ASU Chapter of NRHH
Of the Month (OTM) Guidelines & Criteria

What is an OTM?

The “Of the Month” (OTM) award is a service of the National Residence Hall Honorary (NRHH) intended to recognize the outstanding contributions of individuals, groups, and programs to the on-campus living communities of colleges and universities nationwide. At Arkansas State University, OTM submissions are accepted monthly in the following categories listed below. Any person affiliated with the on-campus living community may submit or be nominated for an OTM. Every OTM should be month-specific and illustrate how the nominee went above and beyond expectations during the month of nomination. Campus winners are selected each month by Alpha Sigma Upsilon Chapter of NRHH and are submitted to the regional level, where they may be considered for regional and national recognition. All OTM submissions should be made through the OTM database, available online at http://otm.nrhh.org, and should address/adhere to the following criteria:

Advisor

Any individual who directly advises a residence life organization and has made outstanding contributions to the organization(s). The individual may be the main advisor or the graduate advisor. The OTM should focus on the individual’s role as an advisor, not as a supervisor of a staff or community.

Important OTM Questions:

» How did the individual impact, support, and/or recognize the students he/she advises during the month of nomination?
» Does the OTM focus on the individual’s advisory, rather than supervisory role?
» Specific examples of unusual or extraordinary tasks addressed by the nominee?
» All fields completed, spelling/grammar/word counts accurate?

Acceptable Nominees: Advisor to hall/area councils, programming team, RHA/NRHH, Rho Alpha Sigma, conference delegations, etc.

Ineligible Nominees: Submissions emphasizing supervision, multiple people for one nomination, advisor to a non-residence life oriented group.

Community Assistants

Any individual working as a Community Assistant or Community Resource Assistant within a residence hall student staff who has impacted residents in their building or in their complex, gone above and beyond the duties of their job, supporting residents in the communities in which they work, supported their residence life organizations, and/or made outstanding contributions to the complex in which they work during the month of nomination. The OTM should focus on the nominee’s accomplishments within the CA/CRA role, but may also include other roles or responsibilities taken on during the month of nomination, such as supporting the above-mentioned organizations.
Important OTM Questions:

- Is the nominee currently employed as a CA/CRA staff member?
- How has the nominee impacted residents in their community during the month of nomination?
- What additional responsibilities outside of his/her job requirements has the nominee taken on?
- Specific examples of unusual or extraordinary tasks addressed by the nominee?
- All fields completed, spelling/grammar/word counts accurate?

Acceptable Nominees: Community Assistants and Community Resource Assistants.
Ineligible Nominees: Everyone else; Professional Staff; Resident Assistants; multiple people.

DESK ATTENDANT

Any individual working as a Desk Assistant or Desk Manager within a residence hall student staff who has impacted residents in their building or in their complex, gone above and beyond the duties of their job, supporting residents in the communities in which they work, supported their residence life organizations, and/or made outstanding contributions to the complex in which they work during the month of nomination. The OTM should focus on the nominee’s accomplishments within the Desk Assistant or Desk Manager role, but may also include other roles or responsibilities taken on during the month of nomination, such as supporting the above-mentioned organizations.

Important OTM Questions:

- How has the nominee exceeded his or her job expectations?
- Does the OTM focus primarily on the nominee’s role as a desk attendant/desk manager?
- Specific examples of unusual or extraordinary tasks addressed by the nominee?
- All fields completed, spelling/grammar/word counts accurate?

Acceptable Nominees: Desk Assistants and Desk Managers.
Ineligible Nominees: RA staff members; submissions not focusing on the desk attendant role.

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.

Important OTM Questions:

- Is the nominee a member of a Residence Life Organization Executive Board?
- What additional responsibilities did the nominee take on during the month of nomination?
- Specific examples of unusual or extraordinary tasks addressed by the nominee?
- All fields completed, spelling/grammar/word counts accurate?
Acceptable Nominees: RHA/NRHH Exec Board Officers; Hall Government Exec Board Officers.
Ineligible Nominees: Floor presidents/officers; submissions not focused on Exec roles; multiple people.

FIRST YEAR STUDENT

Any student first year student leader (freshman, transfer student, non-traditional, etc) who excels in adapting to a new environment within their residence hall and taking an active role in their communities and positively impacting those around them. Submissions in this category may emphasize academics, leadership, involvement, contributions to community, floor, hall, residence life organizations, etc. Individuals that would be eligible for nomination in any other category are ineligible for nomination in the First Year Student category.

Important OTM Questions:
- Is the nominee in his or her first year at the university?
- Has the nominee taken on leadership roles or responsibilities within their community?
- Specific examples of unusual or extraordinary tasks addressed by the nominee?
- All fields completed, spelling/grammar/word counts accurate?

Acceptable Nominees: Students (including transfers) in their first year at the university.
Ineligible Nominees: RA/MA staff members; campus-wide Executive Board Members; multiple people.

INSTITUTION FACULTY/STAFF

Individuals who aid students in their academics, which includes professors, instructors, teaching assistants, counselors, and other academic affairs staff. This category is intended to recognize institutional faculty who have made a contribution to the residence life community both in and out of the classroom.

Important OTM Questions:
- Is the nominee a university academic faculty or staff member?
- How has the nominee contributed to the on-campus living community?
- Specific examples of unusual or extraordinary tasks addressed by the nominee?
- All fields completed, spelling/grammar/word counts accurate?

Acceptable Nominees: University faculty who assist with Residence Life organizations, programs, etc.
Ineligible Nominees: Undergraduate students; Residence Life Staff (RDs, HRs, SRAs, & RAs); non-academic faculty members.
ORGANIZATION

Any organization that has actively contributed to the student leadership, recognition, or other aspects of residence life during the month of nomination. This is for recognition of the organization as a whole and not just the accomplishments of a few members. Emphasis should be placed on the successes of the organization as well as how they have helped the campus in general and the residence life community.

Important OTM Questions:
- Is the nominee recognized as an official organization by university standards?
- How has the organization impacted both its members and the greater community?
- Specific examples of unusual or extraordinary tasks addressed by the nominees?
- All fields completed, spelling/grammar/word counts accurate?

Acceptable Nominees: RHA; NRHH; Rho Alpha Sigma, Hall Councils, Green Team, HAC, etc.

Ineligible Nominees: Staffs; committees; living communities; informal groups; individual people.

PROGRAMS

Community Service: A service or philanthropic program that benefits a group, charity, or other organization. This could include drives, fundraising, charity runs and/or book fairs, or other specific events. The program should focus on the importance of the residents giving back to their broader communities in which they live.

Important OTM Questions:
- What was the service project?
- Who did it benefit?
- How did the project impact the residential community?
- What makes this program unique?
- How did students take an active part in the program?

Diversity: 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.

Important OTM Questions:
- What were the goals of the program and how were they accomplished?
- How did the program serve to promote diversity and understanding?
- What makes this program unique?
- Did the program have a lasting effect on residents?
**Educational:** A program meant to educate residents about a topic, issue or idea. Programs nominated in this category can range from academic success programming, learning a new skill or promoting global citizenship, etc.

*Important OTM Questions:*
- How did the program educate students?
- How did the program educate students?
- How were the educational needs of the community addressed?
- What were the goals of the program and how were they accomplished?
- What makes the program unique?

**Passive:** 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.

*any program fitting in this category cannot be submitted for any other program category*

*Important OTM Questions:*
- passive program presented?
- How did the program educate students?
- How were the needs of the community addressed?
- What were the goals of the program and how were they accomplished?
- What makes the program unique?

**Social:** 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.

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

**Resident Assistant**

Any individual working as a Resident Assistant within a residence hall student staff who has impacted residents on their floor or in their hall, gone above and beyond the duties of their job, supporting residents in the communities in which they work, supported their residence life organizations, and/or made outstanding contributions to the hall in which they work during the month of nomination. The OTM should focus on the nominee’s accomplishments within the RA role, but may also include other roles or responsibilities taken on during the month of nomination, such as supporting the above-mentioned organizations.
**Important OTM Questions:**
- Is the nominee currently employed as an RA staff member?
- How has the nominee impacted residents in their community during the month of nomination?
- What additional responsibilities outside of his/her job requirements has the nominee taken on?
- Specific examples of unusual or extraordinary tasks addressed by the nominee?
- All fields completed, spelling/grammar/word counts accurate?

**Acceptable Nominees:** Resident Assistants, Senior Resident Assistants, and Head Residents.

**Ineligible Nominees:** Everyone else; Professional Staff; multiple people.

**RESIDENTIAL COMMUNITY**

Any residential community, such as wings, halls, floor, complexes, etc. This award should emphasize what this community has done as well as how it has supported others (both within and outside their community). This community being recognized must not be an official campus organization. Should illustrate what brings a group of individuals together and how they worked together as a group to accomplish their goals during the month of nomination. Communities that would be eligible for nomination in any other category are ineligible for nomination in the Community category.

**Important OTM Questions:**
- What unites these individuals as a community?
- What specific positive contributions did this community make during the month of nomination to enhance the lives of the group members or those around it?
- Specific examples of unusual or extraordinary tasks addressed by the nominees?
- All fields completed, spelling/grammar/word counts accurate?

**Acceptable Nominees:** Residential floors, apartments, wings, halls, complexes, etc.

**Ineligible Nominees:** Individual people; groups recognized as official organizations; committees; conference delegations, any community located off-campus, etc.

**RESIDENTIAL FACULTY/STAFF**

Individuals who aid residents within the housing campus community. This category is intended to recognize the Residence Life Faculty/Staff who are not eligible for the Resident Assistant category and who have made contributions to the residence life community.

**Important OTM Questions:**
- Is the nominee a university academic faculty or staff member?
- How has the nominee contributed to the on-campus living community?
- Specific examples of unusual or extraordinary tasks addressed by the nominee?
- All fields completed, spelling/grammar/word counts accurate?
Acceptable Nominees: Residence Life Staff (Maintenance, Housekeeping, Office Staff, etc.)
Ineligible Nominees: Undergraduate students, Graduate Hall Directors, academic faculty members.

SPOTLIGHT

Anything that does not fall under any of the other categories that you feel is worthy of an Of the Month recognition. Individuals or groups that would be eligible for nomination in any other category are ineligible for nomination in the Spotlight category.

Important OTM Questions:
- Is the nominee ineligible for nomination in every other category?
- How has the nominee positively impacted the on-campus living community?
- What is this nominee’s role in the lives of students? (Who are they?)
- Specific examples of unusual or extraordinary tasks addressed by the nominee(s)?
- All fields completed, spelling/grammar/word counts accurate?

Acceptable Nominees: Dining Services, Campus Police, etc.
Ineligible Nominees: Undergraduate students, organizations, advisors, etc.

STUDENT

Any individual enrolled as a student at the institution who has made outstanding contributions to the residence halls during the month of nomination. Things to consider may be students who have made a contribution to their floor, hall, residence life organization, etc. through leadership, motivation, programming, volunteering and/or being a role model for other residents during the month of nomination. This OTM may address several areas of student life, such as academics, leadership, involvement and more. Also of importance is how the nominee has balanced their roles as a leader and a student and the display of good academic choices. Advisors, executive board members, first year students and anyone that can be classified as being in the resident assistant category are not eligible for an award in this category.

Important OTM Questions:
- What has the nominee done during the month of nomination to distinguish it from other months?
- Has the nominee taken on leadership roles or responsibilities within their community?
- Has the nominee maintained a healthy balance between academics and other activities?
- Specific examples of unusual or extraordinary tasks addressed by the nominee?
- All fields completed, spelling/grammar/word counts accurate?

Acceptable Nominees: Students impacting those in the residence halls.
Ineligible Nominees: Individuals falling under any other categories, multiple people.
TIPS FOR WRITING QUALITY OTMS

➤ Don’t leave any fields on the OTM blank. Address, phone, and e-mail information are typically available through the Arkansas State Directories online at http://www.astate.edu/info/directories/. This information is helpful for when an OTM wins an award, as the winner usually receives a certificate congratulating them.

➤ Always proofread your OTM before submitting it. Make sure the category is correct.

➤ Define any acronyms when you use them for the first time to avoid confusion. The only exceptions to this are: OTM, NRHH, NACURH, and a region name such as SWACURH.

➤ Be specific and give examples whenever possible. Quotes can be helpful, as well.

➤ Make sure the OTM is month-specific and illustrates how the nominee went above and beyond.

➤ Don’t write an OTM to win an award, but rather to recognize someone for a job well done.

➤ Submit your OTM before the deadline, typically 11:59 PM on the last day of every month.

➤ Have fun, and never hesitate to recognize someone for his or her accomplishments.