

Of The Month Guide

This information has been provided by the NSRO (NACURH Service and Recognition Office). For further information about the NSRO, go to <http://www.nrh.org>.

The 'Of the Month' program recognizes outstanding contributions to College and University Residence Halls in the following categories: Advisor, Community, Community Service Program, Diversity Program, Educational Program, Executive Board Member, Organization, Residential Assistant, Social Program, Spotlight and Student. Any school affiliated with NACURH is eligible to make or receive an 'Of the Month' award and/or nomination. The OTM must be month specific, meaning the nomination should only focus on the month for which it is written. The information outlined below is designed to assist you in writing a quality nomination.

ADVISOR

- ✓ How did the individual recognize the students s/he advises in the month of nomination?
- ✓ How did the individual impact students s/he advises during the month of nomination?
- ✓ Through the course of his/her work, in what ways is this person contributing to the student affairs profession?
- ✓ What outstanding accomplishments merit recognition of the individual this month?

Advisors need to create a supportive environment for the student leaders they advise. The focus of the Advisor OTM should be based on the impact s/he makes in the lives of students. Personal examples are often the best way to express the intangible contributions of an advisor. The nomination should display how the advisor was instrumental in helping the leaders they work with grow, learn, and develop.

COMMUNITY

- ✓ What brings the group of people together?
- ✓ What specific positive contributions did this community make this month to enhance the lives of the group members or those around it?
- ✓ How does the community interact with other communities?
- ✓ What makes this community different from other communities? (Examples include participation and enthusiasm as a group.)

This award is designed to recognize the contributions of **residential and working communities** and the impact they have on their students and the rest of campus. The mission of residence halls is to provide a home away from home for students. The community OTM is designed to reward communities to show that their efforts and dedication has not gone unnoticed. It will also help promote pride and unity within on campus communities. Since a community is difficult to define, any residential life community is eligible for this award. For example: **corridors, halls, floors, quads, executive boards, RA staffs, etc.** Residence life organizations may not be nominated for this award.

EXECUTIVE BOARD MEMBER

- ✓ Is the individual from a residence hall governing body or NRHH Chapter?
- ✓ Has the nominee used the services and resources of NACURH as well as other campus resources?
- ✓ What outstanding accomplishments merit recognition of this individual this month?
- ✓ How did the Executive Board Member exceed the responsibilities of his/her position during the month of the nomination?
- ✓ How has the individual grown as a result of the challenges s/he has faced?

Be sure the person you are nominating for this award is eligible to receive it. The nominee needs to be from the **residence life organization**. Bring out the nominee's special efforts, not just fulfilling the job requirements of the position.

ORGANIZATION

- ✓ Is the nomination month specific?
- ✓ What is the focus of the organization? (i.e. programming, advocacy, recognition, etc.)
- ✓ How did the organization contribute to the residential community and the general community of the institution?
- ✓ How did the organization interact with the region and with NACURH?
- ✓ What set this month apart from other months?

This category is to recognize an outstanding residence life organization (such as an RHA, NRHH Chapter, or Community Council), not an outstanding member. Nominations should be **organization specific and not concentrate on the efforts of a few individuals**. Review the purpose and goals of the organization before writing the nomination.

PROGRAMS

Community Service:

- ✓ What was the service project and who did it benefit?
- ✓ How did the project impact the residential community?
- ✓ What makes this program unique?
- ✓ How did students take an active part in the program?

Diversity:

- ✓ What were the goals of the program and how were they accomplished?
- ✓ How did the program serve to promote diversity and understanding?
- ✓ What makes this program unique?
- ✓ Did the program have a lasting effect on residents?

Educational:

- ✓ How did the program educate students?
- ✓ How were the educational needs of the community addressed?
- ✓ What were the goals of the program and how were they accomplished?
- ✓ What makes the program unique?

Social:

- ✓ What was the purpose of the program?
- ✓ How did it encourage residents to interact with one another?
- ✓ What makes the program unique?
- ✓ How can the program be adapted to other campuses?

RESIDENTIAL ASSISTANT

- ✓ How well does the nominee work with residents and what impact has s/he had during the month of nomination?
- ✓ How has the nominee fulfilled and gone above his/her job responsibility during the month of nomination?
- ✓ Are there any specific projects in support of hall government or committees in which she/he participates?
- ✓ What outstanding contributions has the individual made for the hall she/he works in during the month of nomination?

A residential assistant should be an undergraduate/graduate student who lives with residents in order to build and facilitate community. A residential assistant can include, but is not limited to, titles such as resident assistant, community assistant, house manager, area advisor, and complex advisor. Residential assistants typically do not supervise a staff. Include the job requirements and show how the nominee has gone above and beyond those requirements.

SPOTLIGHT

- ✓ What outstanding contributions did the individual/group make to the students living in the residence halls during the month of nomination?
- ✓ How has the person/group exceeded what would normally be expected of them in their position?

This category is to recognize the efforts of people who do not fall into any other categories; therefore, the nominee **cannot be an advisor, executive board member, residential assistant, or student**. Possible nominees could be food service personnel, night security staff, or janitorial staff. Please include how this person/group has helped an individual or contributed to the well being of the community.

STUDENT

- ✓ What outstanding contributions did the individual make during the month of nomination?
- ✓ How has this person impacted the residence halls and campus?
- ✓ What interaction did the nominee have with his/her residence hall government or individual hall during the month of nomination?
- ✓ What organizations and activities was the individual involved in during the month of nomination?
- ✓ How does the student recognize and motivate others?

This category is intended for a student leader who puts forth special effort during the month of nomination. Possible things to include in the nomination could be leadership development, contribution to the people in her/his community, and his/her activities. Please note that **RHA executive board members, advisors, and residential assistants are not eligible for this award.**

Ten Quick Tips for Writing Winning OTMs

10. OTM nominations are due on at midnight on the 1st of the month following the month of nomination (e.g. October OTMs are due on the first of November).
9. Paint a clear picture of the event, individual, or group of individuals in which you are writing about.
8. Obtain background information on the event or individuals in which you are writing about. Sometimes getting a couple of quotes or general statements from attendees gives an OTM a little extra pizzazz.
7. Aspire to max out the OTM word count.
6. Submit correct information on the form. Type the complete address and name of the nominator and nominee on the form in the space provided. This is the name that will be printed on the certificate if you win regionally and/or nationally. Anonymity of the nominator may be maintained by the NSRO.
5. Use the correct forms!
4. Define acronyms; they are not always universal! The only acronyms you should use are NRHH, NACURH, RHA, NCC, and region name (e.g. CAACURH).
3. Make sure you are using the correct category for your nominee. This is a common error people make. To avoid mistakes look at the criteria on the previous pages.
2. Presentation is key! Proofread the OTM to make sure you are clearly saying what you want to say. Look out for bad grammar and spelling errors.
1. Make sure your nomination is month specific! It is very important to highlight the outstanding things that the nominee did and how they did it in the month of nomination. Leave out background information that cannot be considered pertinent (ex. All this year, _____) to the month of nomination.