



OTMS (OF THE MONTHS) GUIDE

WHAT IS AN OTM?

An “Of The Month” or OTM is a great way to recognize someone for a job well done! Any person can submit them and campus winners will be determined each month by the NRHH recognition committee. Any school affiliated with NACURH is eligible to make or receive an 'Of the Month' award and/or nomination. The OTM must be month specific, meaning the nomination should only focus on the month for which it is written. The information outlined below is designed to assist you in writing a quality nomination.

For details about how to write OTMs, read the [OTM guide](#).
Go to <http://otms.nrhh.org> to submit your OTMs.

WHO/WHAT CAN I NOMINATE?

You can make OTM nominations in the following categories:

OTM Category:	The Nominees:
Advisor	Community Directors, RHA Advisors, NRHH Advisors.
Community	Halls, Floors, Wings, RA Staffs, Eboards, Delegations, Community.
Executive Board Member	All Eboard members of RHA and NRHH only.
Faculty/Staff	Professors, instructors, TAs, counselors.
First Year Student	All students living on campus during their first year. Can be a governor or Community Government Member.
Organization	RHA at-large, NRHH Chapter, Community Government.
Programs	Community Service, Diversity, Educational, Social
Resident Advisor	All RAs and RAMs, unless they are an Eboard member too.
Spotlight	Food service personnel, night security staff, janitorial staff, Housing Admins/Professional Staff Members, any other person or initiative that does not fit into any of the other categories. NO RAs or Students.
Student	Community Managers, Office Assistants, Residential Computing Consultants, Community Governors, Community Government Members, any other student that is NOT a first year. NO RAs or Eboard members.

ADVISOR

- How did the individual recognize the students s/he advises in the month of nomination?
- How did the individual impact students s/he advises during the month of nomination?

- Through the course of his/her work, in what ways is this person contributing to the student affairs profession?
- What outstanding accomplishments merit recognition of the individual this month?

The focus of the Advisor OTM should be based on the **impact s/he makes in the lives of students**. Personal examples are often the best way to express the intangible contributions of an advisor. The nomination should display how the advisor was instrumental in helping the leaders they work with grow, learn, and develop.

COMMUNITY

- What brings the group of people together?
- What specific positive contributions did they make this month to enhance the lives of the group members or those around it?
- What makes this community different from other communities? (Examples include participation and enthusiasm as a group.)

This award is designed to recognize the contributions of **residential and working communities** and the impact they have on their students and the rest of campus. The community OTM is designed to reward communities to show that their efforts and dedication has not gone unnoticed. Since a community is difficult to define, any residential life community is eligible for this award. For example: **wings, halls, floors, complexes, executive boards, RA staffs, etc.** Residence life organizations may not be nominated for this award.

EXECUTIVE BOARD MEMBER

- Is the individual from a residence hall governing body or NRHH Chapter?
- What outstanding accomplishments merit recognition of this individual this month?
- How did the Executive Board Member exceed the responsibilities of his/her position during the month of the nomination?
- How has the individual grown as a result of the challenges s/he has faced?

Be sure the person you are nominating for this award is eligible to receive it. The nominee needs to be from the **residence life organization**. Bring out the nominee's special efforts, not just fulfilling the job requirements of the position.

FACULTY

- How did the individual aid and/or impact the students s/he comes into contact with in the month of nomination?
- Through the course of his/her work, in what ways has this individual contributing to the academic affairs profession?
- What educational/developmental contribution have they given to students in the residence halls during the month of nomination?
- What outstanding accomplishments merit recognition of the individual this month?

The focus of the Faculty OTM should be based on the impact that s/he makes in the lives of students. This category **is used for professors, instructors, teaching assistants, counselors and other academic affairs staff**. This category **excludes** hall directors, residence life coordinators (or equivalents), and other housing personnel that would be submitted under the spotlight category.

The nomination should display how the faculty/staff member was instrumental in helping the students they interact with grow and develop.

FIRST YEAR EXPERIENCE

- What outstanding contributions did the individual make during the month of nomination?
- What interaction did the nominee have with his/her residence hall government or individual hall during the month of nomination?
- What organizations and activities was the individual involved in during the month of nomination?
- How does the student recognize and motivate others?

This category is intended for a student leader who puts forth special effort during the month of nomination. Possible things to include in the nomination could be leadership development, contribution to the people in her/his community, and his/her activities. Please note that **only students that have lived in the residence hall for less than a year or have started their first year involvement in hall government are eligible.**

ORGANIZATION

- Is the nomination month specific? What set this month apart from other months?
- What is the focus of the organization? (i.e. programming, advocacy, recognition, etc.)
- How did the organization contribute to the residential community and the general community of the institution?
- How did the organization interact with the region and with NACURH?

This category is to recognize an outstanding residence life organization (such as an RHA, NRHH Chapter, RA Council, or Hall Council), not an outstanding member. Nominations should be **organization specific and not concentrate on the efforts of a few individuals.** Review the purpose and goals of the organization before writing the nomination.

PROGRAMS

Community Service:

- What was the service project and 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:

- How did the program serve to promote diversity and understanding?
- What makes this program unique?
- What were the program's goals and how were they accomplished?
- Did the program have a lasting effect on residents?

Social:

- How did it get residents to interact with each other?
- What makes the program unique?
- What was the purpose of the program?
- How can the program be adapted to other campuses?

Educational:

- How did the program educate students?
- How were the educational needs of the community addressed?

- What were the program's goals and how were they accomplished?
- What makes the program unique?

RESIDENTIAL ASSISTANT

- How well does the nominee work with residents and what impact has s/he had during the month of nomination?
- How has the nominee fulfilled and gone above his/her job responsibility during the month of nomination?
- Are there any specific projects in support of hall government or committees in which she/he participates?

A residential assistant should be an undergraduate/graduate student who lives with residents in order to build and facilitate community. Residential assistants typically do not supervise a staff. Include the job requirements and show how the nominee has gone above and beyond those requirements.

SPOTLIGHT

- What contributions did the individual/group make to students living in the residence halls during the month of nomination?
- How has the person/group exceeded what would normally be expected of them in their position?

This category is to recognize the efforts of people who do not fall into any other categories; therefore, the nominee **cannot be an advisor, executive board member, residential assistant, or student**. Possible nominees could be food service personnel, night security staff, or janitorial staff. Please include how this person/group has helped an individual or contributed to the well being of the community.

STUDENT

- What outstanding contributions did the individual make during the month of nomination?
- How has this person impacted the residence halls and campus?
- What interaction did the nominee have with his/her residence hall government or individual hall during the month of nomination?
- What organizations and activities was the individual involved in during the month of nomination?
- How does the student recognize and motivate others?

This category is intended for a student leader who puts forth special effort during the month of nomination. Possible things to include in the nomination could be leadership development, contribution to the people in her/his community, and his/her activities. Please note that **RHA executive board members, advisors, and residential assistants are not eligible for this award**.

SOME OTHER GUIDELINES...

1. **Specific:** Do you include specific examples in your OTM? Instead of just mentioning 'a program' or 'she is very nice' go into detail and show just how the nominee is deserving of this award.
2. **Personal:** How has the nominee impacted your life during the month of nomination? This quality is especially important in the advisor category.
3. **Explanatory:** Do you explain job descriptions and acronyms? The person reading your OTM might not know how things are at UNC, so explain! If you don't list job descriptions, how then can you show that the person has gone above and beyond?
4. **Creative:** Is your OTM funny? Does it pull the reader in? For program OTMs, is it something unique and unusual?
5. **Inspiring:** How did your group work together as a team? How did the nominee go above and beyond during that month? How was the program impactful?
6. **Arrangement:** Does your OTM have paragraphs? An introduction and conclusion? Did you spell-check?
7. **Lengthy:** Have you maxed out your word count? For non-program categories, aim to write at least 500 words out of the 600 word count. For program categories, make sure that the reader has a good understanding on every aspect of the program.