives, committees, and task forces
- b. Impact of regional involvement on organizational growth and success

#### 4. Regional Awards

- a. Bids submitted for regional awards
- b. Regional award recognition and achievements
- c. Regional OTM submissions and successes
- d. Impact of regional award involvement on the organization's growth and campus level achievement



## 5. Hosting

- a. Hosting a regional officer
- b. Hosting a regional conference

### NACURH Level Content

#### 1. NACURH Annual Conference

- a. Representation at the NACURH Annual Conference in and out of boardroom sessions
- b. Impact of Annual conference attendance on organizational growth and campus level achievement

#### 2. NACURH Communication

- a. Communication with NACURH representatives, executives, and institutions
- b. Communication with the NACURH Corporate Office
- c. Participation in NACURH projects, initiatives, and committees and task forces
- d. Impact of NACURH communication on organizational growth

#### 3. NACURH Awards

- a. Bids submitted for NACURH awards
- b. NACURH award recognition and achievement
- c. NACURH OTM submissions and successes

#### 4. Hosting

- a. Hosting a NACURH officer
- b. Hosting the NACURH Corporate Office
- c. Hosting a NACURH Annual Conference

### NRHH Related Content (if a chapter exists)

- 1. Goals and achievements of the NRHH Chapter
- 2. Relationships between RHA and NRHH Chapter
- 3. Impact of the NRHH chapter on the organization's growth and campus level achievement
- 4. Schools bidding for the MACURH School of the Year Award will not be penalized if an NRHH Chapter does not exist on their campus.

