

# Of the Year Bids

**OTYs are due: Friday, April 6, 2012 by 4:30 p.m.  
In pdf form emailed to nrhh@eiu.edu AND in hard copy  
to the NRHH Mailbox in Stevenson Hall**

Hey everyone! Each year, RHA and NRHH hold an end of the year banquet. At the banquet individual halls, people, and programs are recognized for their outstanding work done throughout the school year. This is the requirements and schedule for the bids. We want to make you aware of the bid writing process so you can begin thinking about it and have goals to strive for!

This year we will be awarding the following awards:

- President of the Year
- Advisor of the Year
- Programs of the Year
  - Educational
  - Social
  - Community Service
  - Diversity
- Spotlight of the Year
- Building Block Council of the Year
- Council of the Year
- Outstanding Service to RHA Pins
- Council Excellence Awards
- Student of the Year
- RHA Rookie of the Year

**A written bid is required for each bid.** Please note that Council of the Year and Building Block Council of the Year require an oral bid in front of the NRHH Assembly (April 18, 2012 @ 5pm in Thomas Hall Classroom). Following are descriptions, guidelines, and restrictions for each Of the Year. Since NRHH and RHA executive board members are already in leadership positions, they are ineligible for these awards.

## **Option for your Hall Council**

Even though NRHH and RHA have the awards banquet, we are strongly encouraging councils to hold their own end of the year gatherings. We encourage you to recognize your hall council members for their attendance and willingness to go above and beyond within the hall. Remember, these are the residents that make your hall council happen.

Please speak to the RHA or NRHH executive board members with questions about holding your own end of the year gathering.

**If you have any questions about the bids or awards you can contact:**

Julia Novotny, NRHH President (janovotny@eiu.edu)  
Colleen Nelson, NRHH CC (cmnelson2@eiu.edu)

## **2011-2012 Bid Dates:**

### **Friday, April 6, 2012:**

Bids to be submitted in pdf form emailed to nrhh@eiu.edu  
**and** to the NRHH Mailbox in Stevenson Hall by **4:30 p.m.**

### **Wednesday, April 18, 2012:**

Building Block and Council Of the Year Finalists will Present their bid to the NRHH Assembly at 5 p.m. in the Thomas Hall Basement.  
You will be contacted if you are a finalist on April 9, 2012.

### **April 26, 2012 @ 5 p.m.:**

Awards presented at the NRHH and RHA Banquet in the Union.

### **General Bid Criteria for ALL of the Following Bids**

- All bids must be typed in 12 point font.
- All pages must be double-spaced (except for the title page).
- Page count does NOT include the title page or letters of support.
- A 'page' is defined as a side of paper with print.
- All bids must be printed on white, ivory or buff paper.
- Letters of support cannot come from RHA and NRHH executive board members.
- All bids must have a theme (the person's favorite color, band, quote, etc.)
- Bids must be submitted both electronically (nrhh@eiu.edu) and via a hard copy to NRHH Mailbox at Stevenson Hall.
- Bids must be year specific. (That means it happened this school year!)

### **Tips for Writing a Bid**

- Make sure you look over all guidelines to ensure your bid will meet the criteria.
- Don't wait until the last minute to begin your bids! They take time and planning...  
**DON'T PROCRASTINATE!**
- Work on a bid team. Writing a bid is a huge responsibility for one person.
- Have someone who is not on the bid team read through to make sure it flows smoothly and makes sense.
- Be clear and concise. (Don't feel pressured to meet the page maximum. Say it well, not long).
- Proofread, proofread, proofread!
- Examples of bids are on the NRHH website ([www.eiu.edu/~nrhh](http://www.eiu.edu/~nrhh))
- Make sure the bid is turned in on time!

## Specific Bid Descriptions and Criteria

### President of the Year

President of the year recognizes the president of a council who is in good academic and disciplinary standing, has made significant contributions to his/her council, and has met his/her goals. This award is year specific, thus only include contributions made during the past school year (2011-2012). This person must have served as the council president for at least one semester. **The bid must be no longer than 8 pages.**

### Advisor of the Year

This bid outlines how your council advisor has gone above and beyond. Please take into consideration the following: participation in council activities, support to council and its members, allowing opportunity for student growth, and support to other related activities (RHA meetings, ROC Fest, etc.) **This bid must be no longer than 8 pages.**

### Program of the Year

There will be 4 Program of the Year awards. An Of the Year will be awarded for each Program of the Year category. This bid should loosely follow the OTM format, but do not use the exact form to write your bid. You may omit sections that are not relevant to your program and include additional sections that may help convey your message more clearly. Each program may be submitted only once and to one category. Joint programs (programs put on by a council and a RA) may also be submitted. **This bid must be no longer than 8 pages.**

The following are the categories for Program of the Year:

- Educational
- Social
- Community Service
- Diversity

**\*\*The bid must include the category in which the program is to be judged.**

### Spotlight of the Year

The Spotlight of the Year award was created to recognize someone who offers outstanding service to the residence hall students. This bid recognizes those who do not often get noticed for his/her contributions. This bid details the individual's contributions throughout the year. Examples of individuals that could be nominated for this award include, but are not limited to, hall secretaries, building service workers and dining service workers. **This bid must be no longer than 8 pages.**

## Building Block Council of the Year

This bid should **emphasize and highlight the improvements your council** has made in the past school year. This bid includes a written bid as well as an oral bid. Each council that participates must write a written bid. The executive board will then select 2 finalists to present an oral bid to the NRHH general assembly on April 18, 2012.

Written Bid: **The bid must not exceed 10 pages.**

Include the following:

- Goals
- Favorite program(s)
- Structure/make-up of council
- Budget
- Strengths
- Weaknesses
- Improvements
- Academic Initiatives
- Attendance
- Recognition
- Anything that will provide an accurate impression of your council

Oral Bid: **The main purpose of the oral bid is to fill in any gaps that your written bid may have left.** The oral bid may be NO longer than 10 minutes, with a 5 minutes question and answer session. You want to showcase the best of your council. Written bids will be provided to the NRHH assembly, **thus there is no need to duplicate the written information.** You want to highlight the sections of your written bid. The main aspects to include in the oral bid are enthusiasm and creativity.

## Council of the Year

This bid should **emphasize and highlight the achievements your council** has made in the past school year. This bid includes a written bid as well as an oral bid. Each council that participates must write a written bid. The executive board will then select two finalists to present an oral bid to the NRHH general assembly on April 18, 2012.

Written Bid: **The bid must not exceed 10 pages.**

Include the following:

- Goals
- Favorite program(s)
- Structure/make-up of council
- Budget
- Strengths
- Weaknesses
- Improvements
- Academic Initiatives
- Attendance
- Recognition
- Anything that will provide an accurate impression of your council

Oral Bid: **The main purpose of the oral bid is to fill in any gaps that your written bid may have left.** The oral bid may be NO longer than 10 minutes, with a 5 minute question and answer session. You want to showcase the best of your council. Written bids will be provided to the NRHH assembly, **thus there is no need to duplicate the written information.** You want to highlight the sections of your written bid. The main aspects to include in the oral bid are enthusiasm and creativity.

## **RHA Specific Awards**

The following two awards are specific to involvement in RHA. RHA executive board will determine the winners of these awards.

### **RHA Rookie of the Year**

Rookie of the Year recognizes the outstanding contributions of a student to his/her council or RHA during the first year of living in the residence halls. This bid shall consist of the individual's involvement in residence hall/university housing programs (RHA, hall council, etc.). The student must be in good academic standing. **The bid must be no longer than 8 pages.**

### **Student of the Year**

The Student of the Year award is designed to recognize a student's achievements within their council in the last year. The student can be an executive board member of a council or a member of a council's general assembly, but he or she must have served and lived in his or her hall/Greek Court house for at least one semester. The student should be in good academic and disciplinary standing and should have positively contributed to the efforts of their home council and to the lives of their fellow residents. Bids should only include the efforts of the student within the past school year (fall 2011-spring 2012). Each council may only submit one bid. **Bids should be no longer than 8 pages.** \*\*This award cannot be submitted for presidents

### **Outstanding Service Pins**

This award does NOT include a bid. It is given to up to seven individuals who have gone above and beyond in serving RHA. The winners are chosen by the RHA executive board.

### **Hall G.P.A. Awards**

RHA will be recognizing the top three hall G.P.A.s and also the top three most improved G.P.A.s. Awards will be presented to the number one hall in both categories. Start promoting those academic programs!

### **Council Executive Board Member OTY**

Each Council can elect their own and announce at their own end of the year banquet.

## **NRHH Member Awards**

Only NRHH members are eligible for the following awards.

### **Service Awards**

Upon the completion of one year of service to NRHH, members who have attended 75% of the meetings, completed three can runs per semester and six service hours receive the Leadership Service Pin. Upon the completion of two years of service to NRHH, members who have attended 75% of the meetings, completed three can runs per semester and six service hours per semester will receive a NRHH plaque. NRHH Service Awards will be given at the last NRHH meeting of the semester.

### **Outstanding Member of the Year Award**

Any member who has attended 75% of the meetings, completed three can runs per semester and six service hours per semester is eligible for this award. This award recognizes an individual who has given of themselves unselfishly to the organization and university housing.

### **Highest Graduating G.P.A.**

The graduating member with the highest cumulative grade point average will receive this award. The member must have attended 75% of the meetings, completed three can runs per semester and six service hours per semester is eligible for this award.

### **Bronze Pins**

The Bronze Pin is awarded to individuals who have gone above and beyond the requirements for active membership. These pins are awarded by the President of NRHH.

## **Housing Scholarships**

### **Sean R. McKinney Scholarship**

The Sean R. McKinney Scholarship recognizes outstanding contributions by a first year student to our on-campus students and housing program. Nominations can be made by any Hall Council (one nomination per council) or Housing Professional Staff member. Sean McKinney was a veteran staff member in the Housing Department until his untimely passing on June 29, 1991 after a 15 month battle with cancer. Sean had a passion for working with freshman and touched the lives of all the people he knew.

### **Richard G. Enochs Scholarship**

The Richard G. Enochs Scholarship recognizes the contributions of an outstanding student leader in our on-campus community. Nominations can be made by any Hall Council (one nomination per council) or Housing Professional Staff member. Richard Enochs was the director of married student housing for Eastern until his untimely passing on March 5, 1978. Friends and representatives of the Housing Office honored the memory of Mr. Enochs by establishing the Richard G. Enochs Scholarship on June 5, 1978. It has been the tradition of Eastern's Chapter of the National Residence Hall Honorary to uphold this scholarship fund.

### **Brad Wright Memorial Scholarship**

The Brad Wright Memorial Scholarship recognizes outstanding contributions to our on-campus students and housing program by a Resident Assistant. Nominations may be made by Associate Resident Directors or full time Residence Life Staff Members. Brad Wright was from Decatur, Illinois. Brad served as a Resident Assistant in Carman Hall from 1997-98. Brad was planning on returning as a Resident Assistant for the following fall semester, but on June 28, 1998, Brad passed away due to an undetected heart condition. This scholarship was created by the friends and family of Brad Wright as a testament to his legacy.