



# NRHH Policy Book

Updated  
13 March 2018

Jacob Durrance  
PACURH Associate Director for NRHH  
[pa\\_adnrhh@nacurh.org](mailto:pa_adnrhh@nacurh.org)

# Table of Contents

Article I  
Name

Article VI  
NRHH Representatives

Article II  
NRHH Values

Article VII  
NRHH Business

Article III  
Vision & Mission  
Statements

Article VIII  
Awards

Article IV  
Amendments

Article IX  
Committees

Article V  
NRHH Chapters

## Article I

### Name

1. The name of this organization shall be the Pacific Affiliate of College and University Residence Halls, hereinafter referred to as PACURH, an affiliate of the National Association of College and University Residence Halls, Inc., hereinafter referred to as NACURH.

## Article II

### NRHH Values

1. NRHH is a leadership-based honorary comprised of exemplary residential students who value recognition and service.

## Article III

### Vision & Mission Statements

1. Vision Statement
  - A. As an integral component of the National Association of College and University Residence Halls, Incorporated (NACURH) and the Pacific Affiliate of College and University Residence Halls (PACURH), the National Residence Hall Honorary (NRHH) strives to recognize the top 1% of student leaders living in college and university housing at NACURH member schools. NRHH encourages the development and continued commitment to leadership within the areas of recognition, community service, and scholastics on the local, regional, and NACURH levels.
2. Mission Statement
  - A. The National Residence Hall Honorary (NRHH) is the premiere honorary supported by the leading international organization advocating for the interests and welfare of residence hall students, while also providing opportunities for their personal growth and development. NRHH strives to provide recognition for individuals who have contributed to the advancement of college and university housing. It ensures the advancement of member chapters through resource sharing, programming, and leadership development opportunities to contribute and support the vision of the National Association of College and University Residence Halls, Incorporated and the Pacific Affiliate of College and University Residence Halls (PACURH).

## Article IV

### Amendments

1. This Policy Book may be amended by approving vote of two-thirds (2/3) of a quorum of members of the affiliate at a regular or special meeting. No Bylaws changes may occur without being brought to the floor and voted on by NRHH Representatives'. No phone ballots will be accepted.

2. Amendments to these by-laws become effective immediately upon adoption unless a timeline for adoption is specified within a piece of legislation.
3. Amendments to the PACURH NRHH Policy Book without representative approval:
  - A. In the event that the NACURH Governing documents are altered to enforce new limits of timely, executive, other regional-level decisions, or acts that would bring the PACURH NRHH Policy Book out of compliance with the NACURH Governing documents, the PACURH NRHH Policy Book may be updated directly without proposing new legislation or requiring regional voting.
  - B. The Regional Directorship may use executive discretion when following adjustments from NACURH Level Leadership. Decisions must be supported by an absolute majority of the Regional Directorship. In the event of a tie, the entirety of the RBD may vote.
  - C. The PACURH Associate Director for NRHH shall notify the region's NRHH representatives within 14 days of passage of any amendments made without representative approval.
  - D. A simple majority of a quorum of NRHH Representatives may reject any changes made without representative approval until the closing of the next PACURH/NACURH sponsored conference, whereafter the full amendment process must be used as outlined in Article IV, Section 1.
  - E. Only changes related to grammar that does not change the meaning to any procedure in the PACURH NRHH Policy Book and title changes (i.e. the NACURH Information Center (NIC) and NACURH Services and Recognition Office (NSRO) to NACURH Corporate Office (NCO)) are not required to be reported.
4. The ADAF should distribute an updated version of the PACURH Governing Documents within 30 days of the close of the Regional Leadership Conference, Regional Business Conference, Annual NACURH Conference, and NBD/NNB Semi-Annual Business Meeting.

## Article V

### NRHH Chapters

1. Affiliated Chapters
  - A. The membership of PACURH shall consist of those on-campus housing governing/programming units from colleges and universities. It can be stated that this is not restricted to the more traditional residence hall type of student housing, but also includes university-owned apartments or other student housing where residents have elected positions and operate as a policy-forming and program generating student government. Colleges and universities with residential student governments are eligible for membership by completion of the following:

- i. Payment of annual dues as specified by the NACURH NRHH Board, hereinafter referred to as NNB.
    - ii. Submission of a completed affiliation form.
    - iii. Submission of an acceptable constitution to be put on file at the NACURH Corporate Office (NCO), according to policy guidelines.
    - iv. Remain in good financial standing with NACURH, PACURH, the NCO, the NACURH Annual Conference, the PACURH Regional Leadership Conference, and the PACURH Regional Business Conference.
  - B. All benefits and services of the regional and NACURH offices are available with Full and Associate Memberships
  - C. Voting Privileges
    - i. Voting Privileges shall be exclusive to Full and Associate Memberships of PACURH/NACURH who are in good standing.
    - ii. Eligible members shall be entitled to one (1) vote at any regular or special meeting or election on any question that may arise.
- 2. Chapter Membership
  - A. In order for an institution's chapter to be approved by the AD-NRHH, their constitution must follow the updated NACURH constitution checklist for NRHH, which is as follows:
    - i. Name
      - 1. Institution's Name
      - 2. Chapter's Name
    - ii. Your chapter name is allowed to simply be your institution's name. Example: University Summer's National Residence Hall Honorary.
    - iii. Purpose
      - 1. NRHH is a leadership-based honorary comprised of exemplary students who value recognition and service.
    - iv. Membership Qualifications
      - 1. Statement acknowledging the potential of membership for life.
        - a. Once an individual has shown dedication and commitment to NRHH according to their chapter's standards, they will become an NRHH member for life.
      - 2. Candidate Membership
        - a. Definition
          - i. The Candidate Member is a pre-membership status in which the student has shown interest through intent to become an NRHH Member.
        - b. Temporary Leaves

- i. Candidate member must submit a formal intent of pre-membership to the chapter.
    - ii. Chapter must confirm status of pre-membership to candidate member.
  - c. Student Requirement
    - i. Candidate Member seeking induction must be a student of the college or university with which the chapter is affiliated.
      - 1. "Student" shall be defined by the chapter's host institution.
      - 2. Students pursuing undergraduate, graduate, or professional degrees are all eligible for induction.
  - d. Academic Standards
    - i. At the time of induction, the Inductee must be a student possessing at least a 2.5 GPA on a 4.0 scale, or its equivalency.
      - 1. In the event an institution does not operate on a 4.0 GPA scale, a representative from the affiliating institution will work with the current ADNRRH of the institution's region to determine a grade equivalent to the NACURH GPA standard.
  - e. Member Education
    - i. NRHH chapters must educate candidate members on topics including but not limited to:
      - 1. NRHH History
      - 2. OTM's
      - 3. Membership Qualifications
      - 4. Membership Selection Process
  - f. Membership Selection
    - i. The Selection Process is determined at the discretion of the chapter.
  - g. On-Campus Living Requirement

- i. The Candidate member must be living in institutionally owned or contracted housing and has lived in institutionally owned or contracted housing for at least one academic term, as defined by the affiliated institution, upon induction.
  - h. Positive Contribution
    - i. The Candidate Member must have made positive contribution to the residence hall system through engagement with the values of service and recognition.
  - i. Inductions
    - i. Once a candidate member has met all NACURH and chapter requirements, they will be eligible for induction.
- 3. On-Campus Membership
  - a. Definition
    - i. An On-Campus member of an NRHH Chapter is a member that lives in institutionally owned or contracted housing and meets the chapter and NACURH membership qualifications.
  - b. Membership Cap
    - i. On-Campus Members contribute to the membership cap.
  - c. Student Requirement
    - i. An On-Campus member must be a student of the college or university with which the chapter is affiliated.
      - 1. “Student” shall be defined by the chapter’s host institution.
  - d. Positive Contribution
    - i. An On-Campus member must continue to make positive contribution to the residence hall system through engagement with the values of service and recognition.
  - e. Academic Standards
    - i. An On-Campus member must maintain at least a 2.5 GPA on a 4.0 scale, or its equivalency.

1. In the event an institution does not operate on a 4.0 GPA scale, a representative from the affiliating institution will work with the current ADNRHH of the institution's region to determine a grade equivalent to the NACURH GPA standard.
4. Off-Campus Membership
    - a. Definition
      - i. An Off-Campus member of an NRHH Chapter is a member that does not live in institutionally owned or contracted housing and meets the chapter and NACURH membership qualifications.
    - b. Membership Cap
      - i. At the discretion of the chapter, up to 15% of the chapter's membership cap may have the same voting rights and ability to serve on campus-level executive boards as an on-campus member.
        1. An Off-Campus member must submit a NACURH written pledge for accountability approved by the chapter president and advisor.
        2. An Off-Campus member with voting rights does count towards the membership cap, but an Off-Campus member that participates with no voting rights does not count towards the membership cap.
    - c. Student Requirement
      - i. An Off-Campus member must be a student of the college or university with which the chapter is affiliated.
        1. "Student" shall be defined by the chapter's host institution.
    - d. Positive Contribution



- i. An Off-Campus member must continue to make positive contribution to the residence hall system through engagement with the values of service and recognition.
  - e. Academic Standards
    - i. An On-Campus member must maintain at least a 2.5 GPA on a 4.0 scale, or its equivalency.
      - 1. In the event an institution does not operate on a 4.0 GPA scale, a representative from the affiliating institution will work with the current ADNRHH of the institution's region to determine a grade equivalent to the NACURH GPA standard.

## 5. Lifelong Membership

- a. Definition
  - i. A Lifelong Member is a member of NRHH that is no longer affiliated with their host institution as a student due to either graduation or a discontinuation of education.
- b. Membership Cap
  - i. A Lifelong Member does not count towards the chapter's 1% membership cap.
- c. Eligibility
  - i. Anyone who leaves the chapter and institution in institutional good standing and meets the chapter's requirements for membership for life would become a Lifelong Member.
- d. Purpose
  - i. By becoming a Lifelong Member, a member would have to uphold the lifelong commitment to the NRHH Values of recognition and service
- e. Chapter Involvement
  - i. Lifelong Members are eligible to participate in chapter-specific and NACURH activities at the

discretion of NACURH Leadership and their chapter, respectively.

6. These are the only four types of membership in NRHH. Any other types of membership will prevent constitution approval.
- v. Membership Capacity
  1. 1% Definition
    - a. The membership of a chapter may include no greater than 1% of the total residence hall population in the current academic year, or 20 members, whichever is larger.
  2. Membership Composition
    - a. Only members with voting rights are counted in the membership cap.
- vi. Membership Transfer Policy
  1. Eligibility
    - a. NRHH members that are transferring schools at any educational level, including incoming graduate students and incoming doctoral students, are able to apply to have their NRHH membership transferred from their outgoing institution to their incoming institution
  2. Process
    - a. Each NRHH chapter is able to accept/reject transfer members at their own discretion. If accepted, these members shall become members of the new chapter.
  3. Guidelines
    - a. The Membership Transfer Policy must be outlined according to the following:
      - i. The student applying to transfer their membership must be fully matriculated at the new institution.
      - ii. The student seeking to transfer their membership must contact the chapter president and advisor in writing detailing why they want to transfer their membership, how they benefited their previous chapter and residence hall system, and how they hope to be involved in the new chapter.
      - iii. Each chapter is able to come up with their own process detailing how letters will be evaluated.

- iv. If approved, the student and/or new chapter must complete the membership transfer application.
- v. The membership transfer application may be obtained from the region's ADNRRH.
- vi. The membership transfer application shall include signatures from the following individuals:
  - 1. The incoming chapter's President.
  - 2. The incoming chapter's Advisor.
  - 3. The NRHH member who is seeking to transfer their membership.
- vii. The completed application shall be submitted to the region's ADNRRH for approval.
- viii. It is the right of the region's ADNRRH to deny requests for reasons including, but not limited to:
  - 1. The application form is incomplete.
  - 2. Adding new member(s) puts the chapter over its member cap.
- ix. If the member and/or chapter wish to appeal the decision of the region's ADNRRH, they may appeal to the entire NNB. The decision of the NNB shall be final. In the event of an appeal to the NNB:
  - 1. Each ADNRRH shall have one vote.
  - 2. A simple majority shall be necessary, with tie-breaking vote when necessary.

vii. NRHH Membership Removal Policy

1. Usage

- a. The Removal Policy may be enacted if a member can no longer meet the chapter membership expectations.

2. Membership Cap

- a. If a member is removed, they no longer count towards the 1% membership cap.
- 3. Guidelines
  - a. The following guidelines apply to the procedure for the removal of a member:
    - i. The member and/or chapter must complete the NRHH Member Removal Application.
      - 1. This form can be obtained from the region's ADNRHH.
      - 2. The form must include the electronic signatures of the chapter President and chapter advisor.
      - 3. This form must be submitted electronically.
    - ii. The completed Member Removal application shall be submitted to the region's ADNRHH for approval.
    - iii. The amount of members for removal is up to the discretion of the chapter.
    - iv. It is the right of the region's ADNRHH to deny requests for removal for reasons including, but not limited to:
      - 1. Submission of an incomplete application form
      - 2. The region's ADNRHH does not believe that sufficient measures have been taken by the chapter to address the member's inactivity or ineligibility within the chapter prior to submission of the application.
  - 4. If the member and/or chapter wish to appeal the decision, they may appeal to the Regional ADNRHH through written request as to why the Candidate deserves to continue as a member of NRHH.
- viii. Selection Procedures
  - 1. Nomination process and procedures.
  - 2. How often are your chapter's induction ceremonies?
- ix. Officers
  - 1. Officer titles (don't forget to include advisors).

2. Qualifications for officers.
3. Individual position responsibilities.
- x. Officer Election Process
  1. Process for removing individuals from executive office(s).
  2. Vacancy of office.
- xi. Meetings
  1. When are meetings?
  2. Can be as general as Executive Board will decide when meetings are.
- xii. Finances
  1. Statement about the chapter is in good standing with the region and NACURH offices.
  2. How chapter funds projects, affiliations, etc?
- xiii. Amendment Procedures
  1. Amendments must pass by \_% vote of active members present.
  2. Need help creating or updating an NRHH constitution? See Regional AD-NRHH.

## Article VI

### NRHH Representatives

1. The NRHH Representative shall be a student of their affiliated host institution who is representing their NRHH Chapter at the levels of PACURH and NACURH.
  - a. Exceptions to this policy may only be considered under extreme circumstances and subject to the approval of the AD-NRHH and/or PACURH Director.
2. The region strongly recommends that the person representing their affiliated institution's NRHH Chapter be a member of the National Residence Hall Honorary.
3. The decision rests with the NRHH Chapter as to who represents the chapter, so long as they meet the parameters of Section 1.
4. NRHH Representative Purpose Statement
  - a. The purpose of NRHH Representatives within NACURH is to provide leadership as advocates for their campus NRHH chapter, and to serve as a liaison for NRHH at the campus, regional, and NACURH level. NRHH Representatives shall represent and vote on behalf of their NRHH chapter in NACURH and regional business meetings.

## Article VII

### NRHH Business

1. When business deals exclusively with matters relative to NRHH business alone, it shall be voted upon by the NRHH Representative from each NRHH Chapter in good standing at the NRHH Business Meeting.
2. For the purpose of this section, NRHH Business shall be defined as all business pertaining to the office and selection of the AD-NRHH, the

requirements and selection of all NRHH awards, and all other business assigned by the AD-NRHH under consultation with the Regional Board of Directors. A quorum for conducting business shall be any number above 50% of all affiliated schools in the region registered and represented at the conference in question.

3. To conduct NRHH business, 50% plus 1 of all the regionally affiliated NRHH Chapters must be present.
4. NRHH Regional Business Meetings shall be held at each Regional Leadership and Regional Business conference and as otherwise provided for this, in this Policy Book.
5. For business that is exclusive to NRHH, one representative of each chapter in good standing attending the conference shall have voting rights. For business that concerns all of PACURH, one representative of each school in good standing attending the conference shall have voting rights.
6. Quorum for conducting business meetings shall be any number above 50% of affiliated chapters in the region registered and represented at the conference in question for NRHH business and any number above 50% of affiliated schools in the region registered and represented at the conference in question for PACURH business.
7. The meeting shall be chaired by the AD-NRHH with at least one other member of the RBD present.
8. The AD-NRHH shall be responsible for distributing copies of minutes from the NRHH meeting within thirty (30) days of the meeting.
9. After each NRHH meeting, the AD-NRHH shall prepare a short summary of the awards, policies, and other decisions of the NRHH made meeting. The summary shall be distributed to the NCCs, RBD, and NBD along with the minutes from said meeting. This summary shall be included in the newsletter prior to the next NRHH meeting.

## Article VIII

### Awards

1. Award Guidelines
  - a. The RBD will present awards to member schools and individuals when deemed appropriate.
  - b. The RBD has the right to disqualify any bids which do not meet policy requirements.
  - c. Except for Conference Awards, all awards are optional and shall be given at the RBD's discretion. These and other awards may be presented by the Director of their designee.
  - d. All current PACURH, RBD Members, NBD members, NNB members, and NACURH Executives are ineligible to be nominated for PACURH Awards with the one exception being the Hallenbeck Service Award (which is open to the Regional Advisor). In the case where a vacancy of a normally elected position is appointed, and the appointment term overlaps with the award timeline, that person shall also be ineligible.

- e. No NBD, NNB, NACURH Executive, nor PACURH RBD members are permitted to write or assist with writing award bids at/for their host institution. This includes letters of support with the exception of regional letters of support for regional-winning award bids submitted to the NACURH level.
- f. Individuals may only be nominated for and win one Individual Award per year.
- g. The Director will select a deadline for bid intents. Bid intents are mandatory for all award bids. The requirement to submit an intent may be waived by a 2/3 vote of the Regional Board of Directors.
- h. Bids are to be judged based on content of information. Page numbers and other formatting specifications are required criteria for ease in review of bids.
- i. Bids must be submitted to the Regional Director in PDF form.
- j. Pages
  - i. Bids will stay within page limited as specified by the Pages criteria for each award.
  - ii. Bids will be 10-12 point type.
  - iii. Pages will be double sided, with a page defined as a side with print. This includes appendices, letters of recommendation, dividers, text, etc., which are included in the page count.
  - iv. Title pages are not included in the page count but must include the award name, institution of the bid, institution hosting the conference, and region name.
  - v. Any bid that goes over the page limit will be disqualified.
  - vi. All bids must include page numbers.
  - vii. Bid pages must be formatted by 8.5 by 11 inch size in portrait orientation.
  - viii. Bids not following these criteria will not be considered.
- k. "Letter of Good Standing" must be written by an official from the bidding institution and the letter must explicitly state "good standing" as defined by the institution.
- l. Letters support and letters of good standing included in award bids must occupy the same page size as if they were placed in the bid as text (each full page pf a letter must occupy a full page of the bid). Letters of support or letters of good standing placed in the bid as text must be in size 10-12 point type.
- m. Letters of support, good standing, and/or recommendation are mandatory for awards covered in this document only if required by the specific award's outline in this document.
- n. No bid shall be plagiarized.
  - i. Plagiarism shall be defined as the presentation of someone else's words as one's own.

- ii. No school shall plagiarize any bid submitted by another school.
- iii. Any school may bring forth a charge of plagiarism, whether on their own behalf or on behalf of another school.
- iv. The Regional Board of Directors shall consider the charge and determine if the bid in question has been plagiarized.
- v. If it is determined by the RBD that a bid is plagiarized, it shall no longer be eligible and will not be considered.
- o. Individuals may only be nominated for and win one Individual Award per year.
- p. All award bids are due at a time and in a manner specified by the Regional Director.
- q. Bids will be published by the Coordinating Officer of Communications and Technology on the PACURH Regional Website and the URL published to the region at least 10 days prior to the first day of the conference at which they are being voted on.
- r. All votes on award selection in NCC, NRHH, or Presidents Boardroom shall be counted in the presence of the Regional Advisor, with the results verified by the Regional Advisor.
- s. In the event that a Conference closes and not all award selection business has been completed the Regional Board of Directors shall decide upon a process for the region's NCCs, NRHH Reps, and/or Presidents to complete the selection of any remaining awards from that particular boardroom.

## 2. Individual Service Awards

- a. PACURH Three Year Outstanding Service Pin
  - i. Purpose: This award was designated to recognize individuals who have contributed to the member institution's residential community, and the PACURH region.
  - ii. Award: Recipients will be presented with their award, in the form of a pin, by the Associate Director for NRHH at the Regional Leadership Conference, Regional Business Conference, or NACURH Regional Recognition Ceremony.
  - iii. Criteria:
    - 1. Recipient must be a student or advisor at a PACURH member school in good standing to be eligible.
    - 2. Recipient must have contributed three years of service to the PACURH region and their campus. This need not be continuous or at the same member institution if all other criteria are met.



3. Recipient must have attend at least two conferences.
    - a. One must be a PACURH Regional Leadership Conference.
    - b. Second, or additional conferences, may be a PACURH Regional Leadership Conference, PACURH Regional Business Conference, or NACURH Annual Conference.
  4. Complete applications must be submitted to the Associate Director for NRHH.
- b. PACURH Four Year Outstanding Service Pin
- i. Purpose: This award was designated to recognize individuals who have contributed to the member institution's residential community, and the PACURH region.
  - ii. Award: Recipients will be presented with their award, in the form of a pin, by the Associate Director for NRHH at the Regional Leadership Conference, Regional Business Conference, or NACURH Regional Recognition Ceremony.
  - iii. Criteria:
    1. Recipient must be a student or advisor at a PACURH member school in good standing to be eligible.
    2. Recipient must have contributed four years of service to the PACURH region and their campus. This need not be continuous or at the same member institution if all other criteria are met.
    3. Recipient must have attended at least two conferences.
      - a. One must be a PACURH Regional Leadership Conference.
      - b. Second, or additional conferences, may be a PACURH Regional Leadership Conference, PACURH Regional Business Conference, or NACURH Annual Conference.
    4. Complete applications must be submitted to the Associate Director for NRHH.
- c. PACURH Five Year Outstanding Service Pin
- i. Purpose: This award was designated to recognize individuals who have contributed to the member institution's residential community, and the PACURH region.

- ii. Award: Recipients will be presented with their award, in the form of a pin, by the Associate Director for NRHH at the Regional Leadership Conference, Regional Business Conference, or NACURH Regional Recognition Ceremony.
- iii. Criteria:
  - 1. Recipient must be a student or advisor at a PACURH member school in good standing to be eligible.
  - 2. Recipient must have contributed five years of service to the PACURH region and their campus. This need not be continuous or at the same member institution if all other criteria are met.
  - 3. Recipient must have attended at least two conferences.
    - a. One must be a PACURH Regional Conference.
    - b. Second, or additional conferences, may be a PACURH Regional Leadership Conference, PACURH Regional Business Conference, or NACURH Annual Conference.
  - 4. Complete applications must be submitted to the Associate Director for NRHH.

### 3. School Awards

#### a. PACURH Program of the Year

##### i. Purpose

- 1. The PACURH Program of the Year (POY) Award is to recognize outstanding student implemented programs in the residence halls of PACURH member schools. This award was created to recognize the high quality of programs that exist at the student level and to encourage schools in the PACURH region to bid for the NACURH/ACUHO-I Daniel Siler Program of the Year Award.

##### ii. Eligibility

- 1. Only one nominee per school is allowed. Bids should cover the period from bid submission of the previous year to bid submission of the current year. Bid must meet online bidding requirements or be subject disqualification.

##### iii. Pages

- 1. Bids will be no longer than twenty (20) pages.

##### iv. Selection

1. Each nominee will be allotted 10 minutes to present their bid, followed by 5 minutes of question and answer, and 5 minutes of Pro/Con. After all presentations have been completed, 5 minutes will be allotted for discussion. Time allotments can be extended by a simple majority vote. Each school affiliated with PACURH and registered and represented at the conference will have one vote during the PACURH NRHH Business Meeting at the Regional Leadership Conference. Having an affiliated NRHH Chapter is not required in order to have a vote.
- v. Award
  1. The award will consist of a plaque. The award shall be announced at the PACURH Regional Leadership Conference. A maximum of one award per year may be given.
- vi. Required Elements
  1. The bid must contain a Table of Contents that clearly lists at minimum, the following required sections.
  2. Each section and elements included below must be labelled; failure to properly label sections and elements below will result in bid disqualification.
- vii. Criteria for Selection
  1. Section One: Introduction & Overview (30%)
    - a. Summary
      - i. The bid must include a one paragraph summary of the program nomination that could be used in describing the nomination as a conference program session.
    - b. Program Origination
      - i. The bid must describe how the program originated.
    - c. Educational Component
      - i. The bid must describe the educational benefits of the program.
    - d. Audience
      - i. The bid must describe the target audience for whom the program was designed.
    - e. Goals
      - i. The bid must describe the goals and objectives of the program.

- f. Student Needs
  - i. The bid must describe the specific and demonstrated student needs that the program is designed to address.
- 2. Section Two: Planning & Implementation (45%)
  - a. Program Basics
    - i. The bid must describe the program (who, what, why, when, where, and how).
  - b. Student Involvement
    - i. The bid must describe how students were involved in the conception planning, and implementation of the program.
  - c. Marketing
    - i. The bid must describe how the program was marketed.
  - d. Resources
    - i. The bid describe how resources used in developing and implementing the program, including information on each of the following:
      - 1. Budget
        - a. The bid must include a line item budget and funding sources.
      - 2. Supplies
        - a. The bid must include a list of supplies used to implement the program.
      - 3. Personnel
        - a. The bid must include information on the number of students involved and their specific roles in program conception, planning, and implementation.
      - 4. Campus/Community Resources
        - a. The bid must describe any campus

or community resources used to develop and implement the program

3. Section Three: Evaluation (20%)
  - a. Evaluation Tools
    - i. The bid must describe the program (who, what, why, when, where, and how).
  - b. Successes
    - i. The bid must describe the successes of the program.
  - c. Challenges
    - i. The bid must describe the challenges faced in developing and implementing the program, how the challenges were addressed, and suggestions for overcoming challenges in the future.
  - d. Student Impact
    - i. The bid must describe the effect on students who attended the program and the student and campus community.
4. Section Four: Conference Presentation (5%)
  - a. Conference Presentation
    - i. The bid must describe how the program would be presented at the NACURH/ACUHO-I Annual Conferences. This description should include use of media, handouts, and other resources. The description should explain the differences, if any, between presentations at each conference.
    - ii. ACUHO-I
      1. The bud must explain the relevance of the program to ACUHO-I conference delegates.
  - b. PACURH Commitment to Diversity Award
    - i. Purpose
      1. The Commitment to Diversity Award is given to a school that involves a student-directed year long and campus wide commitment to awareness and

education of residential students concerning diversity issues and to encourage schools in the PACURH region to bid for the NACURH Commitment to Diversity Award.

ii. Eligibility

1. Only one nominee per school is allowed. Only year-specific information shall be considered; in other words, bid content should reflect accomplishments from Regional Business Conference to Regional Business Conference. Bids not following these criteria will not be considered. Bid must meet online bidding requirements or be subject to disqualification.

iii. Pages

1. Bids will be no longer than thirty (30) pages.

iv. Selection

1. Each school affiliated with PACURH and registered and represented at the Regional Business Conference will have one vote during the PACURH NRHH Business Meeting at the Regional Business Conference. Having an affiliated NRHH Chapter is not required in order to have a vote.

v. Award

1. The award will consist of a plaque. The award shall be announced at the Regional Business Conference. A maximum of one award per year may be given.

vi. Criteria for selection

1. Introduction

- a. Diversity Mission Statement for Residence Life and the campus
- b. Your campus' approach to diversity and to diversity issues
- c. How/Why the approach was developed
- d. How students were involved in the development
- e. How the university officials were involved in the development
- f. Statistics of diversity at your campus
- g. Need for diverse programming (campus needs assessment on diversity)
- h. How else are these needs addressed (by additional departments/programmers)?

2. Goals in regard to your campus' approach to diversity

- a. Who was involved in establishing goals?
  - b. Were the goals achieved?
  - c. Were the goals realistic with respect to diversity and the student(s) needs?
  - d. Were these goals established this year, or are these goals the same from year to year?
3. List and provide a brief (couple of sentences) description on various diversity programming at your campus (Residence Life and campus)
  - a. Choose a maximum of five programs to discuss in length (maximum of three pages per program)
  - b. For each program discuss the following:
    - i. Relatedness
      1. Who was the target population?
      2. How does it related to the needs of your campus?
    - ii. Prove effectiveness?
      1. How successful was the implemented program?
      2. How was the evaluation of the program or concept carried out?
      3. Number of participants
    - iii. Effects of the program
      1. Who did the program affect?
      2. What was the effect?
      3. Any feedback you can provide from students (i.e. quotes of the support)
    - iv. Description
      1. Number of people needed to organize
      2. Time spent planning the program
      3. Planning process
      4. Goal of the program
4. Individual Awards
  - a. PACURH Executive Board Member of the Year
    - i. Purpose
      1. This award was designed to recognize outstanding service to the residence halls by an executive board member. The definition of

Executive Board member shall reflect that stated in the OTM manual.

- ii. Eligibility
  - 1. One (1) nominee will be accepted per school. The award shall be based on the time period of the start of the NACURH Annual Conference to the start of the Regional Business Conference. Bid must meet on-line bidding requirements or be subject to disqualification.
- iii. Pages
  - 1. Bids will be no longer than eight (8) pages.
- iv. Selection
  - 1. Each school affiliated with PACURH and registered and represented at the Regional Business Conference will have one vote during the PACURH NRHH Business Meeting at the Regional Business Conference. Having an affiliated NRHH Chapter is not required in order to have a vote.
- v. Award
  - 1. The winner shall receive a plaque. The winner shall be announced at the Regional Business Conference. A maximum of one award per year may be given. The winner may not represent PACURH as a candidate for NACURH Student of the Year Award unless they win the PACURH Student of the Year.
- vi. Required elements
  - 1. The bid shall include a letter of recommendation from NRHH, RHA, or a staff member for the year of nomination.
- vii. Criteria for Selection
  - 1. There is no required criteria.
- viii. NACURH Eligibility
  - 1. There is no NACURH equivalent.
- b. PACURH Student of the Year
  - i. Purpose
    - 1. This award was designed to recognize outstanding service to PACURH by an individual who has been directly affiliated with the organization.
  - ii. Eligibility
    - 1. One nominee per school is allowed and nominations must be submitted to the RBD in writing. Nominees must be a student and live in an on-campus housing unit. The nominee may



not be an NCC, RHA President, or NRHH President for the current year.

iii. Pages

1. Bids will be no longer than eight (8) pages.

iv. Selection

1. Each school affiliated with PACURH and registered and represented at the Regional Business Conference will have one vote during the PACURH NRHH Business Meeting at the Regional Business Conference. Having an affiliated NRHH Chapter is not required in order to have a vote.

v. Award

1. The winner shall receive a plaque. The winner shall be announced at the Regional Business Conference. A maximum of one award per year may be given.

vi. Required Elements

1. The bid must include a letter of support from a professional-level advisor or residence hall staff member.

vii. Criteria for Selection

1. Academic successes, achievements, and honors
2. Campus level leadership involvements, goals, and achievements
3. Regional and NACURH level leadership involvements, goals, and achievements
4. Roles and contributions in campus, regional, national, or international academic honoraries or organizations relevant to the nominee's area of academic focus
5. Attendance and contributions to academic or leadership conferences

viii. NACURH Eligibility

1. Only one nominee per region is allowed. The PACURH Regional Winner will be the NACURH nominee.

c. PACURH Residential Assistant of the Year

i. Purpose

1. This award was designed to recognize outstanding service to the residence halls by staff members who live within the residence halls. The definition of Residential Assistant shall reflect that stated in the OTM manual.

ii. Eligibility

1. One (1) nominee will be accepted per school. The award shall be based on the time period of the start of NACURH to the start of The Regional Business Conference. Bid must meet online bidding requirements or be subject to disqualification.
- iii. Pages
  1. Bids will be no longer than eight (8) pages
- iv. Selection
  1. Each school affiliated with PACURH and registered and represented at the Regional Business Conference will have one vote during the PACURH NRHH Business Meeting at the Regional Business Conference. Having an affiliated NRHH Chapter is not required in order to have a vote.
- v. Award
  1. The award shall consist of a plaque. The award shall be announced at the Regional Business Conference. A maximum of one award per year may be awarded.
- vi. Required Elements
  1. The bid shall include a letter of recommendation from NRHH, RHA, or a staff member for the year of nomination.
- vii. Criteria for Selection
  1. Outstanding service considered shall be at the start of the Regional Business Conference to the start of the Regional Business Conference specific.
  2. The bid shall include accomplishments and involvement for the year of nomination.
  3. How the nominee went above and beyond the job description.
  4. Recognition through OTMs
- viii. NACURH Eligibility
  1. There is no NACURH equivalent.
- d. PACURH Community of the Year
  - i. Purpose
    1. This award was designed to recognize the contributions of residential life communities and the impact they have on their students and the rest of campus. The definition of Community shall reflect that stated in the current OTM manual.
  - ii. Eligibility

1. One (1) nominee will be accepted per school. The award shall be based on the time period of the start of the Regional Business Conference to the start of the Regional Business Conference. Bid must meet online bidding requirements or be subject to disqualification.
- iii. Pages
  1. Bids will be no longer than eight (8) pages.
- iv. Selection
  1. Each school affiliated with PACURH and registered and represented at the Regional Business Conference will have one vote during the PACURH NRHH Business Meeting at the Regional Business Conference. Having an affiliated NRHH Chapter is not required in order to have a vote.
- v. Award
  1. The award shall consist of a plaque. The award shall be announced at the Regional Business Conference. A maximum of one award per year may be award.
- vi. Required Elements
  1. The bid shall include a letter of recommendation from NRHH, RHA, RA, or a staff member for the year of nomination.
- vii. Criteria for Selection
  1. Outstanding service considered shall be at the start of the Regional Business Conference to the start of the Regional Business Conference specific.
  2. The bid shall include accomplishments and involvement for the year of nomination.
  3. The impact of the community on students and the campus.
  4. Recognition through OTMs
- viii. NACURH Eligibility
  1. There is no NACURH equivalent.
- e. PACURH NCC of the Year Award
  - i. Purpose: This award recognizes outstanding service to PACURH by a National Communications Coordinator who has been directly affiliated with the organization.
  - ii. Eligibility: Nominees must have been an NCC during the past year. Only one nominee per school is allowed. Bid must meet online bidding requirements or be subject to disqualification.
  - iii. Pages: Bids will be no longer than eight (8) pages.

- iv. Selection: Recipients will be selected by the NRHH Representatives at the Regional Business Conference.
  - v. Award: This award will consist of a plaque. The award shall be announced at the Regional Business Conference. A maximum of one award per year may be given.
  - vi. Required Elements
    - 1. The bid must include a letter of support from a professional-level advisor of residence hall staff member.
  - vii. Criteria for Selection:
    - 1. Campus level role, goals, and accomplishments.
    - 2. Regional level goals, involvement, and accomplishments.
    - 3. Attendance and participation in regional and NACURH conferences.
    - 4. Participation in regional and NACURH services and correspondence.
    - 5. Participation in regional and NACURH level leadership experiences and opportunities.
    - 6. Participation in regional and NACURH level business.
    - 7. Development of connections between the campus level and the regional and NACURH levels.
    - 8. Recognition received through awards.
  - viii. NACURH Eligibility: Only one nominee per region is allowed. The PACURH Regional Winner will be the NACURH nominee.
5. National Residence Hall Honorary Awards
- a. NRHH Building Block Award
    - i. Purpose
      - 1. The PACURH NRHH Building Block Award is given to the chapter which shows outstanding growth and development during the year of nomination.
    - ii. Eligibility
      - 1. This award will be given yearly at the discretion of the NRHH Regional Associate Director. One nominee per school is allowed. The chapter must be in good standing with the NACURH Corporate Office. Only information from the current year (Regional Business Conference to Regional Business Conference) will be considered. Bid must meet online bidding requirements or be subject to disqualification.

- iii. Pages
  - 1. Bids will be no longer than twenty (20) pages
- iv. Selection
  - 1. Recipient will be selected during the PACURH Regional Business Conference by the NRHH Representatives from each chapter in good standing in the NRHH Business Meeting. Each NRHH chapter in good standing that is present at The Regional Business Conference will be allowed one vote.
- v. Award
  - 1. This award will be presented at the closing banquet of the Regional Business Conference, with the winning school receiving a plaque. A maximum of one award per year may be given.
- vi. Required Elements
  - 1. The bid must include a letter of support from at least one of the following:
    - a. Chapter Advisor
    - b. RHA President
    - c. Professional Housing Staff
- vii. Criteria for Selection
  - 1. Campus Level Content
    - a. Purpose & Goals
      - i. What is the purpose of the chapter?
      - ii. How was the purpose met and/or exceeded?
      - iii. What were the goals and objectives of the chapter? Were the goals and objectives achieved? How were they achieved? What was learned?
    - b. Structure and organization of chapter
      - i. How is the chapter, executive officers, and membership structured?
      - ii. How does the structure contribute to the purpose and goals of the chapter?
    - c. Membership
      - i. How does the chapter recruit new members?
      - ii. How has the chapter membership grown?

- iii. How has the strategy toward membership adapted and improved?
- iv. What role do members play in the development of the chapter's vision, goals, and objectives?
- v. What is the role of Candidate, On Campus, Off Campus, and Lifelong Members in the chapter? How have these roles improved or otherwise changed during the past year(s)?
- d. Programming, Initiatives, and Accomplishments
  - i. How has the chapter improved in its efforts with respect to campus programming, initiatives, and other achievements? How is this improvement measured?
  - ii. Has the chapter created new programming or leadership initiatives?
  - iii. Has the chapter created new recognition programs, services, or awards?
  - iv. Has the chapter expanded and built existing programs and initiatives?
  - v. What tools has the chapter used to evaluate programmatic efforts?
  - vi. How has the chapter demonstrated a commitment to the NRHH values (service and recognition) to its membership and the campus community?
- e. Advancement and Growth
  - i. How has the chapter advanced during the past year?
  - ii. How is this advancement witnessed by the chapter's membership and campus community?
- f. Challenges
  - i. What challenges were faced by the chapter this year?

- ii. How did the chapter address these challenges?
    - iii. What challenges will the chapter face in the future?
  - g. Communication
    - i. How has the chapter fostered communication with members, residence hall government, residence hall staff, and administration?
- 2. Regional Level Content
  - a. Regional Conferences
    - i. Has the chapter had representation at regional conferences, both in and out of boardrooms?
    - ii. How has attendance at regional conference assisted in the growth of the chapter this year?
  - b. Regional Communication
    - i. How has the chapter communicated with regional schools and chapters?
    - ii. How has the chapter grown as a result of regional communication?
  - c. Involvement in regional projects/initiatives/committees
    - i. How has the chapter been involved with regional projects/initiatives/committees?
    - ii. How has the chapter grown as a result of this involvement?
  - d. Bids for regional awards
    - i. Has the chapter submitted any regional bids?
    - ii. How has the chapter improved in bid creation and submission during the past year(s)?
- 3. NACURH Level Content
  - a. NACURH Annual Conferences
    - i. Has the chapter had representation at the NACURH Annual Conference, both in and out of boardrooms?
    - ii. How has attendance at the NACURH Annual Conference

assisted in the growth of the chapter this year?

- b. NACURH Communication
  - i. How has the chapter communicated with schools and chapters in NACURH?
  - ii. How has the chapter communicated with the NCO?
  - iii. How has the chapter participated in NACURH projects/initiatives/committees?
  - iv. How has the chapter grown as a result of NACURH communication and participation?
- c. OTMs
  - i. How does the chapter participate in the OTM program?
  - ii. How has the chapter met and/or exceeded OTM goals?
  - iii. How many submissions, campus winners, regional winners, and NACURH winners does the chapter have?

#### 4. Other Resources

- a. Publications (newsletter, newspaper clipping, online articles, etc.)
  - i. Has the chapter utilized or written any newsletters throughout the year?
  - ii. Has the chapter received press coverage?
  - iii. Has the chapter developed any guides or resources that have contributed to its success?
- b. Applications and forms
  - i. Has the chapter successfully implemented forms for membership, programming, or other initiatives?
- c. Miscellaneous Resources
  - i. Does the chapter have any additional resources or materials that are of use to other building chapters?

#### b. NRHH Outstanding Chapter of the Year

- i. Purpose



1. The NRHH Outstanding Chapter of the Year award is the highest honor an NRHH Chapter can attain. The award recognizes an outstanding chapter that has met and exceeded its purpose and stated goals and objectives.
- ii. Eligibility
  1. This award will be given yearly. One nominee per school is allowed. The chapter must be in good standing with the NACURH Corporate Office. Only yearly specific information will be considered; in other words, bid content must reflect accomplishments from Regional Business Conference to Regional Business Conference. Bids must meet online bidding requirements or be subject to disqualification.
- iii. Pages
  1. Bids will be no longer than thirty (30) pages.
- iv. Selection
  1. Recipient will be selected during the PACURH Regional Business Conference by the NRHH representatives from each chapter in good standing in the NRHH Business Meeting. Each NRHH chapter in good standing that is present at The Regional Business Conference will be allowed one vote.
- v. Award
  1. This award will be presented at the closing banquet of the Regional Business Conference, with the winning school receiving a plaque. A maximum of one award per year may be given.
  2. Chalice: The winner will receive the travelling NRHH Outstanding Chapter of the Year Award Chalice to carry and hold until the next Regional Business Conference. Only the awarded school name and year awarded will be engraved on the continuing chronological line of the chalice plate. These engravings will be the responsibility of the awarded school, and the region will reimburse the cost of engraving. The engraving must be the same font type and size of the previous awarded years. The chalice must be returned to the AD-NRHH by check-in at the Regional Business Conference. Failure to bring the chalice to the Regional Business Conference and/or any damage sustained to the chalice during possession will require the responsible

person(s)/school(s) to pay full cost to restore the chalice back to original mint condition.

vi. Required Elements

1. The bid must include a letter of support from at least one of the following:
  - a. Chapter Advisor
  - b. RHA President
  - c. Professional Housing Staff

vii. Criteria for Selection

1. Campus Level Content

a. Purpose & Goals

- i. What is the purpose of the chapter?
- ii. How was the purpose met and/or exceeded?
- iii. What were the goals and objective of the chapter?
- iv. Were the goals and objectives achieved? How were they achieved? What was learned?

b. Structure and organization of the chapter

- i. How is the chapter, executive officers, and membership structured?
- ii. How does the structure contribute to the purpose and goals of the chapter?

c. Membership

- i. How does the chapter recruit new members?
- ii. How are members selected?
- iii. How does the chapter retain member involvement?
- iv. What resources and development does the chapter provide for its members?
- v. What role do members play in the development of the chapter's vision, goals, and objectives?
- vi. What is the role of Candidate, On Campus, Off Campus, and Lifelong members in the chapter?

d. Programming, Initiatives, and Accomplishments

- i. Leadership

1. How has the chapter provided leadership and direction in their role in the on-campus community?
  2. How does the chapter's members demonstrate a capacity for leadership development and involvement?
- ii. Recognition
    1. How has the chapter provided recognition for individuals who have been of outstanding service and who have provided important leadership in the advancement of the residence hall system at their respective schools?
  - iii. Service
    1. How has the chapter provided worthwhile service to the on-campus and surrounding community?
- e. Advancement and Growth
    - i. How has the chapter advanced during the past year?
  - f. Challenges
    - i. What challenges did the chapter face this year?
    - ii. How did the chapter address these challenges? What were the results?
    - iii. What challenges will the chapter face in the future?
  - g. Collaboration
    - i. How has the chapter utilized collaboration to foster benefits for members and the campus community?
    - ii. With what student organizations, university departments, and/or community partners has the chapter collaborated?
  - h. Communication

- i. How does the chapter communicate with members, residence hall government, residence hall staff, and administration?
  - i. Budget
    - i. What is the chapter's budget? From where does this budget come?
    - ii. How does the chapter employ its financial resources to achieve its purpose and goals?
- 2. Regional Level Content
  - a. Regional Conferences
    - i. Has the chapter had representation at regional conferences, both in and out of boardrooms?
  - b. Regional Communication
    - i. How has the chapter communicated with regional schools and chapters?
    - ii. How has the chapter benefited from regional communication?
    - iii. How has the chapter participated in regional communication platforms (e.g. chats, forums, reports, etc.)?
  - c. Involvement in regional projects/initiatives
    - i. How has the chapter been involved with regional projects/initiatives?
    - ii. Have chapter members been involved on regional committees?
  - d. Bids for regional awards
    - i. Has the chapter submitted any regional bids?
    - ii. Has the number of submitted bids increased since last year?
- 3. NACURH Level Content
  - a. NACURH Annual Conference
    - i. Has the chapter had representation at the NACURH Annual Conference, both in and out of boardrooms?
  - b. NACURH Communication

- i. How has the chapter communicated with schools and chapters in NACURH?
    - ii. How has the chapter communicated with the NCO?
    - iii. Have chapter members participated in NACURH committees?
    - iv. Have chapters participated in NACURH initiatives/projects?
    - v. How has the chapter benefited from NACURH communication?
  - c. OTMs
    - i. How does the chapter participate in the OTM program?
    - ii. How has the chapter met and/or exceeded OTM goals?
    - iii. How many submissions, campus winners, regional winners, and NACURH winners, does the chapter have?
    - iv. How does the chapter use OTMs to further its purpose and goals?
- 4. Other Resources
  - a. Publications (newsletter, newspaper clipping, online articles, etc.)
    - i. Has the chapter utilized or written any newsletters throughout the year?
    - ii. Has the chapter received press coverage?
    - iii. Has the chapter developed any guides or resources that have contributed to its success?
  - b. Applications and forms
    - i. Has the chapter successfully implemented forms for membership, programming, or other initiatives?
  - c. Miscellaneous Resources
- 5. Additional Materials
  - a. Does the chapter have any additional resources or materials that are of use to other chapters?
- c. NRHH Outstanding Member of the Year
  - i. Purpose

1. The NRHH Outstanding Member of the Year Award recognizes outstanding service to PACURH and NACURH through NRHH by an individual who has been directly affiliated with the organization.
- ii. Eligibility
  1. This award will be given yearly at the discretion of the NRHH Regional Associate Director. One nominee per school is allowed. The chapter must be in good standing with the NACURH Corporate Office. Only information from the past year (Regional Business Conference to Regional Business Conference) will be considered. Bid must meet online bidding requirements or be subject to disqualification.
- iii. Pages
  1. Bids will be no longer than eight (8) pages.
- iv. Selection
  1. Recipients will be selected by the PACURH Presidents during Presidents' Board room at the Regional Business Conference.
- v. Award
  1. The winner shall receive a plaque. The award shall be announced at the Regional Business Conference. A maximum of one award per year may be given.
- vi. Required Elements
  1. This bid shall include a letter of good standing specifically using the term "good standing" as defined by the institution, from a professional university official of the recipient's host institution.
- vii. Criteria for Selection
  1. Campus Level Content
    - a. Chapter Involvement
      - i. How is the member involved in the campus NRHH Chapter?
      - ii. How does the member participate in programming and other initiatives?
      - iii. If the nominee is an NRHH officer on campus, how did the nominee fulfill and exceed officer duties?
      - iv. How does the member exemplify the values of NRHH (service and recognition) in their commitment

to their chapter? How has the nominee been a role model member of the campus chapter?

- b. Non-NRHH Campus Involvement
  - i. How is the member involved on campus?
  - ii. How does the member demonstrate commitment to the values of NRHH (service and recognition) in their roles on campus?
- c. Personal and Professional Development
  - i. How has the member developed and grown this year?
  - ii. What challenges did this member face this year? How did they address these challenges? What were the results?
  - iii. How has the member utilized personal and professional development to benefit and improve the chapter and campus community?
- d. Awards & Recognition
  - i. Has the member received any awards or recognition for their service to the chapter or campus?

## 2. Regional Level Content

- a. Regional Conferences
  - i. Has the member attended any regional conferences?
  - ii. Did the member present programs, contribute to award bids, promote spirit, or contribute to the delegation?
  - iii. Has the member represented their chapter on regional level?
  - iv. How has the chapter benefited from this member's attendance at regional conferences?
- b. Regional Participation
  - i. How has the member been involved in communicating with other chapters in the region?

- ii. Has the member participated in regional initiatives/projects/committees?
- 3. NACURH Level Content
  - a. NACURH Annual Conference
    - i. Has the member attended the NACURH Annual Conference?
    - ii. Did the member present programs, contribute to award bids, promote spirit, or contribute to the delegation?
    - iii. Has the member represented their chapter on the NACURH level?
    - iv. How has the chapter benefited from Annual Conference?
  - b. NACURH Participation
    - i. How has the member been involved in communicating with other chapters in NACURH?
    - ii. Has the member participated in NACURH initiatives/projects/committees?
  - viii. NACURH Eligibility
    - 1. Only one nominee per region is allowed. The PACURH Regional Winner will be the NACURH nominee.
  - d. NRHH Excellence in Service
    - i. Purpose
      - 1. The NRHH Excellence in Service Award is designed to provide recognition for an individual NRHH chapter in good standing with NACURH, Inc. that has shown a yearlong commitment to the service value of the National Residence Hall Honorary.
    - ii. Eligibility
      - 1. This award will be given yearly at the discretion of the Associate Director for NRHH. One nominee per school is allowed. The chapter must be in good standing with NACURH, Inc. Only information from the past year (Regional Business Conference to Regional Business Conference) will be considered. Bid must meet online bidding requirements or be subject to disqualification.
    - iii. Pages
      - 1. Bids will be no longer than sixteen (16) pages.



iv. Selection

1. Recipient will be selected during the Regional Business Conference by the NRHH representatives from each chapter in good standing that is present at The Regional Business Conference will be allowed one vote.

v. Award

1. The award shall consist of a plaque. This award shall be announced at the Regional Business Conference. A maximum of one award per year may be given.

vi. Required Elements

1. Two letters of support, one of which must be from an advisor or staff member within the institution's Department of Housing or Residence Life, the second which must come from a representative of one of the organizations which benefited from the Chapter's service.

vii. Criteria for Selection

1. An introductory statement of service including but not limited to:
  - a. Approach to choosing service projects
  - b. Number of On Campus and Off Campus members in the Chapter
  - c. Number of people impacted by the service
  - d. Total number of service hours completed
2. Description of service completed by the Chapter, including but not limited to following information:
  - a. What types of service were completed, when they were completed, and what they entailed
  - b. Level on which the service was completed (campus, community, regional, NACURH, global)
  - c. Impact of the service on both participants and recipients
  - d. How the chapter has promoted service within the residence halls
3. Optional Criteria:
  - a. Involvement in NACURH and/or PACURH-wide service initiatives such as participation in the NACURH Annual Conference Philanthropy, the National Residence Hall Month week devoted to



1. It is the responsibility of the Associate Director of NRHH in conjunction with the Associate Director of Administration and Finance to ensure the policy book includes the most accurate and up to date OTM information and is in alignment with NACURH and NRHH policies.
- iv. Selection:
  1. The OTM Awards will be chosen by the Regional OTM Selection Committee chaired by the AD-NRHH.
  2. In the event that the OTM selected as the regional winner by the OTM Selection Committee does not meet all required eligibility criteria as stated above, the decision to not submit the OTM to the NACURH level can be made at the discretion of AD-NRHH.
- v. Award:
  1. A certificate will be awarded to each person, program, group, or event selected as a regionally winning OTM. Additionally, a regional OTM pin shall be awarded to any recipient from an individual category (ex. Student, resident advisor, executive board, member, etc.). Certificates and Pins will be distributed at the Regional Conference, No Frill Conference, or Regional Recognition Ceremony at the NACURH Annual Conference.

## Article IX

### Committees

1. Regional OTM Selection Committee
  - a. Duties
    - i. The committee shall be responsible for voting on regional OTM winners each month as assigned and facilitated by the AD-NRHH.
  - b. Members
    - i. The committee shall consist of at least two members from each sub-region.
    - ii. The committee shall consist of at least eight members.
    - iii. There is no limit to how many people may serve on the committee.
    - iv. Committee members do not need to be members of NRHH.

- v. Committee members must be students, faculty, or staff members hosted at a PACURH member school in good standing.
- c. Selection
  - i. Members shall be recruited and appointed via an application process facilitated by AD-NRHH. In the event that any member of the committee must resign causing the above stated member requirements to no longer be met, the AD-NRHH shall facilitate a application and appointment process to fill the vacancy.
- d. Timeline
  - i. The Regional OTM Selection Committee must function consistently from NACURH to NACURH.