

NEACURH

NORTH EAST AFFILIATE OF COLLEGE AND UNIVERSITY RESIDENCE HALLS

Of the Month Award Guide

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What are OTMs?

Of the Month Awards (OTMs) are relatively short nominations anyone can write to formally recognize others on campus. OTMs can recognize student leaders, professional staff, faculty, and others with 17 categories total (12 general and 5 program). OTM submissions can compete at the campus, regional, and national levels.

OTM Types

There are two types of OTMs: General and Program. Each type has different categories and writing requirements.

General

General OTMs are used to recognize individuals and groups and their contributions to the residence halls. These OTMs have a maximum word count of 600 words. These OTMs must be at least 300 words to be considered at the regional level and 350 words to be considered at the NACURH level.

Program

Program OTMs are used to recognize successful programs and how they impact a community. The focus of these OTMs should be the impact on students and the lasting results of that impact. These OTMs must be at least half of the maximum word count in each section to be considered at the regional or NACURH level.



General OTM Categories

Advisor

Any individual who directly advises a residence life organization and has made outstanding contributions to the organization(s). The individual may be a full-time or graduate advisor.

Executive Board Member

This category recognizes the outstanding contributions of an executive board member of a member school's residence life organization and the work of the board member within the executive board and across residence halls on their campus.

First Year Student

This category includes first year students (freshman, transfer student, non-traditional, etc) who excels in adapting to a new environment within their residence hall, takes an active role in their community, and positively impacts those around them.

Graduate Assistant

The resident assistant category recognizes the actions of resident assistants and their equivalents. These OTMs should focus on the RA's impact on residents and/or the greater residential community.

Institution Faculty/Staff

This category includes individuals outside of residence life who aid students in their academics and/or personal affairs. This category recognizes institutional faculty who have made a contribution to the residence life community both in and out of the classroom.

Organization

Any organization that has actively contributed to the student leadership, recognition, or other aspects of residence life. Emphasis should be placed on the successes of the organization as a whole, and should detail how it has helped the campus and residence life communities.

General OTM Categories cont.

Residence Life Professional Staff

This category is intended to recognize the Residence Life Faculty/Staff who are not eligible for the Resident Assistant category and who have made positive contributions to the residence life community in the month of nomination.

Resident Assistant

The resident assistant category recognizes the actions of resident assistants and their equivalents. These OTMs should focus on the RA's impact on residents and/or the greater residential community.

Residential Community

This category includes any residential community, such as wings, halls, floor, complexes, etc. This award should emphasize what this community has done and how it has supported others (both within and outside their community).

Spotlight

This category includes anything that does not fall under any of the other categories that you feel is worthy of recognition. Individuals or groups that would be eligible for nomination in any other category are ineligible for nomination in this category.

Student

This category includes any individual enrolled as a student at the institution who has made outstanding contributions to the residence halls during the month of nomination.

Student Staff Member

Any individual within a residence life student staff position that has worked to create a positive experience for the residential community. This category is intended to recognize student staff members not working in the capacity of a Resident Assistant.



Program OTM Categories

Social Program

Any social program that focuses on resident interaction and their ability to meet new people and socialize. Programs in this category can range from being a floor social program to a campus wide program.

Diversity Program

A program that promotes and educates about diversity and understanding. This program illustrates the importance of promoting diversity in the residence halls as well as embracing diversity in the everyday lives of the residents.

Passive Program

Any program that does not require anyone to actively run it for people to participate in it. This category is intended to recognize residential programming that occurs through bulletin boards, newsletters, pamphlets, etc.

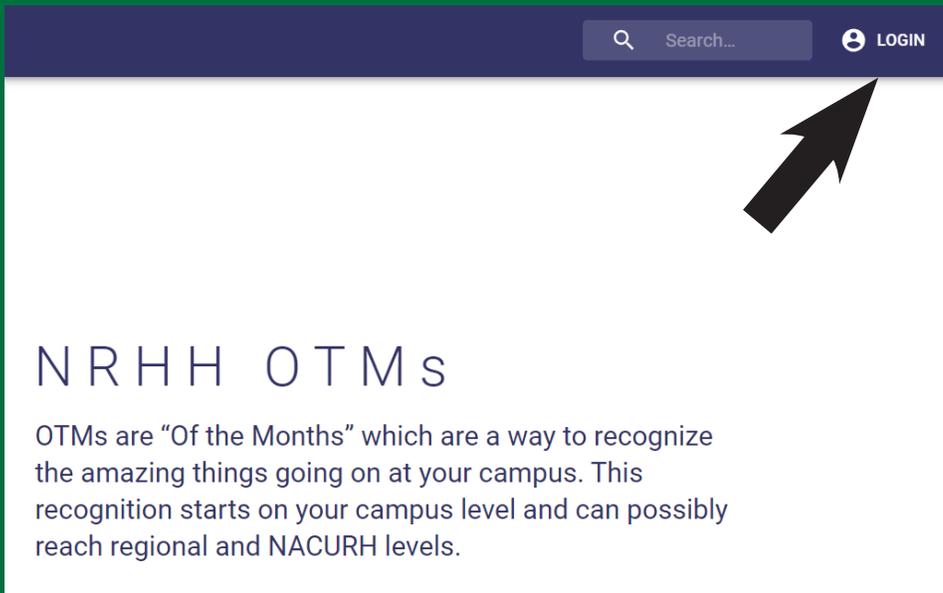
Community Service Program

A service or philanthropic program that benefits a group, charity, or other organization. The program should focus on the importance of the residents giving back to the communities in which they live.

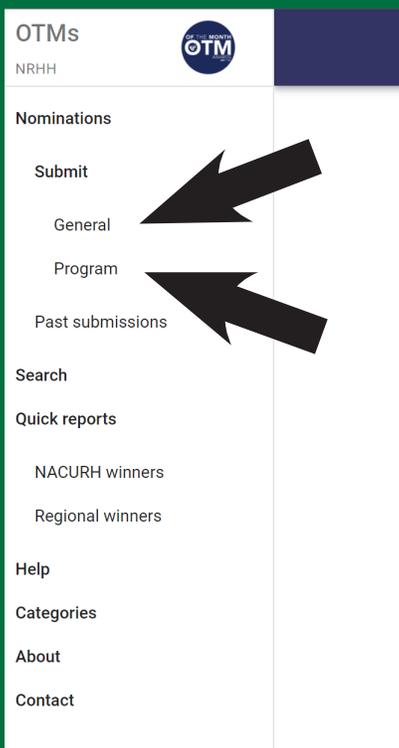
Educational Program

A program meant to educate residents about a topic, issue or idea. Educational topics addressed are not limited in this category.

How to Submit an OTM



Start by registering for an account and logging into the OTM database.



To submit an OTM, click on the type of OTM you would like to submit on the left sidebar.

Through this menu, you can also see your previously submitted OTMs, search for previously submitted OTMs, and access about, help, and contact pages.



How to Submit an OTM cont.

General Nomination Form

The screenshot shows the 'General Nomination' form for February 2022. It is divided into two columns: 'NEACURH RBD' and 'NEACURH'. The form includes a 'Category *' dropdown menu, a 'Nominee *' text box, an 'Organization' dropdown menu, and an 'Email' text box. A 'Phone' field with a format '() -' is also present. A large text area at the bottom is labeled 'Please explain the outstanding contributions of the nominee during the month of nomination, i.e., how the nominee addressed recognition, motivation, and support for you or your organization. *'.

The general OTM nomination form only has one section (maximum 600 words; minimum 300 for NEACURH consideration, 350 for NACURH consideration).

Program Nomination Form

The screenshot shows the 'Program Nomination' form for February 2022, also divided into 'NEACURH RBD' and 'NEACURH' columns. It features a 'Category *' dropdown, a 'Program title *' text box, an 'Organization' dropdown, and an 'Email' text box. A 'Phone' field with a format '() -' is also present. Below these are several text boxes for 'Person in charge *', 'Target population (in numbers) *', 'Time needed to organize *', 'Number of people in attendance *', 'Date(s) of program *', 'Number of people to organize *', and 'Cost of program *'. A large text area at the bottom is labeled 'Goals and brief description of program *'.

The program OTM nomination form has multiple text boxes with different prompts (maximum 350 words for goals and brief description of program, 250 for reflection on impact of program, 200 for recommendations for improvement and considerations for adaptability). Each of these sections should have half of their maximum word count for NEACURH and NACURH consideration.

OTM Writing Tips

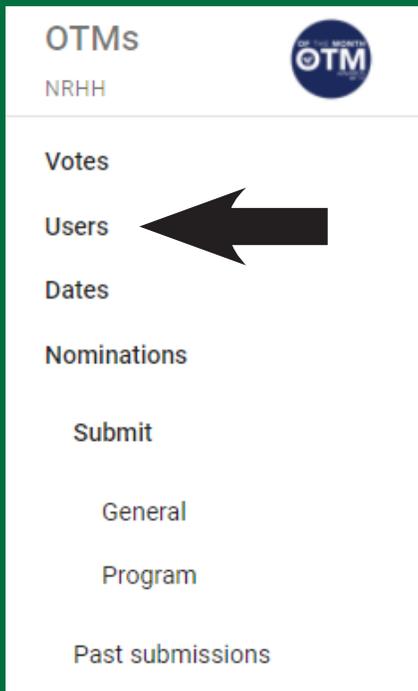
Though the primary purpose of OTMs is simply to recognize others, they are still award nominations so it's important to consider how to make your OTMs stand out. Here are some quick tips to help make your nominations as successful as possible.

- Have a focus
- Know your subject
- Be specific to the nomination month
- Explain abbreviations, acronyms, and institution specific references
- Show, do not tell
- Use engaging adjectives
- Make it unique
- Appropriate word count
- Proofread, proofread, proofread!



Campus OTM Administrator 101

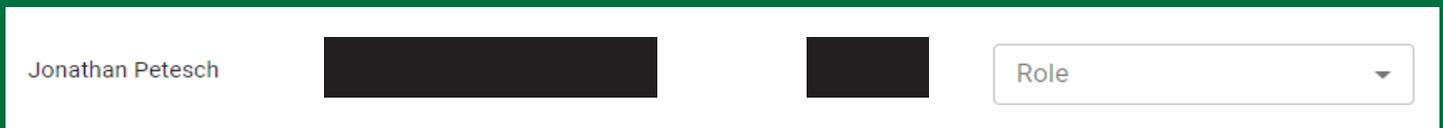
To be able to coordinate the campus level OTM process, an OTM account must have the role of campus administrator. If you are your campus OTM coordinator and do not have this role, please contact your campus advisor or the ADNRRH (ne_adnrhh@nacurh.org) to have this functionality added to your account.



Once you have the campus administrator role, your account will have new menu options in the left sidebar. These options are Votes, Users, and Dates.

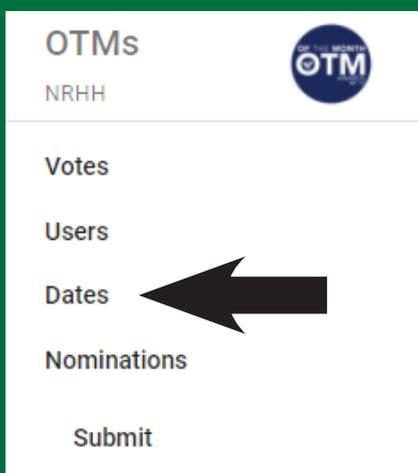
Start by clicking users. This will let you add users from your campus to your campus voting committee.

Preparing for OTM Voting



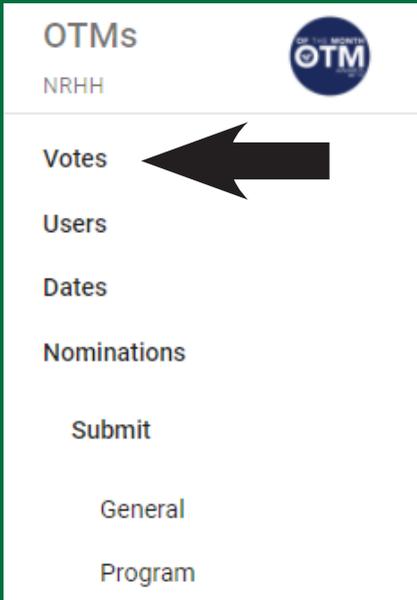
In the users tab, you will be able to see all users registered with your institution. Each user has a drop-down list that allows you to select a role for them. The only users that should have a specialized role are campus administrators and voting committee members. Select the “Campus Committee Member” role for any users that need access to vote on campus level OTMs.

Tip: Use this menu to give a successor campus administrator access during transitions. You can also remove your own administrator access once this is complete.



Another option you have is to adjust when OTMs are due for your campus. Do this through the dates tab. Dates should rarely be changed. Changes should only occur in exceptional circumstances or if you are making a long-term change to your campus timeline.

Campus Level OTM Voting



Once a campus committee is set up, the votes tab will become visible for those with the campus committee member role. This tab is where members can view and vote for campus winning OTMs.

Note: OTMs will only become visible in the votes tab once the campus due date has passed.

Student

Nominee	Nominator	Votes	Award		
Safe Ratliff	Julia Consentino	0	Campus Winner	VOTE	VIEW
David Barbier Jr.	Rosalyn Impink	0	Campus Winner	VOTE	VIEW

NRHH
NATIONAL
RESIDENCE HALL
HONORARY

NACURH Resources OTMs

In the votes tab, all OTMs will appear by category. Click "view" to read a selected nomination.

In the view window, users can view all aspects of a submission and can choose to show the word count by selecting the option in the bottom left.

Campus Level OTM Voting cont.

Student

Nominee	Nominator	Votes	Award		
Safe Ratliff	Julia Consentino	0	Campus Winner	VOTE	VIEW
David Barbier Jr.	Rosalyn Impink	1	Campus Winner	RETRACT	VIEW



 NACURH OTMs



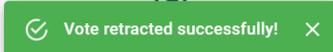
To vote for an OTM, click "vote" next to that nomination. A confirmation message should appear at the bottom of the screen.

Student

Nominee	Nominator	Votes	Award		
Safe Ratliff	Julia Consentino	0	Campus Winner	VOTE	VIEW
David Barbier Jr.	Rosalyn Impink	0	Campus Winner	VOTE	VIEW



 NACURH OTMs



To change a vote, click "retract." This will restore the vote options on all nominations. This will also display a confirmation message.

Note for campus administrators: All campus administrators will be able to see the amount of votes submitted for each nomination, but committee members will not. At the end of the voting period (10th of each month at 11:59 pm CST), the OTMs with the most votes will automatically be designated as campus winners and will be submitted to the regional level.

Campus Level Voting Tips

- Regional winning OTMs should be no less than 300 words or half of the maximum word count depending on OTM type, so look for this length when possible while selecting campus winners
- Program OTMs should have at least half of the maximum word count for each section of the OTM.
- OTMs should preferably be structured in paragraphs, but it is not required. Most longer OTMs are, though.
- OTMs should focus on specific things the nominee did during the month of the nomination. Broad information in the OTM is great (and necessary), but the nominee needs to have done something during that month to earn a winning OTM.
- Program OTMs should be about a program, not the organizers
- Look out for unique ways nominators tell their story (quotes, structure, etc)

OTM Voting Timeline

- Various days at change of the month
 - OTMs due on campus level
- 10th of the month at 11:59 pm
 - OTMs due to region
- 17th of the month at 11:59 pm
 - OTMs due to NACURH
 - Regional Winners announced shortly after

Campus Administrators and Advisors: If any issues with the OTM website arise during the submission or voting process, please reach out to the ADNRHH (ne_adnrhh@nacurh.org) so those issues can be addressed. Odds are, your institution is likely not the only institution having the same issue.