

# GLACURH

# Advisor Handbook

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## **What is Your Role as an Advisor?**

As an Advisor to a Residence Hall Association (RHA) or National Residence Hall Honorary (NRHH) chapter, you wear many different hats. Each college and university has different functions and responsibilities for their Advisor. GLACURH and NACURH prepare Advisors on a local, regional and international level for their varied responsibilities. Within NACURH, your role as an Advisor to a delegation and/or NCC/NRHH CC is to guarantee that your delegates get to and from conferences as safely as possible; make sure that they are learning valuable skills from the programs they attend at conferences; support them in their endeavors of being involved in the region and NACURH; assist their leadership development and garnish skills that will make you a better Advisor.

The Regional Advisor's role is to advise the Regional Board of Directors on all matters concerning the region. The position is varied in its responsibilities. The Regional Advisor serves a three-year term. Additionally, the Regional Advisor works, in conjunction with the Regional Director and Associate Director for Finance and Administration, with conference staffs to ensure that their conferences are well-prepared. Throughout the year, the Regional Advisor will work closely with the Regional Board of Directors on many regional issues ranging from policies to financial matters to recognition.

## **What is an NCC?**

NCC stands for National Communications Coordinator. But what does it mean to be an NCC? What exactly does it mean to communicate with the rest of the NACURH?

The NCC is the voting representative of each college and university at the regional level of RHA- in other words, the NCC is the person who sits at the table at NACURH and regional conferences representing their school and voting on issues in a way that benefits their host institution the most

## **The Five Parts to a GLACURH NCC**

### **1. Affiliation**

- Completes online affiliation form.
- Updates officer name and contact information changes.
- Compiles and submits NIC report for entry to the Resource File Index (RFI).

- Submits dues prior to start of regional conference.

## **2. Recognizes**

- Submits "Of-The-Month" (OTM) nominations: Advisor, Community Service Program, Diversity Program, Educational Program, Executive Board Member, First Year Student, Institution Faculty/Staff, Organization, Resident Assistant, Residential Community, Residence Life Faculty/Staff, Passive Program, Social Program, Spotlight and Student (submit by campus due date; campus OTM administrator submits to GLACURH by 11:59 p.m. Central on the 10<sup>th</sup> of each month).
- Supports campus chapter of the National Residence Hall Honorary (NRHH).
- Bids for regional and national awards.

## **3. Program Resource On Campus**

- Utilizes and shares information from the RFI.
- Encourages delegates to attend and present programs at sub-regional, regional and national conferences.

## **4. Organizes**

- Coordinates delegations for conferences.
- Arranges registration and travel plans for conferences.

## **5. Represents**

- Your school to the GLACURH Regional Board of Directors and the NACURH Board of Directors.
- Your school at the GLACURH regional business meetings (GLACURH and No Frills).
- Your school and the GLACURH region at the NCC Corporate Business Meeting.

## **The Big Picture**

The amount of benefits which you and your entire school/organization receive from GLACURH and NACURH will be in direct proportion to the time and work that your NCC devotes to the organization. Great potential must be converted in order to make a difference!

## **NACURH: The Largest Student-Run Organization in the World**

- NACURH is comprised of eight affiliates: Great Lakes, Central Atlantic, Intermountain, Midwest, North East, Pacific, South Atlantic and South West.
- NACURH has two offices: NACURH Information Center (NIC) and NACURH Services and Recognition Office (NSRO).
- Each NACURH school selects at least one National Communications Coordinator (NCC). NCCs serve as the communication links between their RHAs, other schools and the regional and national offices.
- NACURH is an incorporated, non-profit organization. The NACURH Board of Directors (NBD) consists of eight Regional Directors (voting members), eight Associate Directors (Finance Officers), four Executives, two Office Directors, the NACURH Advisor, the Conference Resource Consultant, the NACURH Conference Chairperson, the NACURH Conference NBD Liaison and the NACURH Conference Finance Chair. Each member school, through its NCC, has a vote in the corporate body. The NACURH NRHH Board (NNB) consists of eight Associate Directors of NRHH, the NACURH Associate for NRHH and two Office Associate Directors for NRHH.
- NACURH is funded by membership dues, corporate contracts and the interest from the reserve accounts.
- One of NACURH's major services is the Resource File Index (RFI-database of all programs collected since the 1950s).
- Awards are major recognition tools for NACURH member schools: Of The Month Awards (OTMs), Of The Year Awards (OTYs), Program of the Year (POY), Student Award for Leadership Training (SALT), School of the Year (SOY), Association of Alumni and Friends of NACURH (AAFN).
- Many of our positions have acronyms, too: Associate Director (AD), Conference Resource Consultant (CRC), NACURH Board of Directors (NBD), National Communications Coordinator (NCC), Regional Board of Directors (RBD) Regional Communications Coordinator (RCC), Residence Hall Association/Assembly (RHA), Hall Council (HC).
- The NACURH Information Center (NIC) is home of the NACURH resource files, containing thousands of programs in over 30 categories ranging from

alcohol awareness to leadership training.

- Three major conferences are held each year. The GLACURH regional conference is usually held in November, the No Frills business meeting is usually held in February/March and the NACURH conference is held in May/June. Additionally, sub-regions host conferences as well, typically in February/March. A variety of sessions are presented, giving new insights into programming, policy changes, personal leadership skills and much more. Conferences are extremely motivating.
- Corporate Contract: NACURH endorses the services On Campus Marketing (OCM). The organization is an expert in the area of no-risk fund-raisers for your Residence Hall Association.
- Communication: The NACURH Network (newsletter), the MOWII Messenger (regional newsletter), websites, listservs, Skype, gchat, phone calls and email are all ways in which NACURH/GLACURH communicates.
- Recognition: Outstanding students who have contributed to their RHA, region, and NACURH as a whole are recognized through OTMs, GLACURH and NACURH awards and induction into the Association of Alumni and Friends of NACURH (AAFN).
- Program Development and Leadership Training: By way of conference attendance, idea and information sharing, cooperation and communication between NCCs of member schools, and use of the RFI.
- Professional Affiliations: NACURH is represented well with the Association of College and University Housing Officers-International (ACUHO-I) and with the American College Personnel Association (ACPA).
- Intangibles: Motivation, group unity, sense of identity, involvement, pride, recognition and reward.
- The Great Lakes Affiliate is comprised of the following states and province, each considered a sub-region: Michigan, Ontario, Wisconsin, Illinois and Indiana.
- The Regional Board of Directors consists of the Regional Director, Associate Director for Finance and Administration, Associate Director of NRHH, Regional Communications Coordinators (Michigan, Ontario, Wisconsin, Illinois and Indiana), Parliamentarian, Conference Chair(s) and the Regional Advisor.
- Each member school is represented by an NCC at regional and national

business meetings.

### **Conference Awards**

- **Most Spirited Delegation (Large and Small School)** is based on spirit, sportsmanship, and enthusiasm displayed at the conference.
- **Best School Roll Call (Large and Small School)** is awarded at the regional conference to the school(s) that have the best roll call.
- **Best School Display (Large and Small School)** is based on creativity/originality, relation to conference theme, aesthetic value and general appearance, general information about school, relevant information for delegates.
- **Best School Banner (Large and Small School)** is based on creativity/originality, relation to conference theme, aesthetic value and general appearance.
- **Top Ten Programs** are determined by delegates at the conference, through program evaluations. The Top Ten Programs are brought back for an encore towards the end of the conference.
- **Conference Scholarship** is selected through an application process and presented to a school attending GLACURH. The scholarship may cover up to three attendees, including a maximum of one Advisor and a minimum of one CC.

### **Individual Awards**

- **GLACURH/NACURH Four-Year Service Pins** recognize individuals who have contributed to their member institution's residential community, GLACURH/NACURH during a four year period (symbolizing the four years of attending college). These awards are given at the annual conferences.
- **Association of Alumni and Friends of NACURH (AAFN)** recognizes individuals that have made major contributions and service to their school and NACURH. This award is nominated by the individual's member school or the GLACURH CCs and is paid for induction into the organization by the individual's school or GLACURH. The award is typically selected at the No Frills Conference.
- **Silver Pins** are awarded by the Regional Director to no more than eight individuals who have contributed to the success of the organization. This

is the highest honor bestowed by each of the eight Regional Directors. This award is selected and given throughout the Director's term in office.

- **NACURH Gold Pins** are awarded each year by the NACURH Chairperson to up to eight people whose continued service, dedication, and support have helped the organization excel. This is the highest possible award in NACURH, Inc. This award is given at the NACURH Conference.
- **Student of the Year** recognizes the efforts of an outstanding student (non-NCC, RBD, NBD/NNB) over a one-year period who has made significant contributions to their school, their community, and their region. This award is selected at the GLACURH Conference.
- **First Year Experience Award** recognizes the outstanding contributions of a first year student to their campus, the region and NACURH. This award is selected at the No Frills Conference.
- **\*OCM NCC of the Year** is awarded to the NCC who was most active in and supportive of GLACURH, NACURH, and his/her school during the year. This award is selected at the No Frills Conference.
- **\*OCM NRHH Outstanding Member of the Year** recognizes outstanding service to GLACURH and NACURH through NRHH by an individual who has been directly affiliated with the organization. This award is selected at the GLACURH conference.
- **Distinguished Service Award** recognizes the outstanding lifetime achievement of a student (non-NCC, RBD, NBD/NNB) who has provided distinguished student leadership to his/her school, GLACURH and NACURH. This award is selected at the GLACURH Conference.
- **Advisor of the Year** recognizes outstanding contributions made by an advisor of an affiliated governing body of GLACURH. This award is selected at the GLACURH conference.
- **Hallenbeck Service Award** is awarded to an advisor or student affairs professional with outstanding life-time service to their region(s) or NACURH. This award is selected at the GLACURH Conference.

### **School Awards**

- **School of the Year** recognizes outstanding achievements on the campus level by a residence hall organization and associated groups, as well as

contributions on regional and NACURH levels. This award is selected at the GLACURH conference.

- **RHA Building Block Award** recognizes those RHAs that are still growing. It recognizes outstanding achievement and growth on a campus, regional and NACURH level. This award is selected at the No Frills conference.
- **NRHH Building Block** recognizes an NRHH Chapter which shows outstanding growth and development during the year of nomination. This award is selected at the No Frills conference.
- **NRHH Outstanding Chapter of the Year** is presented to the NRHH Chapter that has best exemplified the criteria, service and character of NRHH. This award is selected at the GLACURH conference.
- **GLACURH Program of the Year Award** recognizes outstanding student-implemented programs in the residence halls of GLACURH member schools. This award is selected at the GLACURH conference.
- **NACURH/ACUHO-I Program of the Year Award** recognizes the program chosen as best in NACURH by the NBD. Schools submit written bids to the Conference Resource Consultant by December 1<sup>st</sup>. In January, the NBD chooses two finalists to present at the NACURH conference. The NBD then selects the winner. The winner receives a \$2,000 grant from ACUHO-I; the runner-up receives \$500.

Then a school, program, organization, or person deserves to be recognized at the regional or NACURH level, they are nominated for an award at the conference. The process, which may include a written document and in some cases an oral presentation, is called a bid. Also, the process of running for an elected position on a regional or NACURH board is bidding. A school may also bid to host a conference the next year. You can bid for:

- **a position on the Regional Board of Directors**
- **a conference**
- **an award (all awards listed above)**

**The first step for considering what to write for a bid is to read through the documentation of what is required for the bid.**

- The candidate must fit all requirements for the award or position.

- The next step is to submit a letter of intent (a statement that a bid will be written for this award, usually emailed to the Director and/or a specific email account).
- Written bids are always typed. Bids include specific content and have a format that must be followed.
- Beyond the basic requirements, bids are made more fun with graphics, pictures, color, and/or a fun theme that is included throughout.
- Bids for awards must be DATE specific- for example, if bidding at GLACURH, the time frame of the content must be from the previous GLACURH to the upcoming GLACURH conference. The same is true for the other conferences.
- Content of bids may vary greatly depending on the award, but there are several common components. For example, many bids require letters of recommendation, cover pages, budgets, and/or lists of experience. Bids can range from 30 page limits (bids such as School of the Year or conference bids) to only eight pages.
- Positional bids usually include three main components: previous experience, goals for the position, and letters of recommendation.
- Once bids are written and submitted to [gl\\_bids@nacurh.org](mailto:gl_bids@nacurh.org), they are posted online for CCs to review.
- Oral bids require a timed presentation, followed by time for CCs to ask questions of the presenters.
- Examples of bids are available from the Resource File Index (RFI) through NACURH.
- Requirements for bids can be found in the GLACURH governing documents.  
**Please consult the GLACURH governing documents for exact bid requirements.**

## **A Short Guide on What to Look for in a Bid**

### **• Positional Bids (3 Main Parts)**

- Knowledge of Position- this doesn't necessarily mean experience, but it includes experience, research (reading Robert's Rules, knowledge of policies, speaking with previous position holders and current RBD).
- Goals- improvements for the position; things the person is promising to

do that have never been done before; steps to make the position function better. In other words, what they are going to do to revitalize the organization!

- Enthusiasm- in any volunteer position someone who is going to participate has to want to do it. They have to show their love for the organization and for the goals that we try to accomplish. They have to want the position for the right reasons- to improve life on campuses in the region and internationally. They also have to have the energy to handle the taxing parts of the job.
- **Award Bids**
  - Look for what makes them outstanding. To deserve an award, the school must have worked hard to improve their campus in some way. Presentation counts. More often than not, the deciding factor of a bid is the presentation. How clear is the message they are trying to communicate? Is their speech well-rehearsed and easy to understand? Does their bid flow well and can you pick out main points/major things that they did? The sum of a bid shouldn't be judged on how entertaining it is, but when you're comparing schools of equal programming, policy, and enthusiasm, the better displayed school usually wins.
- **Conference Bids**
  - A conference bid essentially is a rough draft. The bid team will work to improve the conference after writing and presenting the bid, including trying to reduce costs, updating the budget, and working on many other details that may not have been foreseen while they were preparing for the presentation. A conference won't be perfect.
  - Budget is critical. If something major goes wrong with the conference finances, GLACURH may need to cover a portion of a deficit, depending on the size of it. This would impact the region's finances greatly.

### **General Guidelines for Question and Answer**

- Be consistent- ask the same questions of all the candidates. How can you compare one person's response to another person's response if you don't have the same information from them?
- What the candidates are doing is voluntary. Before you ask them a question, make sure it is one that you would want to be asked.
- Always phrase questions in non-accusing ways. The purpose of Q&A is to extract information that wasn't presented in the oral or written bid. Don't ask candidates to repeat what was already said or written. You can ask for people to elaborate on something. While getting enough details from the presenter is important, remember that the longer Q&A goes on, the more stressful it typically is for a presenter. The more questions and the number of times Q&A is extended likely will have a negative effect on the presenter.

## What is NRHH??? What is an OTM???

The National Residence Hall Honorary (NRHH) is an organization similar to National Honor Society in high school. It's comprised of the top 1% of all on-campus leaders. One of NRHH's goals is to recognize those people who do outstanding things around campuses. One of the ways they recognize people is through Of the Month Awards. **OTMs**, as they are commonly known, are awarded each month to people who have been nominated in **categories** such as:

- **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.
- **Community Service Program**---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.
- **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 range from academic success programming, learning a new skill or 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.
- **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.
- **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.
- **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.

- **Resident Assistant**---Any individual within a residence hall student staff who has worked with/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.
- **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.
- **Residence Life 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.
- **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.
- **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**---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.
- **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.

To submit an OTM, a simple form is filled out at [otms.nrhh.org/](http://otms.nrhh.org/). The OTM is then turned in to the NRHH chapter at your school. (If you do not have an NRHH chapter, you can still submit OTM nominations to the Associate Director of NRHH by 11:59 p.m. on the 10th of each month following the month you wish to recognize someone's efforts for). The winner from your campus level is then sent to the regional level. Regional winners are submitted to the NACURH level to compete. It's definitely a feeling of accomplishment when an OTM you have written (or received for that matter) wins on the NACURH level!

RHA representatives and/or advisors have the opportunity to see, for example, if someone plans and implements an outstanding program that deserves an award. You could nominate the great accomplishments of those who live in your hall- why not take a small amount of time and recognize them for it, so they are encouraged to continue doing good work!

**Writing OTMs is easy. For each category, there is a simple form that you fill out. The form includes:**

- School
- Region (GLACURH)
- Nominee (who the award is for)
- Nominator: (who's writing it)
- Address (of both)
- Phone (of both)
- Email: (of both)
- On-Campus Population
- Word Count

**Program OTMs also include:**

- Target Population (number of people that they hoped would attend)
- Number of People in Attendance
- Number of People Needed to Organize
- Time Needed to Organize
- Dates

- Cost
- Origin (where it came from)

### **What do I write about?**

Each OTM is a short essay about what makes the nominee worthy of the award. Common things to include: how they fulfilled their job; what they did above and beyond their job; and what makes them unique.

### **What if I want to nominate someone who doesn't fit in the categories?**

That is why the Spotlight OTM was created- it allows you to nominate anyone who doesn't fit into the typical OTM categories!

### **Where can I find more information about NRHH?**

<http://www.nrhh.nacurh.org/>

### **There are 3 easy steps to keeping your school in good standing each year with GLACURH and NACURH!**

- Pay affiliation dues: for small schools (on-campus population under 1,000) the annual fee is \$85; for large schools, the fee is \$110
- Submit RHA, NRHH (if applicable) contact information
- Submit Resource File Index (RFI) report and NRHH constitution (if applicable)

### **How to Submit to the RFI**

Your submission for the Resource File Index (RFI) promotes the exchange of ideas among member schools. This is one of the most important things that your NCC will do. Your RFI submission serves as a valuable tool for other schools. With this in mind, the submission should not be a wrap-up report of what your RHA did during the past year. Instead, it should showcase something successful that your RHA did during the past year that made your RHA proud.

### **Select a Topic**

Select an aspect of your residence hall system that your school is proud of. Be creative! The submission should cover a topic of interest that proves useful and helpful such that other schools will want to review it. Possible topics that your

students may wish to cover include training programs, social/educational programs and fundraisers. Don't limit yourself! Once written, you should be able to answer yes to the following questions:

- Would my school want and utilize the information that is being submitting?
- Would my school be able to duplicate the program with the given information?
- Are there enough details given?
- Is the submission creative and interesting?

**Please see "How to Write a Correct RFI" (attached, Appendix A; from <http://www.nacurh.org>) for more information!**

## **Transitioning**

Remember when you got this job? Did you get transitioned? Didn't it feel good to know what you were doing? You didn't get transitioned? Didn't you hate the feeling of not knowing what to do? Whatever your circumstance was, it is very important to transition the person taking your position. Make sure they know what they are doing...it will be a reflection of your school!

## **What to Include in Transitioning**

Passing of materials: NACURH NCC Handbook; NACURH Board of Directors Policy Book; Regional Policy book; RFI information; RBD contact information; list of important dates/conferences (GLACURH, No Frills, NACURH, sub-regional organization information); bid deadlines; major on-campus events; traditions; goals that were accomplished; goals that were not accomplished.

Also, be sure to keep a collection of bids your school has submitted-especially winning bids!

## **Suggestions for Transitioning**

- Start early!!!
- Keep everything on computer or in some sort of electronic file, if possible.
- Keep the history of your organization(s): who held which positions when, what they accomplished during their term.

## **Conferences**

**Please see Pre-Conference Advising Guide, Conference Advising, Post-Conference Advising Guide, Conference Advising Tips, and Advisor Calendar (attached, Appendix B)!**

### **For More Information...**

- NACURH: [www.nacurh.org](http://www.nacurh.org)
- GLACURH: <http://www.glacurh.nacurh.org/>

## Appendix A

How to Write a **Correct** RFI Report [Title of *RFI Report*]  
NACURH Information Center [School *Name*]  
2011-2012 Affiliation Year [Affiliation *Year*]  
Pages: 7 [# of *Pages incl. Cover*]

**Abstract:** This document will show you how to create an RFI report in the proper format! Without certain features, your RFI will not be accepted and you will be asked to correct your report and resubmit it. If you use this guide as a model your RFI report will be properly formatted from the start and help you to get your school affiliated faster!

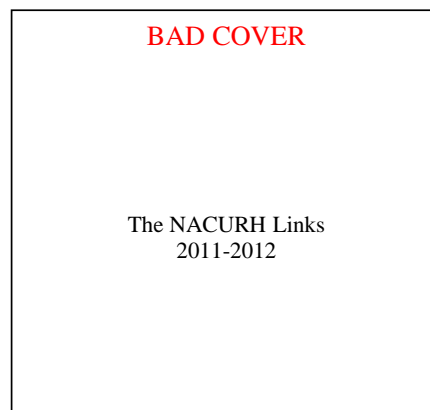
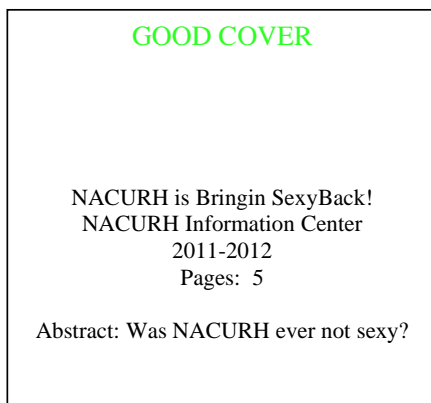
Hello there NACURH!

This is the NACURH Information Center providing you some helpful hints in writing *your next* RFI report! Of course, we have some major requirements to ensure that there is consistency in our RFI reports, and to guarantee that your affiliation process goes smoothly, we will list them all right now!

1. The cover

- a. The cover of the report can be as fancy as you want it, but there **HAS** to be at least five pieces of information on it:
  - i. Title of the RFI report
  - ii. School that is submitting the report
  - iii. The affiliation year that the report will apply to
  - iv. The number of pages of the report, including the cover page
  - v. An abstract summarizing your report
- b. It can be any text, any size, and include any pictures you want, but if we see any of those five pieces missing, we will have to temporarily deny your RFI report while you make the necessary additions! Avoid any unwanted delays and double-check your work before submitting it!

Here are some examples of a good and bad RFI report cover:



## 2. The body of the report

a. Again, while you may be as fancy as you want, there are some key components of the report that you need before submitting it to the NIC.

i. Body of text must be 10-12 point font, preferably Times New Roman but you can go with anything so long as it is legible. You can also choose to double-space it. There is no maximum page limit but the **minimum** is **FIVE PAGES**.

ii. There **MUST** be page numbers somewhere in the margins of the report. They *cannot* be handwritten. It's a simple process to do. Just right click on the bottom or top bar of the page you're typing on, then click "Edit Header/Footer". After you reach the menu, insert a page number in any fashion you prefer, and then select the option "Different First Page" to remove the page number from being show on the cover.

iii. The subject of the report can pertain to any of the topic areas listed on the Resource File Index (RFI). That can be found at <http://www.nacurh.org/RFI.php>.

iv. The RFI report **MUST BE** submitted in PDF form. You can convert the document online or using Adobe Acrobat Professional software. Some website to take a look at include:

1. <http://www.doc2pdf.net/> | <http://www.doc-pdf.com/> | <http://www.pdfonline.com/>

v. When you submit the RFI report, rename the file as such:

1. (School Name) – (Title) – (Year) or NIC – How to Write a Good  
RFI Report - 2010

GOOD RFI REPORT	BAD RFI REPORT
Insert text here about any topic you wish within the RFI guidelines along with any pictures you deem necessary. 10-12 pt. font and double-spaced. Don't forget those page numbers!	If you use any fonts smaller than 10 and decrease margins or use three-point spacing, and if you forget the page numbers, your report WILL NOT be accepted!
2	

*Note: Do not try and submit a past RFI report. They can and will be checked against the past record and if this is done so, then the NIC Director will place your school in temporary bad standing until a new RFI report is submitted.*

Exemptions:

There are a few exemptions to the rule:

1. If your school is a new affiliate or has not affiliated within the last three years. In this case, you are free from submitting an RFI report to the NIC for affiliations. **YOU MUST NOTIFY THE NIC OF THIS STATUS WHEN AFFILIATING!**
2. If your school is submitting any regional or national bids, those can be used as substitutes for your RFI report for the upcoming affiliation year. This is to promote the number of bid submissions at regional and national levels, as well as provide convenience to the bidding schools in busy times of writing. However, you must still convert your bid to PDF format and it must meet all of the NIC's requirements in terms of length, cover page, and page numbers. You must then submit it through the NIC website as an RFI report.

\*Remember, this information is used as a means of resource and information-sharing for other schools. Please be as thorough as you can in writing the RFI report to ensure quality submissions so that schools may utilize your work later on. You can even put contact information if you want other people to send an e-mail inquiring about your RFI report!

### **Other Affiliation Materials:**

That's not all you have to turn in at affiliation time! Here are the other things you need to bring with you!

- Affiliation Dues (applies to both RHAs and NRHHs regardless if your campus has one or the other or both)
  - \$35 for Associate Schools; \$85 for Small Schools; \$110 for Large Schools
  - Checks/money orders must be made payable to: **NACURH Inc.** Receipts will be provided upon request. We do not accept purchase orders.
  - They can be mailed to: **NACURH Information Center, 726 Broadway, Room 747B, New York, NY 10003**
  - You can also pay via credit card online via PayPal, which will be an option while you are affiliating.

**\*If the amount on the check is wrong, then the check WILL NOT be accepted despite what the difference is between the check amount and the balance due!**

- Contact Information
  - Information regarding things like on-campus residential population, contact information for your RHA President, RHA Advisor, NCC, NRHH President, and NRHH Advisor. Also asks for your school's main contact information such as address and phone number.

- This information should be submitted only through the website. As per NACURH policy, we no longer accept paper copies of anything!
- NRHH Members List
  - A comprehensive list consisting of all members in your NRHH's chapter.
  - Type it out legibly into a Word document or Excel spreadsheet. For the online affiliations, just copy and paste information into the empty text box and make sure there is only one name per line. This information will be saved into a database for the use of the nation.
- NRHH Constitution
  - You must submit a copy of your constitution regardless if you have made changes to it. It must meet the criteria provided by the National NRHH Board, which can be found under the "Affiliations" tab on the NACURH website (<http://www.nacurh.org>). Your AD NRHH will ensure that your constitution meets all of the requirements.

***Special note about online affiliations:***

Now that the NIC has implemented an online affiliations system, schools may not send in their affiliation materials to be processed by the NIC staff. **Policy now states that the NIC will not accept paper copies of anything. All information must be submitted electronically!** All information will be submitted via the website and the NIC staff will review and process as soon as possible. Please have your information ready at the time of affiliations to ensure a smooth and easy affiliation process.

The affiliation process will officially be opened at the start of NACURH 2011 conference. The affiliation year will begin upon the close of business at NACURH 2011. You may affiliate your school at *any time* after 5/29/2011.

If you need any assistance regarding the affiliation process, please contact Krysia Mrukowicz, AD Affiliations for the NIC, at [nic.affiliations@nacurh.org](mailto:nic.affiliations@nacurh.org).

If your question is pertaining to the website and the online affiliations, please contact Nicole Chermak, AD Technology for the NIC, at [nic.tech@nacurh.org](mailto:nic.tech@nacurh.org).

If you have any other questions, please contact the NIC at [nic@nacurh.org](mailto:nic@nacurh.org).

Thank you so much for your time and we hope that you get through affiliations without a hassle!

## **Appendix B**

# **Preparing for the Trek: Pre-Conference Advising**

Compiled by Danielle A. Morgan, Salem State College; Updated for GLACURH, October 2011

You play a crucial role in ensuring your delegation is properly preparing for their conference experience. This may mean taking an active role, especially with new NCCs and NRHH CCs, so that your delegation is representing your institution in a positive light. Here are some tips to help you find the best path!

### **Deadlines**

Be sure your NCC(s) and NRHH CC are prepared to meet all the conference deadlines. Follow up with them to ensure they are on the regional listserv and/or NRHH listserv, and double-check that you are on the Advisor and/or NRHH Advisor listserv. Conference deadlines are set according to hotel and event space deadlines...please keep this in mind!

### **Review Conference Policies with the Delegation...Often!**

It is your responsibility to your institution and GLACURH/NACURH that your students are following conference guidelines and rules. Be sure to review specific conference policies with your NCC(s), NRHH CC and delegates before the conference, and remind them of the importance of such policies. For example, alcohol and drugs are not allowed at conferences (this includes travel to and from conferences as well!). Students will be sent home immediately at their own expense and your institution may be placed in bad standing. For many schools, an on-campus judicial sanction follows. Be sure to reiterate this idea to your students.

### **Explain the Need for Appropriateness**

Your delegation represents your institution to numerous different colleges and universities at the conference. Ensure that they are aware of the need for appropriateness in cheering, presentations (roll call, banners, displays, programs, meals, etc), comments and general conduct. GLACURH and NACURH are not the place for profanity, negative cheers, booing, offensive actions/acts, disrespect or bias-related language.

### **Check On Your Finances**

GLACURH/NACURH strictly adhere to a "No Pay, No Key" policy. Follow up with your NCC(s) and NRHH CC to ensure that all financial preparations have been made and help make sure things are ready to go. It typically is safer to bring your check with you to check-in at the conference. Remind your NCC(s) and NRHH CC to check on your institution's affiliation status (both RHA and NRHH) and that they have no debts to GLACURH/NACURH to be sure they will have a vote in the boardroom!

### **Expectations**

Be sure that a discussion during at least one of your delegation meetings centers around expectations—from the Advisor, NCC(s) and NRHH CC and delegation. Cover areas such as

attending programs, behavior and actions, displaying positive attitudes and spirit, fully participating in the conference, bringing something back to the campus community, etc.

### **Prep Your NCC(s) and NRHH CC**

Help your NCC(s) and NRHH CC prepare for the boardroom and business meetings and double-check they are on top of information on the listservs and website. Encourage them to make informed and unbiased decisions, read materials thoroughly once they are posted, ask questions (neighbors, RBD, or presenters), listen and address issues that may be relevant to your institution. Also, remind them GLACURH isn't supposed to be about being cut-throat; it's about learning and leadership opportunities!

### **Encourage Your Delegation to Participate in Endless Opportunities**

Your delegates may be nervous, but work to help them submit program proposals, and aid the NCC(s) and NRHH CC in pairing returning delegates with first-timers. Be sure to remind them of all the ways they can participate in a conference: banner, display, roll call (regional conference), cheers, spirit packs, matching attire, presentations, school spirit, etc. Remind them that they may feel silly, but they are having fun, and may be disappointed if they aren't prepared come conference time.

### **Pump Up the Spirit!**

Delegation meetings are probably added on to your already busy schedule, turning many evenings into late arts and crafts nights. Be sure to express enthusiasm, gratitude and excitement to your delegates, as they will look to you and the NCC(s) and NRHH CC for guidance and support. Surprise them with fun snacks/gifts, and try to go into each meeting bursting with contagious energy!

# Full Speed Ahead: Conference Advising

Compiled by Danielle A. Morgan, Salem State College; Updated for GLACURH, October 2011

The students are doing their thing, but still need you a bit. Here are a few tips!

## **Support Your NCC(s) and NRHH CC**

Off they go to that unknown world of the boardroom. Check in with them at night and in the morning, visit the boardroom and pass them a nice note of encouragement or send fun things in to them. Ask them what is going on in there and how you can help. Keep them updated with what your delegation has been accomplishing so that they feel like part of the group and know that all their hard work has paid off!

## **Check In With Your Delegation**

Eat meals with them. Ask them about the programs they are attending and the things they are learning. Make sure they are going to different sessions and fully partaking in the conference experience. Follow up with your new delegates. If they seem down, pump up the spirit!

## **Professionally Develop and Network**

This conference can help you, too! Attend programs and socials or prepare a program for advisors or students. GLACURH/NACURH are filled with advisors going through similar experiences as you, so meet them and talk with them. They can help bring sanity to the crazy weekend!

## **Recognize Their Efforts**

Conferences are a great time to see student leadership at its best: Delegates, NCCs, NRHH CCs and conference staff, all rise to the occasion. Make sure to let them know that you see them doing great things. Cute notes and surprise pieces of recognition such as flowers, cards or small gifts help them know it's all worth it.

## **Sleep**

One of the roles of an advisor during conferences is to drive the van, so make sure you get plenty of sleep. Check in with your delegates, NCC(s) and NRHH CC, let them know how to reach you in an emergency, but also be sure to get some shut-eye. It will help you be the peppy role model you want to be in the morning, and also lead to a safe ending to your conference experience!

## **Be the Example**

We all know that students look to other students to be role models, but at conferences, they also look to us as advisors to be setting an example. How can

you encourage your delegates to meet new people if you sit in the corner without socializing with others? Are you showing enthusiasm and excitement, participating and being part of the delegation? This doesn't mean that you should be front and center leading all the cheers, but it does mean taking an active and direct role in ensuring the type of conference attendee you are is one you wish your delegates to be.

### **It Isn't All About The Gold**

Everything at a conference leads up to the banquet: the grand ending to a weekend full of learning and growing. Be sure to let your delegation know that you are proud of them before the banquet, and will continue to be proud of them whether their names are called or not. While we do a lot of work to be honored and recognized, sometimes we forget that it isn't what we are all about, and that it is more important to celebrate hard work than to be deemed the "winner."

# After the Roadtrip: Post-Conference Advising

Compiled by Danielle A. Morgan, Salem State College; Updated for GLACURH, October 2011

They are exhausted. You are exhausted. And the conference van looks (and probably smells) like a tornado erupted. What is an advisor to do after the conference to continue the conference excitement, learning and growth?

## Recognize

- ☐ Submit information to your public relations department or to your school newspaper regarding the delegates who represented your institution and their accomplishments.
- ☐ Write a letter home to families praising delegates for hard work, dedication and spirit.
- ☐ Encourage the NCC(s) and NRHH CC to create fun but meaningful “delegation awards.”
- ☐ Secretly purchase NACURH paraphernalia from the NSRO and give it to the delegates after they arrive home as a “job well done.”

## Process

- ☐ Begin on the ride back: “what was your favorite part of the conference?” “What did you learn this weekend?”
- ☐ Hold a processing meeting about a week after the conference to talk about the delegation’s experience. What did they like best, how do they think they could have prepared better, what goals they would like to see their RHA and NRHH have for future conferences, what they are going to do now that they have had this experience, etc.
- ☐ Keep a “travel log” that delegates can write in to share their experiences, funny stories, quotes throughout the conference, etc. Ask them each to take the time on the way home to write a page. Use the log to then inspire future delegations.

## Follow-Up

- ☐ Ask delegates to present what they learned to your RHA and NRHH.
- ☐ Require that delegates present a program in the residence halls on something they learned at the conference or an actual program they attended.
- ☐ Ask that delegates share their experiences with the next conference delegation in order to provide them with context prior to going to the conference.
- ☐ Have past delegates be a part of choosing the next delegation.
- ☐ Require that delegates be a part of your next RHA and/or NRHH leadership training activity.
- ☐ Have delegates come to a departmental meeting to talk about their experience. This not only allows your delegates to share their experiences and strengthen their speaking abilities, but allows your department to gain an understanding about what this “Peace, Love, Polar Bears” stuff is all about.

## Utilize the Energy

- ☐ Encourage delegates to put their conference-high to good use by boosting up their hall council programming, increasing networking and submitting more OTMs, or even by running for and E-Board position in your RHA next year.
- ☐
- ☐ Revisit bids and other award opportunities with your delegation to see if any of them “bite” at the chance to put a bid together for the next conference.

## **Remember RHA and NRHH Are Not Conferences!**

While you want the delegation to bring the excitement back, be sure to help them find a balance between the delegation and the organizations. Chances are, not everyone in your organizations were able to attend the conference, so focus on reuniting the delegation with the greater group and focusing energies on- campus to make the energy and excitement all-inclusive.

# What Does a Delegation Advisor Do?

Developed by MACURH; Updated for GLACURH, October 2011

## Pre-Conference

- 1) Learn as much as you can about the conference; visit the conference website to get specifics.
- 2) Typically, it is the NCC(s) and NRHH CC from your school that will lead the process of recruiting and preparing a delegation for the conference. It will be your job to work closely with these students to help them do well in this endeavor.
- 3) Know that your NCC(s) and NRHH CC will be in meetings for a lot of the conference - NCCs and NRHH CCs meet to discuss legislation, bids and more. They will attend few, if any, programming sessions (with the exception of GLACURH U and NACURH U programming).
- 4) Assist the NCC(s) and NRHH CC in preparing for the conference (transportation, payment, building delegation relationships and more).
- 5) Connect with your NCC about bids: what is going to be bid for at the conference, who is bidding and for what, have they started reading the bids, etc.
- 6) Talk with the delegation about what to bring and what not to bring. The closing ceremony is a semi-formal event so ask your delegates to bring clothing to fit the event.

## During the Conference

- 1) Check in with your NCC(s), NRHH CC and rest of the delegation regularly - it is good to schedule a delegation meeting after checking in to the conference to talk about who is interested in which sessions, setting times/places to meet, eat as a delegation, etc.
- 2) Attend Advisor track and/or other programs.
- 3) Visit with your NCC(s) and NRHH CC as the conference timeline allows to talk about legislation discussed, how they are doing, etc.
- 4) Spend time in the boardroom and NRHH boardroom; get a feel for what your NCC(s) and NRHH CC are doing.
- 5) Bids for the next GLACURH conference will be presented at GLACURH and bids for the next No Frills business meeting will be presented at No Frills. A "bid" is the information collected that is presented to the NCCs and NRHH CCs in an effort to be awarded host of the conference. It is a good idea to take time to attend some of the conference bids. You can learn a lot about what goes into preparing a bid and more!
- 6) Have fun and network with other professionals in your region!

## Post-Conference

- 1) It is a good idea to visit with your NCC(s) and NRHH CC about having a post-conference wrap up delegation meeting. This is a time where delegation members can share what they got out of the conference, program handouts, and more.
- 2) Follow up with anything that presented itself during the conference.

## General Things to Learn About as the Delegation Advisor

The following are things to be aware of or that you may want to ask about at your school:

- 1) Who arranges for transportation?
- 2) How do you pay for gas on the trip (fleet card, out of pocket - reimbursed)?
- 3) Who pays for the transportation (RHA/NRHH, school, combination)?
- 4) Who is driving (some schools only allow employees to drive)?
- 5) Does your school require some kind of trip permit to attend conferences?
- 6) Are you (as a professional staff member) reimbursed by your school for out of pocket expenses (meals to and from the conference for example)?
- 7) Registration costs - who pays for the advisor?

8) Expectations of delegates - does your school or RHA/NRHH have specific expectations of the delegation?

\*Some schools ask delegates to sign an agreement about attending all sessions, or presenting a program from something learned while at the conference, etc.

9) Will your delegation be creating delegation t-shirts? If so, who will make them, how, when, who pays for them, etc.

# GLACURH/NACURH

## Quick-Reference Calendar for Advisors

### November

- ☐ Attend regional conference, support your delegates!
- ☐ Process delegation experiences at regional conference and connect them to your campus (program, presentation at RHA/NRHH, etc.).
- ☐ Review awards up for bid at No Frills and ask if students are willing and prepared to submit bids.

### February

- ☐ Check-in with students about submitting bids for No Frills.
- ☐ Follow up with NCC(s) and NRHH CC about reviewing bids and legislation online before No Frills.

### May

- ☐ Weekly meetings with NACURH delegation.
- ☐ Discuss summer timelines for OTMs, NACURH wrap-up, etc.
- ☐ Possible delegation retreat prior to leaving for NACURH.
- ☐ Attend NACURH (or June); support your delegates!

### August

- ☐ Don't forget about OTMs during the summer months!
- ☐ Train RAs about Hall Council and RHA/NRHH (provide a framework for how they can work together).
- ☐ Follow up to make sure your NCC(s) and NRHH CC are keeping up with list-serv messages.
- ☐ Develop a timeline with the NCC(s) and NRHH CC about advertising conferences, collecting applications, meetings, etc.

### December

- ☐ Begin discussions for No Frills delegation selection (if applicable) and planning.
- ☐ Assist students interested in submitting bids!

### March

- ☐ Attend No Frills, support your delegates!
- ☐ Begin preparations for selecting and registering a NACURH delegation.
- ☐ Ensure timely follow-up to any regional-winning awards for national submission (due April 15<sup>th</sup>).
- ☐ Think about NACURH 4-year service pin applicants and complete paperwork for NACURH.

### June

- ☐ Attend NACURH (or May); support your delegates!
- ☐ Affiliate for upcoming year.
- ☐ Make sure Regional Advisor(s) are updated about any campus advisor changes and new advisors added to the listserv.
- ☐ Don't forget about OTMs during the summer months!

### September

- ☐ Review awards up for bid at the regional conference and ask if students are willing and prepared to submit bids.
- ☐ Begin advertising and registering for upcoming regional conference.
- ☐ Think about presenting (and your students presenting) at the regional conference.

### January

- ☐ Plan activity for RAs and RHA/NRHH to get communication flowing and help them brainstorm how to work together.
- ☐ Prepare for upcoming No Frills: submit registration, etc.
- ☐ Help students to focus their work on any bids being submitted for No Frills.
- ☐ General follow-up with NCC(s), NRHH CC and any other No Frills attendees.

### April

- ☐ Follow up with NCC(s) and NRHH CC to begin process of affiliating/re-affiliating with NACURH: NIC report, contact information, dues, etc.
- ☐ Weekly meetings with NACURH delegation.
- ☐ Make sure NCC(s) and NRHH CC are aware of GLACURH needs for NACURH: spirit packs, payment, etc.

### July

- ☐ Don't forget about OTMs during the summer months!
- ☐ Prepare advisor training materials for campus, ensure information on GLACURH/NACURH is included, so staff can support you and your students.

### October

- ☐ Ensure delegation is meeting and preparing for the regional conference.
- ☐ Ensure NCC(s) and NRHH CC are reviewing legislation and bids online before the conference.
- ☐ Think about GLACURH 4-year service pin applicants and complete paperwork for GLACURH.
- ☐ Support delegation fundraising efforts as needed!