

Great Lakes

AFFILIATE



Introduction to OTMs Guide

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2016-2017

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What is an OTM?

An OTM - "Of The Month" - is an award recognizing an outstanding person, group or program on a university or college campus during a specific month. This individual is someone who went above and beyond their usual responsibilities. OTMs come in various categories, including but not limited to; Student Of The Month, Residence Life Professional Staff Of The Month (new name), Social Program Of The Month, Diversity Program Of The Month, Graduate Assistant Of The Month, Student Staff Member Of The Month (new category) and many more. Category descriptions can be found further in this guide.

Why write an OTM?

Writing OTM nominations is a great way to recognize those on your campus who are doing amazing things and going above and beyond each month. Once nominated, that individual can be recognized on your campus, in the region, and even on the NACURH level for what they've done. Anyone can write an OTM for anyone on your campus, including students and professional staff members. OTMs are great ways to show the region and all of NACURH what your school is doing! Considering one of NRHH's two values is recognition this is the organization's cornerstone for putting ideas into practice.

What to include in an OTM?

As you may have noticed above it is important to recognize individuals on your campuses that have gone above and beyond their call of duty. There is an expectation that those individuals on your campuses meet their responsibilities. However, the purpose of OTM's is to truly recognize those individuals who went out of their way, worked extra hard, or did something that is truly worth recognizing. Keep in mind that OTM's are month specific. What this means is that though longitudinal accomplishments are wonderful, great, and something to include in an OTM if applicable, that you want the main focus of the OTM to remain about what that individual specifically accomplished that particular month. Try to be as detailed and specific as possible in your writing but try not to ramble on. I highly recommend exhausting your word cap to better paint the picture and describe why an individual or a program deserves to win an OTM. However, quantity does not equal quality. What this means is that a concise and direct OTM can be better and win over a lengthy OTM if loosely written etc. Additionally, remember that OTM's submitted to the region are, in a way, a reflection of your campus. Always put your best foot forward as the region will additionally put our best foot forward in the form of a regional winner to best represent GLACURH at the NACURH level.

OTM Categories

The following are the categories you can choose to write an OTM for. The descriptions that follow each one should give you an idea of who or what fits into that category and are taken directly from the OTM database.

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. Examples include, but are not limited to: RHA Advisor, NRHH Advisor, Area Council Advisor, Hall Council Advisor, Resident Assistant Advisory Board, 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. Examples include, but are not limited to: drives, fundraisers, day of service, etc...

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.

Educational Program

A program meant to educate residents about a topic, issue or idea. Programs nominated in this category can include, but are not limited to programming focused on academic success, learning a new skill, promoting global citizenship, etc...

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. Examples include, but are not limited to: Executive Board Members or Chair Positions in RHA, NRHH, Etc...

OTM Categories Cont.

First Year Student

This category includes student 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. The nominee must be in their first year at their current institution. Submissions in this category may emphasize academics, leadership, involvement, and 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.

Institution Faculty/Staff

This category includes individuals outside of residence life who aid students in their academics and/or personal affairs. 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. Examples include, but are not limited to: Professors, Instructors, Teaching Assistants, Counselors, Other Academic Affairs Staff, Custodial/Maintenance Staff/ Public Safety Officers, Dining Service Staff, Health Services, Etc...

Organization

Any organization that has actively contributed to the student leadership, recognition, or other aspects of residence life during the month of nomination. Emphasis should be placed on the successes of the organization as a whole, not just a few members and should detail how they have helped the campus in general and the residence life community. Examples include, but are not limited to: Hall Councils, Executive Boards, Advisory Councils, Community Activities Board, Leadership Involvement Team, NRHH Chapters, etc... and Organizations Outside of Residential Life that positively impact resident students.

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.

Residence Life Professional Staff (New Name)

This category includes 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 in the month of nomination. Examples include, but are not limited to: Hall Directors, Graduate Assistants in Residence Life, Directors of Residential Life, Area Coordinators, Residential Life Office Secretaries, Etc..

OTM Categories Cont.

Resident Assistant

Any individual within a residence hall student staff who has worked with/impacted residents on their floor or in their hall. Nominees should have gone above and beyond the duties as outlined in their job description to support residents in the communities in which they work as well as 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. Examples include, but are not limited to: Resident Assistant, Community Assistants, Senior Resident Assistants or any other positions equivalent to the RA position.

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). The community being recognized must not be an official campus organization. The submissions should illustrate what brings a group of individuals together and how they worked 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.

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.

Spotlight

This category includes anything that does not fall under any of the other categories that you feel is worthy of 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.

OTM Categories Cont.

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. Nominees could include, but are not limited to 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 etc... 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.

Student Staff Member (New Category)

Any individual within a residence hall student staff position that has worked to create a positive experience for the residential community. This category is intended to recognize student staff members while these students are not working in the capacity of a Resident Assistant or Executive Board Member position and who have made outstanding contributions to the residence life community in the month of nomination. Nominees should have gone above and beyond the duties as outlined in their job description, and the OTM should focus on the nominee's accomplishments within the student staff role, but may also include other roles or responsibilities taken on during the month of nomination. Examples include any residence life student staff position, including but not limited to: housing student/office assistants, front desk/office assistants/attendants, student maintenance/custodian assistants, marketing assistants, housing ambassadors/tour guides, security assistants, residence hall safety/patrol workers, programming assistant, learning community liaison, diversity mentors and academic support/tutor; however, this should not include paid executive board members of RHA/NRHH, or other hall council positions.

The Life of an OTM

Once you submit an OTM, it starts out on a “journey” to (hopefully) gain more recognition. The following chart shows the process (or life) of an OTM following submission:



OTM submissions on the campus level have various due dates at the discretion of the institution. However, it is likely close to the first of the month. For example, OTM submissions for December would be due by December 31st at 11:59PM EST for the campus level.

After that deadline has passed, your campus NRHH chapter or campus OTM Selection Committee will meet either in person or electronically and vote on all submissions to determine campus winners. Those winners are recognized on the campus level and are also submitted to GLACURH to be considered for regional recognition. Do not forget to submit your campus winners to the region as this is not an automatic process. This is typically done by your campus (OTM) administrator.

*The deadline to submit campus winning OTMs to the region is the 9th of each month by 11:59PM EST.

OTMs submitted to GLACURH are reviewed and voted on by the Regional OTM Selection Committee between the 11th and 15th of each month. The OTM in each category that receives the most votes is declared the regional winner or otherwise determined at the discretion of the GLACURH AD-NRHH. Regional OTM winners are announced by the 17th of each month by 11:59PM EST and then submitted to NACURH via the GLACURH AD-NRHH to be considered for NACURH level recognition. The process is then repeated by the NACURH OTM Selection Committee to determine the NACURH winners each month.