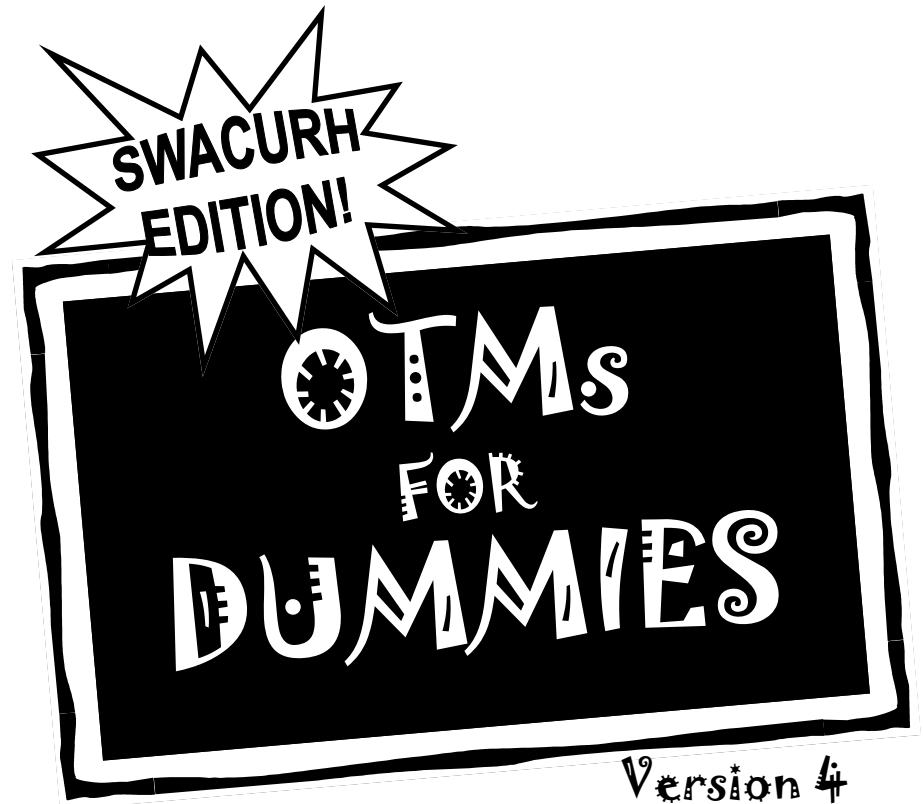


Top Ten Ways to Not Win an OTM

10. Forget to use this book
9. Write about an everyday program such as a TV Show party, video game tournament, or blood drive
8. Wrong category
7. Wrong month or not month specific
6. Leave blanks
5. Late submissions
4. Do it at the last minute (we can tell!)
3. Write a four sentence nomination
2. Use any of the following more than once: wonderful, awesome, so cool, etc.

And the number one way is...

1. **Not submit any!**



**A Guide
for the
Rest of
Us!**



**The Fun and Easy Way
to Find Out About Of
The Month Awards!**

**New and Improved
Guides to make Your
Nomination a Winner!**

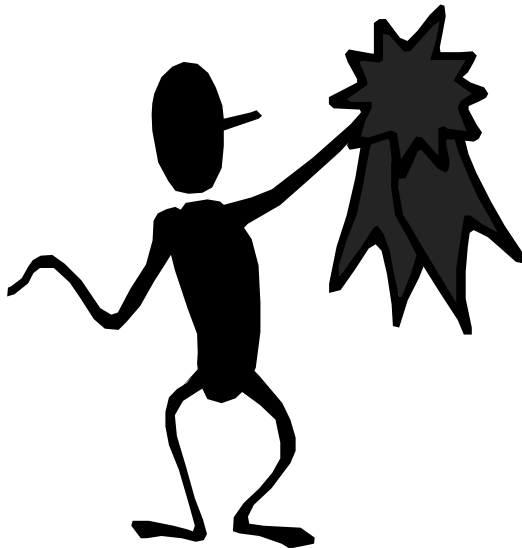
**Now Includes:
Examples of National
Award-Winning OTMs**

**This publication is a
service of the
Richard J. Williams Chapter
of NRHH at Stephen F.
Austin State University**

Preface

OTMs. What are they? Why do we write them? Who can right them? How do I write them? If you have ever asked yourself any of these questions, we, the Richard J. Williams Chapter of the National Residence Hall Honorary, dedicate OTMs for Dummies to you.

OTMs are one of the many ways available for campus residents to recognize one another. We created OTMs for Dummies because we can't possibly instruct every campus resident in the proper way to write an OTM. Through this book we hope to answer most of your questions about OTMs. We realize that not all your questions will be answered, but this book should lead you in the right direction when attempting to write a winning OTM.



Goals of the program:

The goal of the program was to bring a sense of belonging to one's building and to the Whitis Court Community. The team building and community building is very similar to the commoradory gained in the Harry Potter novels through the House Cup. As in the movie, we hope that these struggles for the common goal of winning the Battle of the Buildings will bond residents and make lasting friendships

Positive and lasting effects of the program:

Each event gave the opportunity for the residents to meet people from their building and to meet others in thei residence hall. This sense of community through friendly competition brought the residents closer together because of mutual respect for one another during the games. To pull through the two weeks, each building planned and worked together, learning their strengths and weaknesses, to win as many points possible to hopefully win the House Cup. This team- building is a lasting skill that many students should learn before they enter the job market

Short evaluation of the program:

The overall reaction to the program was extremely positive. The residents loved it. This program takes a lot of time and commitment to plan and run (especially with so many events in such a short amount of time), but the end result of community bonding is worth it. Most of the programs had more residents show up than expected. At the talent show alone, we had more then 75 residents there to support their talented friends. From this amount of participation in the events, the students got to know many people from their hall, while having fun in a sporty and goofy way. This program would not have been a success without the wonderful publicity and involvement of all who worked on it.

How could this program be adapted to other campuses?

This can easily be adapted to any college campus. For instance, if you do not have small dorms like this one, then form teams from different floors in the larger halls. If the residence halls are really large, the teams can be broken into different wings. The games can differ if you feel that your residents would not play Capture the Flag, or if you do not have access to kitchens for the Iron Chef competition. As long as the basic concept of friendly team competition is there, then the program can be huge a success. If a visual representation of this competition is needed, then go rent Harry Potter to see how each team works together for the House Cup, and you can see what this program can become.

National Social Program of the Month

November 2003

Nominee: Battle of the Buildings Nominator: Andrew Faso

School: The University of Texas Region: SWACURH

With the fans cheering in the background, the teams enter the arena of play for the final showdown between their opponents. This is not a professional sports competition, but Whitis Court's Battle of the Buildings. For a two-week period, the residents of Whitis Court, consisting of 6 buildings, came together in the heat of competition to share food, talents, and laughter. With each event, the winners received points, and after the two-week period the points were tabulated, and the winning building was announced. Throughout the two weeks of competition, Penny Wars, a fundraiser that pits building against building, and Bounty Hunt, a "getting-to-know-your-neighbor" game, was played to increase the competitive spirit. The Battle between the six buildings kicked off with a night of many mini competitions to bring the individual buildings together with activities, such as Twister, making a flag, and creating a building chant. The Whitis Court Talent Show proved that our little hall has many talented people. The winner's building received the points for the event. The third event, Iron Chef, was where the buildings put their best chefs in a head-to-head match of who can bake, grill, or fry the best dish with certain ingredients. The judges decided who received the points based on creativity, taste, and presentation. The fourth competition, The Mega Relay, presented mini challenges in a race around campus. The first to cross the finish line won the points. In the next event, card sharks rose to the surface when we opened UT's first Casino with Casino Night. Residents played games like craps, blackjack, and poker. The building with the most chips at the end of the night won points. To rap up the program we played a massive game of Capture the Flag, with the flags that the building made at the beginning of the Battle. We played the game over the entire campus, and each side had one jail and two flag zones. We divided the six building into two teams and let them compete. The most captures of the opponents flag in the given time won points for the three buildings. At the end of the two weeks, the winner was announced and they celebrated with program funding and a chance to win the yearly House Cup of Whitis. The real winner was the Whitis Community because these two weeks brought buildings closer in a fun and exciting way

OTMs for Dummies

Written by:

**Dana Eckerman,
Chapter President**

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With contributions by:

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and

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of
The National Residence Hall Honorary**

**With content taken from:
the NRHH National Office Web Site and
The OTM Web Site**

Updated March 2005

What are OTMs?

OTMs, or Of The Months, are simply that - the most outstanding person or program that is nominated for that month. Eleven categories of OTM Awards exist, including Advisor, Community, Executive Board Member, NRHH Chapter, Resident Assistant, Spotlight, Student, Community Service Program, Diversity Program, Educational Program, and Social Program.

Each residence hall can nominate worthy candidates for each category each month. The nominations then go to the local chapter of the National Residence Hall Honorary, made up of the top 1% of leaders in the residence halls, for selection of a winner. The campus winners are recognized at a RHA meeting and forwarded on to a Regional selection committee. Nominations are submitted to the region by schools from all over Texas, Oklahoma, Louisiana, Arkansas, and Mexico.

Once a regional winner is chosen and recognized, it is then forwarded to the NRHH National Office for selection of the highest level of recognition, a National Of the Month Award.

Who can submit a nomination?

Anyone can nominate anyone for an award as long as the nominee is in the right category and a worthy candidate.



campus to post in their community. The posters were also posted around campus for all students to view. The Fun/Run/Walk was a great success with over 225 students participating. The programmers also went to all 16 halls on campus and spoke with their hall governments and some staffs about Drowsy Driving and the Fun/Run/Walk. With that said, each hall had representation with a team in the fun/run walk. Other organizations included Greek, service, and honor affiliation. The Fun/Run/Walk was well represented around campus. Another goal was to raise money for the Omar Garcia's Scholarship fund. Many students purchased shirts and many organizations made donations, and all this money went to the fund.

Positive and lasting effects of the program:

There are two positive and lasting effects that stand out from the others. Both of these begin as goals of the programmers. One being the money raised for the scholarship fund. The programmers raised over 3000 dollars for the Omar Garcia Scholarship Fund. The residence halls on campus donated 695 dollars, selling the t-shirts raised 1,895 dollars, and over 600 dollars was given by other organizations. This does not include any money that was donated to put on this program. Stangel/Murdough Hall Council gave 500 dollars for t-shirts, over 700 was donated by SGA, and APO donated over 500 dollars. This is a positive and lasting effect because some students will receive this scholarship inspired by Omar and it will also serve as a reminder that Drowsy Driving Kills. Another positive for this program was the amount of students involved. Not including the 225 students that participated in the Fun/Run/Walk, but all the other students that was effected by the marketing of this program. The 6200 students that received door hangers and postcards, the students who bought t-shirts, and the students who viewed the PRA commercial. The programmers were able to make this into a big deal at Texas Tech.

Short evaluation of the program:

The program was a total success and the goals were exceeded. The goal to make students aware of Drowsy Driving was overwhelmingly met. It was a surprise that organizations would be as giving as they were. Giving over 1600 dollars to put on this program. Marketing and planning turned out to be key. The Marketing of this program reached many students. It reached 6200 students living on campus and many other students, professors, and the community of Lubbock. The program had 2 columns in Texas Tech's newspaper, the University Daily. One was a preview for the program and the other was the results of the program and to serve as yet another warning before driving home for the break. Programmers made key chains shaped like cars, it stated, "Techsans don't Let Their Friends Drive Drowsy." This illustrates the amount of campus backing the program had. One organization sponsored these key chains. Also at the run, there were 2 news stations. NBC as well as Fox news was there to secure a story on their primetime broadcast. The story aired the night of the Fun/Run/Walk. The story included statistics and interviews of students. This program was marketed to all of Lubbock.

How could this be adapted to other campuses?

This program can be easily adapted to other campuses with a good amount of planning and passion. Challenges included finding money to put on this event, speaking to many different organizations to be involved, getting departments involved, and getting a motivated group together to put on this program. There are a couple of times where this program was turned down from receiving money, but the motivated group had to continue looking. The passion for this cause came through with the type of people promoting it. This group did not just let the statistics speak for itself, they became advocates for this cause. This helped students see how important it is to be aware of Drowsy Driving. This is the main reason this program was able to hit as many students as it did. This program is encouraged for other campuses to put on. On Tech campus the programmers never thought this program would continue to grow from the central idea, but that it did. This program can be just as successful on any campus, just allow it to grow from the many ideas received from students, organizations, and faculty that want to be involved.

National Educational Program of the Month

November 2003

Nominee: Drowsy Driving
School: Texas Tech University

Nominator: Cody Charles
Region: SWACURH

Origin of Program:

A Texas Tech student who passed away from falling a sleep at the wheel inspired this program. Last December Omar Garcia was on his way to San Antonio to meet up with the Texas Tech Band to fly out to Tech's bowl game. Omar fell a sleep at the wheel and ran into a 18-wheeler. Omar was 19 when he died. Omar was a student assistant in Horn/Knapp residence hall. After almost a year passing by since the accident, there were many cases popping up on college campuses of students falling a sleep at the wheel. A group of Tech students thought it was time to approach this matter and make other students aware of this silent problem. The problem with drowsy driving is that many people have experienced it, but do not share these stories with others. Drowsy Driving often comes into play in Lubbock. Since many students who attend Texas Tech are not from Lubbock, there is a lot of opportunity for drowsy driving. Many students' homes are hours away from Tech. The programmers wanted to stress that to experience Drowsy Driving you do not have to fall a sleep, but all it takes is to lose alertness.

Description:

The main purpose of this program was to provide an opportunity for the Tech population to become more aware of the dangers of Drowsy Driving. The group in charge did this by selling educational Drowsy Driving t-shirts. On the back of the shirts it had 5 bubbled statistics. One bubble stated, approximately 100,000 police-reported crashes annually involve drowsiness/fatigue. All students were to wear their shirts on November 24th, the Monday of the Thanksgiving break, this served as a movement around campus to alert students before they get on the road and drive home. All the money from the shirts went to the Omar Garcia's Scholarship Fund. The programmers also made a Public Relations Announcement. This included a cameo by Marsha Sharpe, Head Coach of Women's Basketball at Tech and 2003 inductee in the Women's Basketball Hall of Fame. Coach Sharpe also got her athletes involved. They were able to lend their names to this cause, which helped to get student's attention. Programmers also took a camera around the Tech Campus and talked to students about drowsy driving. Questions included, Have you ever been effected by drowsy driving? What do you do when you feel drowsy? Do you think this is a big issue? By asking these questions we got a lot of answers from the students point of view. There was good information from the students around campus and the programmers were able to air this PRA on the campus channel. The programmers also set-up a 2 mile Fun/Run/Walk for students to participate in. This was a "Walk to Stay Awake." At the walk Drowsy Driving bags were handed out. This included brochures with statistics of drowsy driving as well as prevention methods, coffee, and most importantly a comprehensive list of parents around Texas and neighboring states that gave their names and address for students to stop by if they are ever drowsy at the wheel. This list has over 1700 parents in many different locations. At the run, programmers also had a Drowsy Driving banner that was signed by every student who participated in the Fun/Run/Walk. By signing their names they took an oath to never drive while drowsy and to spread the information learned to others. This banner will hang in the Student Union, where all students can view the promise that many Tech students made. The Fun/Run / Walk was manned by volunteers.

Goals of the program:

Goals of this program included: making a huge population of Tech students aware of Drowsy Driving, getting as many student groups involved as possible in the fun/run/walk, and raising money to go into Omar Garcia's Scholarship Fund. These goals were not only met, but exceeded. The programmers hit a big population of Tech students through the PRA commercial, door hangers, table tents in dining halls, postcards sent to every student on campus, and drowsy driving posters with information on prevention given out to all 160 Community Advisors on

Ten Quick Tips for Writing A Winning OTM

10. Submit you OTM nomination On TiMe. If your OTM is not submitted, it can't be judged. If it can't be judged, it can't win!
9. Type the OTM nomination in Word (or other Word Processor) then copy and paste it into the on-line form. This allows you to use spell check and grammar check, get other people to proofread, and save a copy of your OTM just in case something bad happens.
8. Be descriptive and elaborate when talking about people and events. People who have never attended your school may be reading your nomination and will not have any other knowledge about your nomination. Write so that they can visualize and understand everything.
7. Submit OTMs immediately following the program for which they are written. It will be easier to remember all of the details and events that occurred.
6. Look at all the criteria for writing the OTM and interview the person, if applicable. This will help make the OTM detailed and long enough for the word count requirements. The OTM should be at least 2/3 of the maximum word count.
5. Utilize this book to see examples that have won in the past. Do NOT be intimidated by the examples, if you answer all the criteria given to you, you cannot go wrong.
4. Define acronyms; they aren't always universal! The only acronyms you should use are RA, NRHH, NACURH, RHA, NCC, and region name (i.e. SWACURH.)
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 following pages' criteria especially Executive Board Member, Spotlight, RA, and Student OTM.
2. Presentation is the key! Proofread the OTM to make sure you are clearly saying what you mean to say. See #9!
1. Make sure your nomination is **MONTH SPECIFIC!** This specification is very important to highlight the outstanding things that the nominee did in the month of nomination. Use phrases like "in the month of ____ they did..." Keep this in mind through the whole OTM.

What makes a good nominee?

To have a winning OTM you must first have a good nominee. Someone who has made a positive influence on your hall and/or the residents is a good example. You might also look at who stands out to you and the others around you. Things and people that are outstanding make great nominees.

If you are sitting around with a group of friends and you are all talking about the same person or program and you have nothing but good things to say about them, chances are you can write a winning OTM.

Look for things that are outside the norm of daily life. Did someone continually go out of their way to do things or to present a program?

Keep an eye out for creative and exciting events and people. These are what you want to use when writing OTMs.



Foundation (LAF). Beyond this, there has been work put into a joint venture between the Tour de Tech program and The Race for the Cure (a large race held in Austin, Texas, sponsored by LAF), to provide a more all-inclusive cancer fighting event. Many of the riders in this year's event left the program asking about when another race would be put on. Since there are so few races in the Lubbock area, the non-student racers were very enthusiastic about helping to put on the race in subsequent years. One of the riders owns a local bike shop and has offered to sponsor the event in years to come. Every one involved understood the positive impact this program had, and many Community Advisors are working within their own areas to create and implement spirited community service projects aimed at helping those in need. It is exciting that Tour de Tech will become an annual charitable event!

Short evaluation of the program:

The Tour de Tech was an overwhelming success. It is rare that a program can encompass so many different programming values. This event not only taught the participants a valuable lesson about living with cancer and what we can all do to help, but it also got many residents out and active on a Sunday morning. Being able to help an organization like Lance Armstrong's is rewarding in and of itself, but when the Lance Armstrong Foundation told us that if our event continued to grow, Lance Armstrong himself could come out and talk to the riders about what still needs to be done in the world of cancer research and treatment, it excited our event planners and volunteers. As with any fundraising event, a greater number of participants would have added to the event. In future years, greater publicity and perhaps television advertisements will help increase our total donation and increase awareness. All in all, this program was an amazing success and one that will surely become a "Tech Tradition!" The campus and biking communities are still talking about how successful this event was.

How could this be adopted to other campuses?

This program could be duplicated on any campus. The track for the race was nothing more than a road that runs around campus. We simply asked the local police force to block off the road, so that riders could compete safely. The event should be planned for a time of year when outside temperatures support a bike race. Publicity works well in student gyms, local bike stores, and on radio and television. Of course, it is important to advertise in the residence halls and around campus. This program does not have to be a bike race. The idea is for people to come out and be physically active and realize that there are things in life bigger than us all. One might want to consider a sport that is popular in your particular region. Perhaps establishing a skateboarding contest or an inner-tube race if there is snow in your area. Again, the possibilities are endless; you just have to find what suits your campus best. Other issues can be raised, not just cancer; for instance "shooting against alcohol": this can be a basketball tournament promoting safe drinking. It is all about bringing your city and campus community together

National Community Service Program of the Month

October 2003

Nominee: Tour de Tech

Nominator: Andrew Canham

School: Texas Tech University

Region: SWACURH

As part of a partnership between the English department and the Residence Life department, freshmen at Texas Tech were required to read an autobiography about Lance Armstrong that dealt primarily with cancer survivorship. A group of Community Advisors decided to take this book to the next level. The "Tour de Tech" was a bicycle race open to the public with a variety of skill levels. The advertisements for the program were placed across campus and within the local community, and focused on not only encouraging everyone to participate, but also that the race would be very demanding, much like Lance Armstrong's fight with cancer. The modest entry fee was donated to the Lance Armstrong Foundation, a non profit group which seeks to improve the lives of cancer patients and encourages researching a cure for cancer. Since there is not a very large population of avid cyclists on campus, the race recruited cyclists from around Lubbock. By doing this, the program not only raised a great deal more money, but also introduced the amateur cyclists involved in the race to the world of real cycling. One of the most rewarding parts of the program was watching the riders finish the race. In the Men's 15 mile bracket the 1st and 3rd place winners were both riding bikes that retail for more than \$6000, but the person who came in second was riding a bike that cost him just over \$100. These finishers proved the title of the book: "It's Not About the Bike" but about personal strength. The winner of the women's bracket was a cancer survivor who provided amazing insight into just how hard it can be to live with cancer, and how amazing your life can be afterwards. This woman, nearly 50, not only beat all other women racers, but quite a few of the guys. She stayed after the race to talk to the riders about how to be better cyclists and how to help other cancer survivors. The program not only brought together many people who would never have otherwise met, but also taught us a valuable lesson about surviving adverse conditions.

Goals of the program:

This program had many goals, to include service, fitness, stress relief, emotional well-being, and education. By donating to the Lance Armstrong foundation, the program helped improve the lives of many people affected by cancer. Since the program was a bike race, it required a large amount of physical training and preparation. When advertising the event, the Community Advisors stressed ways to train safely. Finally, the program educated the participants about how cancer affects the lives of not only patients, but our nation as a whole, and what we can do to help them. By having the rider who personally survived cancer talk to the other cyclists about her ordeal and her life afterwards, the program put a face on the problem for the lucky few who had not already been affected by cancer on a personal level.

Positive and lasting effects of the program:

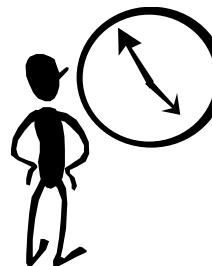
This was the first year for the Tour de Tech program and it had a very impressive turn out. There are already plans in the works for next year's event. This year, the race raised a significant amount of money for the Lance Armstrong

How to submit an OTM?

You can submit an OTM over the internet using the on-line OTM database.

<http://otms.nrhh.org>

If you are going to be a frequent OTM writer, you should set up an account on the database. It saves you time and allows you to make changes to your nomination once it is submitted!



IMPORTANT!!!
Make sure you get the
nominations turned in
by the deadline!

OTM Nominations are always due to the regional selection committee on the 15th of the month following the month of nomination by 11:59 PM.

National Student of the Month

April 2001

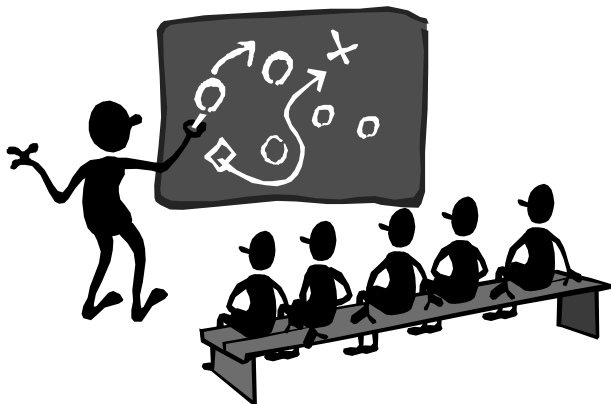
Nominee: Neysa Heaggans

Nominator: Bryan Wells

School: Stephen F. Austin State University Region: SWACURH

Criteria and Advice

The following section provides helpful advice for writing your nomination. You should be able to answer yes to all of the criteria questions when you have a good quality nominee.



When I first met Neysa Heaggans, at SWACURH 1999, I knew that she was something special. She was full of life and armed with all the knowledge about RHA that I hoped to gain. I got to know Neysa and talked to her several times at different conferences. As time passed I saw what a valuable asset she was to her RHA program and her school. However, it wasn't until I became a team member at Stephen F. Austin that I truly saw how dedicated Neysa really is to everything she does. She is very active in RHA, Hall Association and in several other organizations on campus.

Neysa is a member of Phi Chi Theta, a business fraternity, here at SFA. She attends all functions and helps with all areas of the organization. Recently, she mentored a pledge member by helping familiarize the new member and to answer any question that they had about the organization. This was a task that Neysa took the initiative to do and one which helped the new member greatly. Neysa is always volunteering to help people with their projects. This is evident by the time that she spends working on a committee to organize an African American Celebration for the SFA community.

This month has only helped me understand how involved Neysa is in our hall and RHA. To start the month off, Neysa helped the Hall 20 Resident Assistants plan and carry out a roll call for a Resident Assistant Council meeting. The most fascinating aspect about this is that she is not a RA. She works about twenty hours a week as a Desk Assistant for Hall 20. She is always supporting the RA's in everything they do. She helps out with programming ideas and the programs themselves. This month she helped the RA's with an 80's Karaoke Blow-Out, a diversity program called "Pizza with a Twist" and helped Hall 20 win Record Breaking Weekend.

Neysa's support doesn't end with the hall. Most everyday you can find her in the RHA office helping with upcoming events. Most recently she worked with the RHA President on the Awards for the annual banquet. She also helped decorate the ballroom for the event. She is a member of the Community Service and Food Service Committees. The Food Service Committee has been working hard to decide who the next food service provider would be. This committee was made up of 8 members, two students and six faculty members. They attend several meetings and read all the bids in order to select the new provider.

During this month, Neysa became the Vice-President of the Texas Residence Hall Association. She is now in charge of recruiting new schools to the organization. She has hit the ground running and has started making contact with several schools.

This month Neysa has been recognized for her hard work and dedication. She was the recipient of the Willie Lee Glass Scholarship Award from the Human Sciences Department. She won several awards at the annual RHA banquet. She received a Perfect Attendance Award, RHA Executive Recognition and she was inducted into the RHA Hall of Fame for Outstanding Service to RHA. Neysa has done all of these things while staying committed to her studies at Stephen F. Austin State University.

It is due to her undying devotion, mature leadership and accomplishments, that I believe, as Hall Director of Hall 20, that Neysa Heaggans deserves the nomination as the NRHH April Student of the Month.

National Spotlight of the Month

March 2004

Nominee: Rachel Coy

Nominator: Jacob Ward

School: The University of Texas

Region: SWACURH

For the past two semesters, Rachel, one of the managers at Kinsolving Dining Hall, has made each dining experience a treat for all patrons. In addition to her welcoming smile that you can recognize no matter how far back you are in the serving line, she always goes the extra mile to make sure you get dinner just the way you like it.

For example, when a student grumbled that his fish entrée was not complete without tartar sauce, Rachel personally went searching through the kitchen to find the condiment especially for him. On some occasions, she even headed to the kitchen just to make someone's day by serving them something that wasn't even on the menu for the night (my personal favorite is when she surprises us with that delicious pea salad).

In addition to regular Kinsolving duties, Rachel is regularly stationed at the doorway during Kinsolving Study Break, where she greets customers with a friendly smile until midnight, even though she has to make the long drive each night to her home outside of Bastrop (more than 30 miles from Austin). But, instead of dwelling on the drive ahead, she spends time regaling customers with stories of her grandchildren, and how much she's looking forward to seeing them again. For her regular efforts, she is more than worthy of your recognition.

However, Rachel deserves special attention this month. Recently, she was injured in a car accident, and, as a result, has not been able to command her regular post lately. Her absence has been noticed not only by residents, but also by cafeteria staff. After a prolonged absence, residents asked the cafeteria staff about Rachel, and as they spread the news, they would noticeably sadden. Although her presence is dearly missed, such concern over her absence is clearly an indicator of the relationships she has formed not only with her staff, but also with so many residents. Both groups are hoping for her to return to health and eventually return to Kinsolving, where she can bring her cheerful personality back into our lives.

Realistically, Rachel has been worthy of this recognition for any given month over the past academic year. Her connection with Kinsolving staff and patrons alike prove that she excels not only at her managing duties, but also at giving each day a little something extra. Because this month has been especially difficult for her, I hope that NRHH will repay Rachel with the little extra we can offer—and let her know how much we have appreciated her—in exchange for the smiles she has given us over the past months

Advisor of the Month

Criteria Questions:

- Is the nomination month specific?
- Did the individual recognize the students they worked with in the month of nomination?
- Did the individual impact the students they work with during the month of nomination?
- Is the individual being nominated for his/her professional contributions or for work with students during the month of nomination?
- What outstanding accomplishments merit recognition of this individual this month?

Advice:

Advisors need to create a supportive environment for the leaders they work with. The focus of the Advisor OTM should be based on the advisory role of the person rather than their professional role. 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.

It is also important to note the difference between the relationship between advisor and organization member versus the relationship between supervisor and staff member. It's great that they do their job well, but it's even better that they're an amazing advisor!



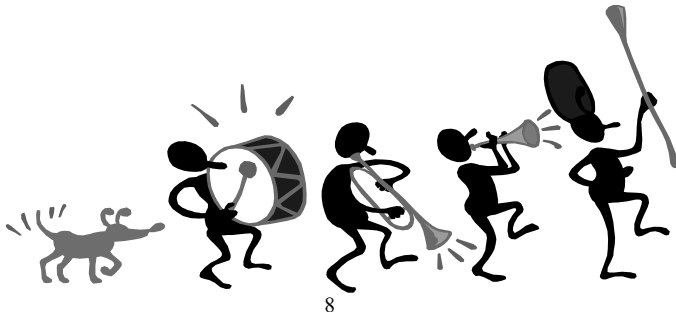
Community of the Month

Criteria Questions:

- What brings the group of people together? Examples include, but are not limited to, hall, floor, wing, suite, and committee.
- What positive contributions did this community make to enhance the lives of the group members or those around them?
- How does the community interact with other communities?
- What makes the community different from other communities? Examples include participation and enthusiasm as a group.
- What accomplishments has the community made in the past month?

Advice:

This category is another award that recognizes the intangible. A community is a group of individuals that share a sense of belonging with other members of the group and share experiences that bind them together and make them a mutually identifiable group. An outstanding community is one that makes a positive impact on the members of the group and the people around them. Make sure to include how the community exists, whether it is a wing or floor of a residence hall or if it is an executive board or committee of an organization. You should also tell what activities the community does together and what accomplishments they have made.



National Resident Assistant of the Month

July 2003

Nominee: Rori Morrow

Nominator: Kristina Huff

School: Oklahoma State University

Region: SWACURH

Yowzers, Wowzers - Chris Doss is UMR's RA of the month, hailing from the Thomas Jefferson Towers! That's right! Chris Doss, direct mentor to NACURH's November 2003 RA of the Month, Alias Tagami and UMR's RA of the Month for last month, Claire Cardwell has finally been recognized by UMR for the stellar work and dedication he has shown. The reason it took so long was he works covertly – achieving greatness through others as is exemplified by his mentors success from above and elsewhere visible at UMR. The reason he was caught – his above and beyond his normal above and beyond performance in the month of March.

Chris Doss brought an amazing set of successful programs to UMR in March. My personal favorite was “Chris Doss's Tough Crowd” based off of the TV show similarly named. He brought together strong personalities with strong and opposite view points to discuss controversial topics. Chris moderated successfully, keeping his own biases and opinions to himself for the betterment of the program. This program got ideas flowing and discussion about topics not typically heard at UMR. The main crowd-pleaser for March was RC (Radio Controlled) Madness in which there was a HUGE course set up and teams got to race RC cars through the course to win the cars. There was also an area enclosed that there was like a battle-bots competition with balloons on the back of the cars and needles on the front. Chris organized this collaborative effort with the group he mentors and put on this two day extravaganza that packed the huge lounge. In the planning, Chris worked to balance the workload of the people helping out, doing more than his fair share because stress levels were high.

I noticed Chris defiantly superseding pretty much everyone's expectations in March in providing inspirational and motivational comments and support to the staff. March is a hectic month at UMR with St. Pat's events going on and his efforts were well placed and received. His mentor group with through some tough difficulties in March including having to cope with loss. Chris led them and helped them get through those difficulties very well. Chris's door is always open for anyone that needs it - staff and residents alike. We have 5 days of continuous 24 hour duty in March every year which takes a toll on the staff. Chris was in our duty room much of the time that he didn't have to be to lend support and bond with the staff. Chris Doss stepped it up during St. Pat's duty and the staff was better off for it.

One way Chris succeeds at covertly doing good is on his floor. He has really been involved with his floor on a whole and individually with the people on the floor lately. A lot of that has to do with his engaging the residents but also a lot has to do with him having his door open as much as he does. One activity Chris and his floor recently did was an intramural athletics tournament of Ping Pong. Chris's residents enjoy him being their RA and have become much more extraverted than they have with previous RA's.

Chris devotes his time to being an RA, despite the fact he is in the midst of planning his wedding for this summer. He spent over 7 straight hours helping another RA with a poker program they were putting on starting at midnight one night over St. Pat's. He's always lending a helping hand and providing insight and thoughts when needed and appropriate. Chris deserves this.

National NRHH Chapter of the Month

August 2003

Nominee: Centenary College Chapter Nominator: Ashlie Daigle
School: Centenary College of Louisiana Region: SWACURH

At the beginning of the year, student organizations kick into high gear. The NRHH Chapter of Centenary College is no different. In one month, we have revamped our meeting format, planned a school-wide program, and made strides to promote our name on campus. For this, and other reasons, we are submitting an OTM for Chapter of the Month.

Our first meeting was held on the first day of school! This enabled us to revisit our goals and beginning implementing them early. This year, our meeting format is a bit more informal. We meet in the cafeteria Wednesdays at 5:00 for dinner, and meetings start at 5:20. With an organization comprised entirely of seniors, sometimes we just need a chance to relax. This format is also helpful because we have time to find stragglers, and meeting attendance has improved.

At the first meeting, we also passed a point system. Some of the ways that you can get points are to attend meetings, wear your pin on meetings days, write OTMs, assist in bid writing, attend or plan programs, and a variety of other things. The Vice President of Records was appointed to be in charge of keeping track of this. So far, the system has proved to be effective in keeping people motivated and on task.

One of our goals this year is to have more recognition for hall council members. We already made two plans on how to achieve this goal. First of all, we plan to put up door decorations on all the hall council members' doors, from NRHH, to show that they are appreciated. At the meeting we discussed the design and decided who would put up the signs.

One big project that we have started on is implementing new awards. We are going to have a Hall Council of the Year award that will be given at our end of the year banquet. Because of this, we are also reviving the traditional Centenary "Battle of the Halls." This is going to be a massive on-going competition. Halls will be able to get awards for RA programs, hall council activities, and other outstanding endeavors. A committee was set-up in order to create the point system.

The big project for this semester is the Centenary Leadership conference. This conference is sponsored and planned by NRHH and RHA. Last year, the conference was geared for residence life, but this year it has been reformatted. The conference committee has four people, and three of them are in NRHH. This is 1/3 of the number of people in our organizations! Although the conference takes place in September, planning was done in August. Sharon and Davon found an alumni key note speaker, and student presenters. A new aspect this year is that Amy has invited the LARHA board to attend. This will give them the opportunity to bond and have leadership training.

Everything was accomplished in only one week of school! Before school started, seven out of our nine members were at RA training, and the other two are both on the RHA Executive Council. Our NRHH is comprised of the RHA President, Hall Council President, SGA Vice President, two senior RAs, choir members, LARHA President, members of three Greek organizations, and the Newspaper Ad Manager. Even with all these activities, NRHH is still a strong priority and we have shown in August that we are going to achieve great things.

Executive Board Member of the Month

Criteria Questions:

- Is the nomination month specific?
- Is the nominee an executive officer of your hall-level or campus-level RHA or NRHH chapter?
- Did the nominee go above and beyond his/her job description during the month of nomination?
- Did the nominee make outstanding contributions to the organization or other campus groups during the month of nomination?
- What has been the nominee's use of NACURH and campus resources?
- What contributions has the nominee made to your region during the month of nomination?
- What outstanding contributions were made by the individual during the month?

Advice:

Be sure the person you are nominating is eligible for the award. The nominated exec needs to be recognized by the RHA or NRHH constitution.

Let the judging committee know about how the exec has enhanced the organization and any unique or creative approaches they have taken in their position. For the NCC, make sure to include their regional/national involvement and use of resources.

If the person fills more than one role which would make him/her eligible for more than one award, the nomination needs to focus on the contributions he/she has made in the role in which he/she is being nominated. This category should be approached similarly to the Student Of the Month category. We are looking for those special efforts, not just fulfilling the job requirements of the position.



NRHH Chapter of the Month

Criteria Questions:

- Did the chapter recognize or contribute to student leadership on your campus during the month of nomination?
- Did the chapter impact the students they worked with during the month of nomination?
- What activities during the past month set the chapter apart from other chapters?
- What contributions has the chapter made to your region during the month of nomination?
- What outstanding accomplishments merit recognition of the chapter this month?

Advice:

This category is to recognize an outstanding NRHH chapter, not an outstanding NRHH member. Nomination should be group specific and not concentrate on the efforts of a few individuals. Reviewing the purpose of NRHH before you start the nomination would be helpful.



National Executive Board Member of the Month

November 2003

Nominee: Jennifer Hamblin

Nominator: Davon Ferrara

School: Centenary College of Louisiana

Region: SWACURH

Jennifer Hamblin, the president of Centenary's NRHH chapter, had a huge load to carry during the month of November. Aside from her normal duties such as writing a monthly regional report and running weekly meetings, as well as reporting back all of the things she learned from the SWACURH conference, she also had to deal with a frustrated and stressed out NRHH chapter.

Being late in the semester, the nine members of our chapter have been struggling with keeping up a steady habit of writing OTMs and preparing various recognition activities around campus, and not spreading ourselves too thin. Because of this, early in the month, there were several meetings that ended in bickering and hurt feelings, without a lot of resolution of the issues. Members were growing angry and annoyed with each other. Jennifer, seeing that we needed to regroup, went out of her way to address the other officers of NRHH to try find a solution to re-motivate and provide further bonding within the chapter. Her strategy was to find an activity that would allow each of us to remind one another about some of the good qualities we see in each other. Taking advantage of the small size of the chapter, she planned an activity in which we each passed around a piece of paper with our name on it, and we took turns writing a paragraph about what we liked about each person within the organization.

The activity had the desired effect, and several members of the chapter have since expressed their appreciation for various comments that they received. One member, who was not at the meeting, was extremely grateful that we remembered him while doing the activity. Jennifer's strategy worked, and after the activity was through we re-examined our organization goals and felt re-energized as an organization.

Jennifer's constant excitement and encouragement all semester has kept us motivated and excited about NRHH, but her enthusiasm during this month is truly inspiring. In addition to the bonding activity, Jennifer wrote a NRHH Chapter OTM which won honorable mention, and prepared several signs to hang around campus announcing October's national and regional winning OTMs. She even helped compile and calculate the points earned by each individual in NRHH for OTM campus activities for the entire semester. This enthusiasm carried over all the way to the end of the month of November, when NRHH sponsored the first ever semi-annual awards banquet for those involved in residence life.

Not only did she coin the acronym for the name we gave the banquet (the OSCARs – Outstanding Students Contributing Actively to Residents), she also printed out all of the documents that were needed for the banquet, including certificates for OTM writers, and copies of all of the OTMs that were written so far this year. She even took over the tedious task of compiling this information at the last minute, when another NRHH member was furiously working on a school paper.

In addition to the work that Jen does for residence life, she serves as secretary for the Student Government Association, is a member of the Centenary College Maroon Jackets, a leadership organization chosen for the best leaders on campus, and is a member of and helped prepare for SAI (the music honor society) initiation ceremonies.

Jennifer Hamblin has certainly taken the initiative this month in motivating the NRHH chapter to keep up their hard wonderful work. She has caused us as an organization to step up a notch this semester, and especially during November. That is why she is Centenary's Executive Board Member of the Month of November

National Community of the Month

April 2004

Nominee: Todd Hall

Nominator: Tiffany Barlow

School: Stephen F. Austin State University Region: SWACURH

During the past month, the 100 residents of Todd Hall have come together and bonded like a family. This has, in turn, made Todd Hall a cohesive unit that feels like a big family. The semester is coming to an end and the residents are enjoying their last days in the communal atmosphere that the hall provides. Everywhere you turn at Todd, there are people doing some activity together or just talking. Right now the lobby has a close-to-home atmosphere that makes all of the residents feel comfortable and secure.

In the month of April, Todd Hall held two clothing drives. One of the clothing drives benefited Good Will, and the other benefited the Women's Shelter. Both clothing drives have been very successful, collecting many, many boxes of clothes for each of the desired places! This is phenomenal since both drives were taking place at the same time. Each of these clothing drives was advertised and the residents of Todd Hall kept giving and giving.

Another program that had a great deal of involvement from a variety of residents was our karaoke night. There were residents from other halls and everyone enjoyed each other's company. Even though not everyone sang with the microphone, all of the residents enjoyed dancing and singing along with the karaoke machine. The residents reflected on their past with the "Hokey Pokey" and "Little Bunny Foo Foo." Residents also sang songs from movies and songs from past generations. A few residents even used the time to showcase their musical talents. This program was one of the largest ever at Todd Hall. Even if they were just spectators, everyone had a great time. What's more is that the person that was putting on the karaoke program was not an RA or a hall-level RHA executive, but just a resident. This shows just how involved the residents of Todd Hall are within the hall.

But, even as the residents have been an integral part of the community this month, so have the two Resident Assistants. Along with their own programming, the RAs have been active participants in the programs that the residents put on. They have several residents that are trying to become RAs learn how to program and been an integral part in getting so many residents to attend programs. They are always encouraging residents to be active and, more than any other month, April has been no exception. With RA selection being so important in April, they have encouraged many residents to apply for RA. April has also been a major month for community service programs. The RAs have taken an active part in getting the residents to participate in these programs in order to better the local community.

Again, this month has been unusual with more participation by residents than normal. In other months, there was almost no participation in anything at all from any of the residents, whether it is a program put on by the RAs or the Todd Residence Hall Association (TRHA). Some of the "usual" people were able to interact with different people and became friends. It is very refreshing to see the hall getting along so well and coming together to help anyone that needs or wants it for whatever purpose. During the month of April, Todd Hall has definitely become a large family to its residents. It has now, in some refreshing way become like home to many of the residents. It is because of all this that Todd Hall should be the Community of the Month for April.

Resident Assistant of the Month

Criteria Questions:

- How well does the nominee work with residents and what impact has he/she 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 that they have participated in?
- What outstanding contributions has the individual made for the hall they work in during the month of nomination?

Advice:

This is another category in which nominations have been found to not be month specific, so watch out for the tendency to include extraneous information. We look for unique contributions to the position, so you might include any difficult confrontations with which the RA intervened or crisis situations with which he/she managed to make a difference. Besides programming, you also could include any bulletin board he/she's created, how he/she might have promoted an advocacy month or week, how he/she has supported his/her fellow staff members, etc. Please be sure to include the nominator's relationship to the nominee.

There are many aspects to the job of a resident assistant. There are certain things that they must do for their job that do not necessarily show that they are deserving of an OTM award. Things that a RA are expected to do would include: do rounds, talk to residents, organize programs, maintain a certain GPA, follow University policies, put up bulletin boards, set a good example, etc. All of these things are wonderful qualities and make for an excellent RA, but they are job requirements. However, if a RA does one or all of these particularly well then they may deserve the recognition of an OTM. For instance, if they put on a very good or elaborate program they may deserve an OTM. This may be true if they do a lot of programming in a month as well. Other things that make for a good RA of the month candidate include committee involvement, involvement in other organizations, maintaining an exceptional GPA or having organized a particularly close community. These are not the only things that a RA can do to deserve an OTM, though, the main thing to consider is have they exceeded the expectations of their job.

Spotlight of the Month

Criteria Questions:

- Does the nominee fit only into this category?
- How does the individual or group interact with residence hall students?
- How did the nominee impact the students they worked with during the month of nomination?
- What interaction did the nominee have with a residence hall government or individual hall during the month of nomination?
- What other outstanding accomplishments merit recognition of this individual this month?

Advice:

This award is intended to recognize outstanding OTMs that don't fit into any set category, such as Graduate Assistants, Food Service Personnel, night security, etc.

Also include how this person has helped out an individual or contributed to the well being of the building.



National Advisor of the Month

October 1999

Nominee: Richard Williams

Nominator: Dana Eckerman

School: Stephen F. Austin State University Region: SWACURH

Richard Williams is one of our three Area Coordinators here at SFA. As an Area Coordinator, his duties include supervising and training the supervisors in all 14 Residence Halls and 5 on-campus apartment complexes, supervising the entire staff in the building he lives in, and teaching part of the RA Class. He is also the advisor for RHA and our chapter of NRHH.

In the month of October Richard has been involved in many programs put on by RHA and NRHH. First of all, he was the advisor for Parents Day. This weekend was the culmination of eight months of preparation. On the day of the event Richard was around to help with any crises that may have arisen and to oversee everything while sending the chairperson off to spend time with her own family. The RHA Spirit Section at home football games is another favorite pastime of Richard's. Then when SFA played SHSU, the RHA spirit section took a road trip to the football game. After the chairperson quit, Richard took over the trip and made sure the trip was enjoyable for the students that went. Another October event that he worked on was Homecoming. The day before Richard was found parading around campus with the Homecoming chairs and RHA Executives while they judged hall decorations and painted windows on the cafeteria. From there, they went to work on the RHA float for many hours into the night. Even though he hates glitter, Richard volunteered to put gold glitter on close to 25 square feet of swirls all over the float.

For many years, our RHA constitution has been very unorganized and hard to interpret. During October he put together a committee of RHA members to write a new constitution and by-laws. The constitution is currently under review by the Exec Board and will hopefully be ratified by the end of the semester.

Toward the end of October, our NRHH Chapter decided that our residents need help producing winning OTMs. We decided to write an OTMs for Dummies book. Richard worked for two entire days late into the night with the Chapter President to put the book together. This handbook contained examples and tips for writing winning OTMs.

This year for SWACURH, we have a new NCC he has been helping to make sure everything is done on time and properly. Richard decided that to more effectively advise the delegation, he would ask for Hall Directors to help advise specific areas such as programs, bids, and roll call/display. In addition to freeing Richard up to help the NCC, this helps teach the Hall Directors how to effectively advise student groups.

In addition to helping out, Richard is very supportive of the students he works with. He's always excited to see them and welcome them into his office for a chat or to console them when they are down. He's very caring and often offers a friendly hug for comfort. He keeps up with what is going on in their lives and is constantly congratulating them for their achievements.

Finally, the Housing Department has a program set up for its employees to recognize each other. The PRIDE program recognizes employees for being Positive and Responsible, having Initiative, and being Dedicated and Enthusiastic. Richard received one of the PRIDE awards for the month of October after being nominated in all five of the categories.

Richard has been a very active advisor during the Month of October. Between Parents Day, SWACURH, and OTMs for Dummies, he has done many outstanding things. I feel he's the best candidate for Advisor of the Month.

Student of the Month

Examples of National Winners

Here are just a few of the many national winning OTM nominations that have been written in the past. Use them to get ideas on how to make your information more interesting and descriptive so that the committee gets the whole picture of your nominee. There are also a lot of nominations on the OTM Website for you to browse and get even more ideas.

Criteria Questions:

- What organizations and activities has the nominee been involved with during the month of nomination?
- What interaction did the nominee have with their residence hall government or individual hall during the month of nomination?
- Does the student work well with and motivate others?
- What contributions has the nominee made to your region during the month of nomination?
- What other outstanding contributions were made by the individual during the month of nomination?

Advice:

This category is intended for the new or average student leader who puts forth special effort during the month of nomination. We are looking for a special effort or growth on the part of the nominee. We want to know what made this individual extraordinary that month and how he/she has contributed to making the residence hall system better on your campus. The nominator has much latitude with this category, so take it away! Please note that Resident Assistants, Advisors, and Executive Board Members are not eligible for this award.



Program of the Month

(Community Service, Diversity, Educational, and Social)

Criteria Questions:

- What makes your program unique from what is done at other halls/schools and what has been done in the past?
- What percent of your target group showed up?
- Is the cost per person feasible in terms of adaptability to other schools?
- What lasting effect did the program have on residents?
- What were the goals of the program and how were they met?
- What was the overall quality of the program (evaluation)?

Advice:

For diversity, educational, and social programs, the judging committees look for creativity, originality, financial feasibility, percent of attendance and adaptability to other campuses. If the nomination is in conjunction with a nationally recognized week or holiday, the nomination needs to display how your campus has approached the program in a new or different way. Expanding on the adaptability question is always helpful; try to list resources used, etc. These nominations are not only giving recognition to a group of leaders that have done a super job on programming, but it becomes a resource and a guide for leaders on other campuses.

With diversity and educational program nominee, some consideration is given to the relevance of the issue so mention if your campus is having a certain problem or circumstances that the program addressed. Timeliness of response to an issue is also a favorable quality in an original program.

Nominations for the community service program should list resources contacted, expand on the purpose of the program, and describe the success of the program

Say What?

NACURH - The National Association of College and University Residence Halls, Inc. The national organization that ties together campus residents from across the nation.

NCC - National Communications Coordinator. The NCC is the communication link with other schools in the region and NACURH.

NIC - National Information Center. The NIC is the home of NACURH files and information.

NRHH - The National Residence Hall Honorary. A nation-wide organization made up of the top 1% of leaders in residence halls. The purpose of NRHH is recognition of outstanding leaders, programs, and other honors.

OTM - Of the Month Awards.

SWACURH - Southwest *Affiliate* of College and University Residence Halls. One of the eight regions that make up NACURH. (Other regions are CAACURH - Central Atlantic, GLACURH - Great Lakes, IACURH - Intermountain, MACURH - Midwest, NEACURH - North East, PACURH - Pacific, and SAACURH - South Atlantic.)

RA - Resident Assistant.

RAD - Regional Associate Director. Each region has a NRHH RAD that is responsible for keeping up communication between NRHH Chapters and facilitating the OTM process.

Residence - the place that a person lives in

Resident - the person that lives in a hall

Residents - several people that live in a hall

RHA - Residence Hall Association

