



NRHH-CC Guide

Great Lakes Affiliate of College and University and Residence Halls

AD-NRHH Joey Koehn

2012



NRHH-CC Guide

Associate Director of NRHH --- Joey Koehn • Pine Grove Apts. 7805-3 • University Center, MI 48710

Hello NRHH-CC's!

I am beyond excited to work with all of you this year! We are going to have a lot of fun this year at the conferences and I am really excited to see what all of you have to bring to GLACURH this year. I challenge all of you to make this a great year for your chapters, for GLACURH, and for NACURH as a whole. Put a new twist on things and rock it like I know how the members of GLACURH can.

Think back to when you were first inducted to your NRHH chapter. How did you feel? How about when you attended your first conference? Now think about how all the new members to your chapter and your first time delegates are going to feel this year? With the experiences that you went through you will be able to help them transition into this amazing organization.

This guide is here for you exactly as a guide for this year. It contains information that you will need for this year and it will be available for you for easy access.

I know that I have told you multiple times, but I am here for you if you ever need anything. If you ever have any questions about policy, OTMs, upcoming conferences, anything at all do not hesitate to contact me. I have included all of my contact information and my office hours in my signature. Feel free to call, text, email, or Skype me at any time.

Diamond Love,

-Joey Koehn
GLACURH AD-NRHH
(810) 650-2662
gl_adnrhh@nacurh.org
Skype: gl_adnrhh

Office Hours: Mondays and Thursdays 6:30pm-8:30pm EST and Fridays 6:00pm-8:00pm EST

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Important Dates

GLACURH 2012

November 2-4

University of Windsor

September 10: Registration and Programming Proposals Open

September 24: Registration Closes

September 26: Bid Intents Due to gl_bids@nacurh.org

October 10: Programming Proposals Close

October 10: Bids Due to gl_bids@nacurh.org

No Frills 2013

March 8-10

University of Illinois-Springfield

(Dates Subject to Change)

December 1: Registration Opens

January 4: Registration Closes

Bids Due: TBA

NACURH 2013

May 31-June 3

University of Pittsburgh

Important Dates TBA

Important Websites

GLACURH
glacurh.nacurh.org



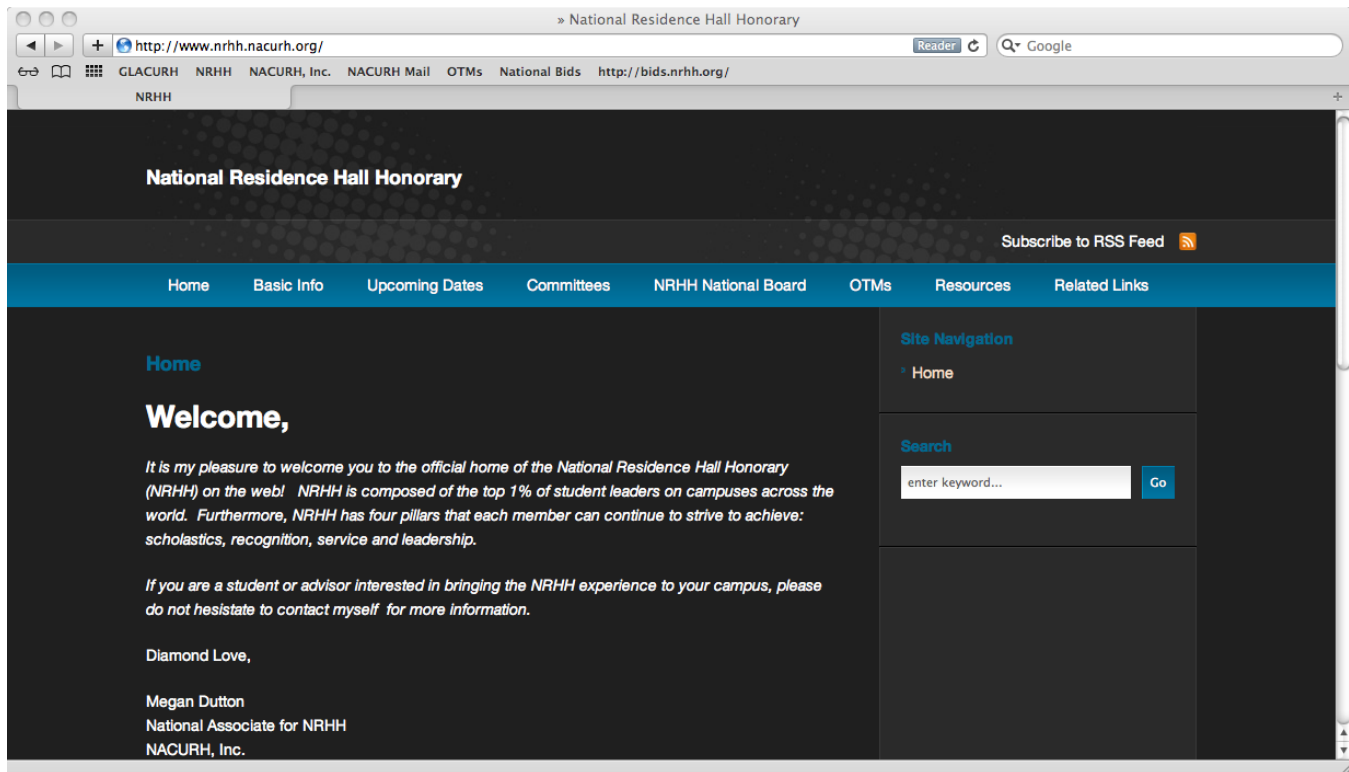
Conferences: This tab has the basic information of each conference on it

Resources: Has the Governing Documents, NRHM material, Resource Guides, and some other items in it. When in this tab, to the right of the screen there is a link to Bids and Legislation, GLACURH History, the RFI, and the Budget

NRHH: Contains NRHH Governing Documents, NRHH Links, and Other Documents relating to OTMs and other important information

NRHH

nrhh.nacurh.org

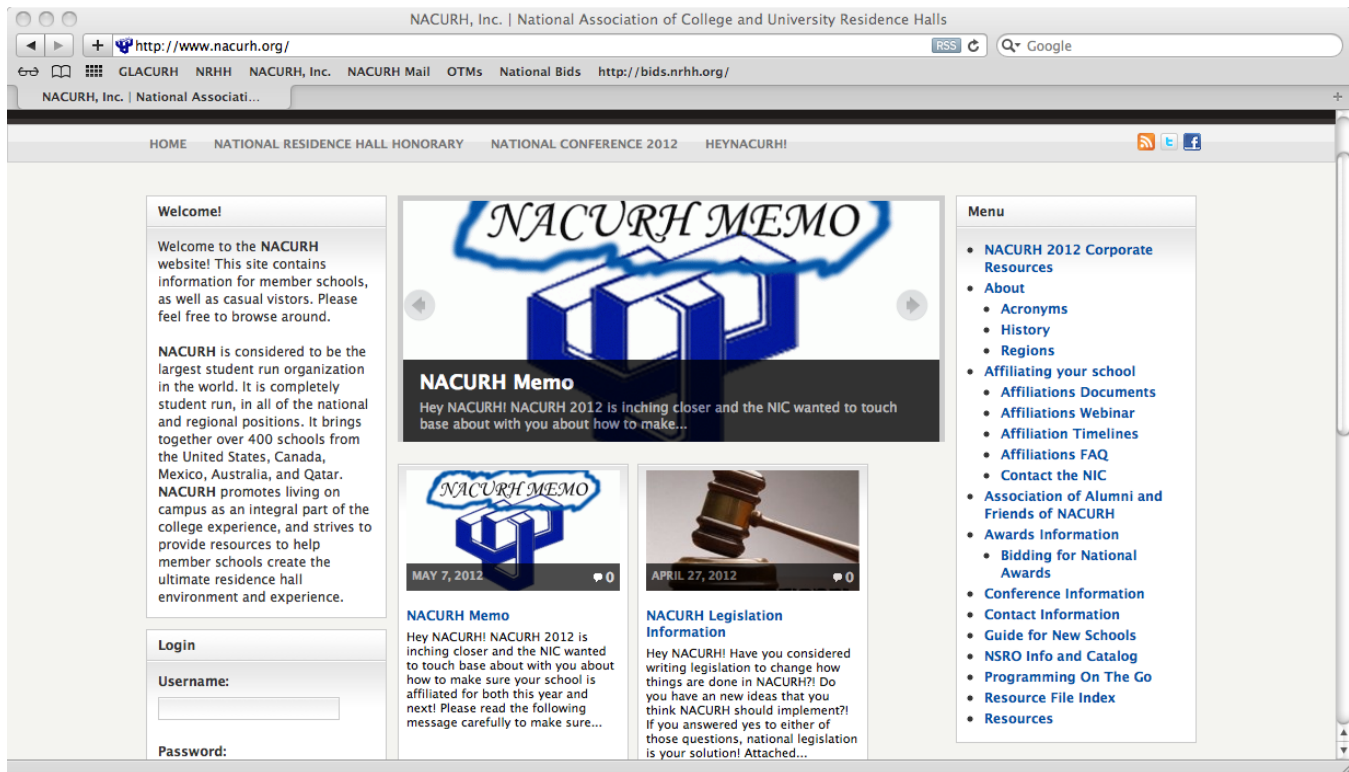


Basic Info: Has information regarding the pillars, history, symbols, and colors of NRHH

Committees: Information about the different NRHH Committees within NACURH

OTMs: Category Descriptions

Resources: This tab has some amazing information that could be a lot of help to you and your chapter. Governing Documents, Chapter Building Information, etc...



Menu: The list of links on the right hand side of the page has a lot of important information you may use as the NRHH-CC.

---**NACURH 2012 Corporate Resources:** Right now it is titled for 2012 but it should be changed to 2013 as we get closer to NACURH. This link will contain the agenda, give some information about, and include all the legislation pieces for corporate business at NACURH 2013.

---**Affiliating your School:** Contains different documents on how to affiliate your school. There is an Affiliation Webinar that explains to you how you can affiliate your chapter!

---**Association of Alumni and Friends of NACURH:** This is the link to the alumni of NACURH page. If you want to nominate someone to be inducted into the organization you can go to this link and fill out the form. GLACURH inducts members and we do the nominations at our No Frills.

---**Awards Information:** This link gives you information on all the awards that one can bid for at NACURH. The Bidding for National Awards link gives you information on how to bid for a NACURH Award.

---**Contact Information:** Looking to contact someone within NACURH? This link will give you the contact info for everyone in NACURH.

---**NSRO Info and Catalog:** This link has the order form on it to order your NRHH Cords, NACURH Gold Seals for your Member Certificates, NRHH Member Certificate, NRHH Membership Pins, Outstanding Leadership Pins, NACURH Pens, NRHH Pens, and Recognition Pens. This order form is also used to order NACURH Apparel. The catalog can be found under this link and printing instructions for your membership certificates.

---**Resources:** The NACURH Policy Books and By-Laws can be found here

Of The Months

OTMs

Of The Months (OTMs) are ways of recognition to recognize the amazing things that happen on your campuses. OTMs are submitted to the campus level. The Campus Administrator will pick the campus winner of each category. The campus winner OTM gets submitted to the Regional Level. The Regional OTM Selection Committee, comprised of members from all over GLACURH chosen by the AD-NRHH, will select the Regional Winner, which gets submitted to the NACURH OTM Selection Committee. The NACURH OTM Selection Committee selects the NACURH winner.

OTMs are due to the Regional Level by 11:59pm CST on the 10th of every month.

This is the OTM home page: otms.nrhh.org

The screenshot shows the NRHH OTM Website homepage. The browser address bar displays <http://otms.nrhh.org/>. The page features a navigation bar with links to GLACURH, NRHH, NACURH, Inc., NACURH Mail, OTMs, National Bids, and <http://bids.nrhh.org/>. The main heading reads "Welcome to the National Residence Hall Honorary OTM Website". Below this is a search bar for OTMs by month and year. The page is divided into several sections: "Submit OTMS" with links for General and Program categories; "Search OTMS" with an Advanced Search option; "Quick Report Links" for National and Regional winners; a login section with Username and Password fields; "RSS Feeds" for National, Regional, and GLACURH winners; and "National OTM Winners for July 2012" listing various categories and winners. On the right side, there are links to the National NRHH Website, Regional NRHH Websites (including CAACURH, GLACURH, IACURH, MACURH, NEACURH, PACURH, SAACURH, and SWACURH), Campus NRHH Websites, and Facebook Activity with a login prompt.

Role of the Campus Administrator

As the NRHH-CC, you do not have to be the Campus Administrator for your school's OTM database. Refer to your Chapter's Constitution if you are unsure of who is supposed to be the Campus Administrator.

The Campus Administrator is the one who will select the Campus Winner for each OTM Category. When they log in they will be able to see all of the OTMs that have been submitted for that month (example: if you log in on September 10, they will see all of the OTMs submitted for the month of August). To read the OTM click on the blue link "OTM" located on the right side of the page.

Selecting a Committee

You can choose how to select your Campus OTM Selection Committee anyway you would like. When you select the members of your committee make sure you give them access to being on the Selection Committee. To do this, across the top of the page there will be multiple blue tabs. One of them will be labeled “Committee”. If there are members on there that are not on your committee, you can remove them. To add members there is an add bar at the bottom of the page.

Depending on how many people are on your committee you may want to have them vote on all the categories that are available that month or you can limit what categories they can vote on. Just click on edit to the right of their name under the “Committee” tab and choose which categories they can view.

The Campus Administrator will be able to see how many votes for each OTM there are. They can also tell who voted for which OTM. A suggestion is to read the OTMs that they voted for and see which one you feel best fits the category descriptions. The Campus Administrator has the final say as to which OTM is the campus winner.

Make sure your committee and all your OTM authors have the OTM Categories and their descriptions. These are used at the Regional and National Levels to determine winners. They are also available on the NRHH web page.

Category Descriptions

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 every day 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.

Boardroom

At GLACURH 2012, No Frills, and NACURH 2013 you have the pleasure of being in the boardroom. The boardroom at GLACURH 2012 and at No Frills will be, for majority of the time, run by the GLACURH Director. At these two conferences there will be time when we split into an NRHH Boardroom. That boardroom is run by the AD-NRHH.

At NACURH 2013, corporate is run by the NACURH Chair. The NACURH Associate for NRHH will run the NRHH corporate boardroom if there is any. NACURH 2012 was the first time ever that there was NRHH corporate. At NACURH 2013 we also have Regional Breakout. The GLACURH Director will run GLACURHs regional breakout.

In the GLACURH Boardrooms, NRHH-CCs have speaking rights but they do not have voting rights unless we are in the NRHH Boardroom or your host schools NCC proxies their vote to you.

Remember to relax in the boardroom. It can be intimidating at some times but don't let it get to you. We will do our best as your RBD to make this a fun experience for everyone! At anytime during the conferences you can let me know if you are feeling uncomfortable or if you are not having fun. I am here to help you through the process and to help you make this a great one!

Responsibilities as NRHH-CC

These responsibilities are from the GLACURH NRHH Policy Book
Campus responsibilities are outlined in your Chapter's Constitution

ARTICLE VII NATIONAL RESIDENCE HALL HONORARY COMMUNICATIONS COORDINATOR

SECTION ONE

The National Residence Hall Honorary Communications Coordinator (NRHH-CC) shall serve as the official liaison between the individual's NRHH Chapter, GLACURH and NACURH.

SECTION TWO

The NRHH-CC shall be responsible for submitting fees and necessary forms to the AD-NRHH and NACURH Service and Recognition Office

SECTION THREE

The NRHH-CC shall provide for transition in office for the incoming NRHH-CC from the individual's school. This transition shall include notification of such to the Regional Board and NACURH Service and Recognition Office.

SECTION FOUR

NRHH-CCs shall not concurrently serve as an NCC in regional or national business.

SECTION FIVE

NRHH-CCs shall have speaking rights in all GLACURH Business.

Other Responsibilities found in the GLACURH NRHH Policy Book

---NRHH Business shall be voted on by the NRHH-CCs of schools in good standing (Article VI, Section One)
---NRHH-CCs shall vote on the GLACURH AD-NRHH at No Frills (Article VIII, Section One)
---NRHH-CCs shall vote on the NRHH Chapter of the Year Award (Article IX, Section Three, Sub-Section E), NRHH Building Block of the Year Award (Article IX, Section Four, Sub-Section D), NRHH-CC of the Year Award (Article IX, Section Five, Sub-Section G), and the On Campus Marketing NRHH Outstanding Member of the Year Award (Article IX, Section Six, Sub-Section D).

Legislation

Legislation will be available to the public two weeks prior to the upcoming GLACURH Conference. NCCs will vote on legislation pieces pertaining to the GLACURH Governing Documents. The NRHH-CCs vote on legislation pieces pertaining to the GLACURH NRHH Policy Book at GLACURH related conferences during Regional Breakout at NACURH. At NACURH, NRHH-CCs will vote on legislation pieces pertaining to the NACURH NRHH Policy Book in NRHH Corporate.

Anyone within NACURH can submit legislation pieces. All legislation due dates and where to submit them will be announced prior to each conference.

If you wish to submit a piece of legislation you can draft your own piece and we will put it on our legislation template or you can email the Director or AD-NRHH to get a copy of the legislation template.

Bid Writing

There are three types of bids; **Award Bids**, **Conference Bids**, and **Positional Bids**

- An **Award Bid** is a document that presents information about an individual, organization, or program worthy of recognition in a fun and informative way.
- A **Conference Bid** is a document that presents information about how your school and how a staff of students from your school would host one of the conferences.
- A **Positional Bid** is a document that an individual writes about themselves in hopes of obtaining a position within NACURH.

Bids do take a while to write. A lot of time and effort goes into bids that are submitted. Don't wait until the last minute to get started on your bids.

Keep your eyes open for deadlines. In order to bid for an award you have to submit a Bid Intent. A Bid Intent is an email simply letting the RBD know what bid(s) your school plans on bidding for.

Some suggestions:

- Don't wait until the last minute
- Talk to your chapter and see if anyone wants to help you out
- The CC is not the only person that can write bids
- Interview the person, if it is a bid on a person
- Get quotes about the program/person/chapter/etc...
- Include photos but not too many. Be able to describe the event with as few words as possible but be able to get your point across

What bids can I bid for and when?

At GLACURH 2012

- Advisor of the Year (AOTY)
 - Commitment to Diversity (CTD)
 - Commitment to Philanthropy (CTP)
 - On Campus Marketing Distinguished Service Award (DSA)
 - Hallenbeck Service Award
 - NRHH CC of the Year Award
 - NRHH Outstanding Chapter of the Year Award
 - NRHH Outstanding Member of the Year
 - Program of the Year (POY)
 - Student Award for Leadership Training
 - School of the Year (SOY)
 - Student of the Year (STOY)
- GLACURH 2013

No Frills 2013

- RHA Building Block
- NRHH Building Block of the Year
- On Campus Marketing NCC of the Year
- First Year Student Award
- No Frills 2014
- If you would like to be on the Regional Board of Directors, you bid for the position that you would like at this conference

Description of each award can be found in the GLACURH Governing Documents, Article XVII, Sections 2-3

NACURH 2013

Bidding for a NACURH Award will be discussed around No Frills time

Committees

Lets get involved within GLACURH and NACURH

GLACURH and NACURH have committees that anyone within GLACURH and NACURH can join.

GLACURH Committees: <ul style="list-style-type: none">- Governing Docs. Review and Legislation Advisory- Recruitment and Retention- Philanthropy Development and Advancement- Recognition and Member Services- Regional Initiatives- Regional OTM Selection		NACURH Standing Committees: <ul style="list-style-type: none">- Advocacy- Corporate Assessment and Development- Corporate Structure- Marketing and Public Relations- Training and Transitioning	
	NRHH Standing Committees: <ul style="list-style-type: none">- National Residence Hall Month- NRHH Resources- NRHH Standards		

Applications for these committees will be sent out over the list serve. NACURH Committees are set up by the NACURH Executives and the GLACURH RBD sets up GLACURH Committees

Affiliation

nacurh.org

Step-by-Step Process on How to Affiliate Your Chapter:

1. Go to nacurh.org and on the left hand of the screen you'll need to log in.
---If you don't know your log in, contact the previous NRHH-CC, NCC, Current NCC, or NRHH/RHA Advisor. If no one has it, you can email the NACURH Information Center (NIC) at nic.affiliations@nacurh.org to request a new password. Your username is the name of your school.
2. On the left hand side of the screen, you'll see a box that says "Welcome (username)"
3. In that box there is a link "Affiliate Online". Click on it

There is a lot of information required to affiliate a school. You can start the affiliation process and always come back to it. A suggestion, affiliate with your NCC at the same time. You may want to have your Advisor there too.

The information that you will need to affiliate your School:

- School Information (name, address, etc...)
- RHA Information (name, website, fax, etc...)
- **NRHH Information (name, website, fax, etc...)**
- **Contact Information (name, phone number, and email for RHA President, NCC, RHA Advisor, NRHH President, and NRHH advisor)**
- RFI Report (**New schools do not submit an RFI Report on their first time affiliating)
- **NRHH Constitution**
- **NRHH Active Members List**

****Bolded is NRHH Specific.** The rest is information that your schools NCC needs to submit. This is why it is suggested that you sit with your NCC when affiliating so your school can get all the information sent in at once and then the NIC can work on getting your school affiliated.

*****IMPORTANT NOTE: The RFI report is the very first step of Affiliation. Without the RFI report, NRHH Chapters cannot affiliate. Make sure you work with your NCC so you know when you can start affiliating your chapter. If you are a new school, you will not need to submit an RFI Report.**

4. Send in your payment. Your school can mail in the affiliation check to the NIC, hand it to the NIC at a conference, or pay online.
5. After you submit your payment, wait for approval. If you are not approved you will be notified on what to fix

Assisting Your NCC

RHA + NRHH = NACURH

When it comes to assisting your NCC you can be involved as much as you want to, depending on your chapter's constitution. Affiliating, preparing a delegation, and bringing that delegation to a conference in another city, state, or even country can be a lot of work and can get stressful at times. To help make things go smoother during conference season you can be a great help! Here are some tips on how you can help your NCC throughout the year:

1. Advertise Conferences to your chapter and other on campus residents
2. Assist with the selection of the delegation
3. Assist with preparing for delegation meetings.
 - Be the lead on the banner, spirit, roll call, display, etc... committees
 - Run a delegation meeting in case of NCC absence
 - Plan a fundraiser with your chapter
4. Review bids and legislation together, both RHA and NRHH.
5. Be a counterpart
6. Encourage returning delegates to put on a program

These are just some suggestions. Being a part of your schools delegation is what you make of it.

Early Alumni Applications

According to NACURH Policy, the number of early alumni members a chapter is granted per academic year will not exceed fifteen percent of the chapter's membership cap.

If a member wishes to apply for Early Alumni Status they will contact you to get the application. To obtain a copy of the application contact your AD-NRHH at gl_adnrhh@nacurh.org.

Follow the instructions on the application when filling it out. Provide as much detail as possible. The AD-NRHH has the right to request more information if there was not enough provided on the original application and they have the right to deny the application.

Four-Year Service Pins

Is this your fourth year giving back to NACURH? If it is you can submit your application for the GLACURH four-year service pin prior to the GLACURH Conference. Directions for these pins will be emailed out prior to GLACURH. The application for the GLACURH Four-Year Service Pin can be found on the GLACURH Website under the resources tab.

NACURH also has a four-year service pin. Directions for these pins will be emailed out prior to NACURH. The application for the NACURH Four-Year Service Pin can be found on the NACURH Website under the Resources link on the right hand side of the page.

Make sure you ask your members if anyone qualifies for a Four-Service Pin.

Preparation for Conferences Pre, During the, and Post Conference

Pre-Conference:

1. Advertise your conference. Get the application from your NCC and take them to a chapter meeting
2. Start your bids early! (Early September)
3. Prepare Legislation early if wishing to write some
4. Get familiar with the websites
5. Make sure you are on the NRHH list serve
6. Get your delegation pumped
7. Review submitted bids and legislation with your NCC and make notes for talking points or any amendments you wish to make
8. Study Parliamentary Procedure
9. Don't be nervous

During the Conference:

1. Attend business
2. Keep in touch with your delegation during lunch and after business
3. Don't be afraid to ask questions. If you are lost or confused, I am here to help

Post Conference:

1. Have a follow up delegation meeting
2. Catch up on sleep
3. Bring back any changes and everything you learned to your chapter
4. Begin writing legislation for you constitution if need be

Parliamentary Procedure

It's not a scary thing

Parliamentary Procedure is used to greatly increase the fairness and efficiency of large groups of people. In order for one to speak in the boardroom, one must be on the speakers list, with a couple exceptions. To be put on the speakers list you raise your placard and wait to be recognized.

Motions are made to take a certain path of action. Motions need a second in order to be recognized. If the motion is recognized then we will move into a discussion. The one to make the motion has first right to speak during discussion. You may only speak three times on a discussable motion.

When done speaking make sure to end with "I yield".

"Call the Question" means lets vote!

"Consent" means that it is obvious that everyone is in agreement and there is not need to vote by placard

Friendly Amendment is a simple amendment that you believe the author of the piece would agree with

An Amendment is changing the wording/content of the motion and needs to be voted on by the assembly.

"Point of Order" if Parli Pro is not being followed or if we are not in accordance to the GLACURH Governing Documents

"Point of Information" means you're a little lost or you have a question

"Point of Personal Privilege" means you want someone to talk louder or it is too hot or cold in the boardroom

"Point of Clarification" means that you would like to clarify something

"Call to Caucus" means you would like to discuss with your advisor before voting

"Move to groove for ____ minutes" means lets take a break for ____ minutes

"Move to recess until ____" means lets take a longer break and meet back here at _____

Do not be afraid of Parli Pro ☺ It is a friendly way to keep business going smoothly in the boardroom. At anytime you can ask me questions if you are lost or if you need anything.

Leadership Opportunities

Want to expand your leadership outside of being a CC

If you are interested in running for a Regional Board Position you will do so at No Frills 2013. The RBD has the following positions:

- Director
- Associate Director of Finance and Administration
- Associate Director of NRHH
- Regional Communications Coordinator for:
 - Michigan
 - Ontario
 - Wisconsin
 - Illinois
 - Indiana
- Parliamentarian
- Regional Communications Coordinator of Communications Development

The duties of these positions can be found in the GLACURH Governing Documents

The Director, ADFA, and AD-NRHH have the opportunity to apply to be Chairs of the NACURH Committees and the other members of the RBD have the opportunity to apply to be Vice Chairs for the NACURH Committees.

After the GLACURH RBD you can continue your leadership in NACURH by bidding for a NACURH Executive Position. In order to bid for one of these positions you must have been a Director or Associate Director. To do this you would bid at Pre-Conference which takes place a week before the NACURH Conference. The positions are:

- NACURH Chair
- NACURH Associate for Administration
- NACURH Associate for Finance
- NACURH Associate for NRHH

The duties of these positions can be found in the NACURH Policy Book

Acronyms in the GLACURH/NACURH World

RHA: Residence Housing Association

NRHH: National Residence Hall Honorary

GLACURH: Great Lakes Affiliate of College and University Residence Halls

States and the Province that are in our region are:

- Michigan
- Ontario
- Wisconsin
- Illinois
- Indiana

Take the first letter of each state and you get our Mascots first name; MOWIL. He is a Polar Bear. Take the first letter of each Great Lake and you get the name to our other Mascot, HOMES the oar.

NACURH: National Association of College and University Residence Halls

The other regions are:

- CAACURH; Central Atlantic Affiliate
- GLACURH; Our Region
- IACURH; Intermountain Affiliate
- MACURH; Midwest Affiliate
- NEACURH; North East Affiliate
- PACURH; Pacific Affiliate
- SAACURH; South Atlantic Affiliate
- SWACURH; South West Affiliate

RBD: Regional Board of Directors (GLACURH Board)

NBD: National Board of Directors

NNB: NRRH National Board

NSRO: NACURH Services and Recognition Office

NIC: NACURH Information Center