



# MACURH

# REGIONAL AWARD BID GUIDE

---

# RLC 2023

Email **Amanda Wright**, Coordinating  
Officer for NRHH and Bidding, with any  
questions or concerns!

[ma\\_recognition@nacurh.org](mailto:ma_recognition@nacurh.org)

# Table of Contents

<b>Overview</b>	2
<b>Timeline</b>	3
<b>Getting Started/Tips</b>	4
<b>Citations</b>	5
<b>Accessibility</b>	5-6
<b>Policies &amp; General Guidelines</b>	7
<b>Award Bid Categories</b>	8-9

Click on the name or number of the page you want and you will be taken to it.

# Overview

## Submission

Bids must be submitted as a pdf to the CONB via email ([ma\\_recognition@nacurh.org](mailto:ma_recognition@nacurh.org)) in the title format:

- 2023\_[Award Name]\_[Institution Abbreviation].pdf

## Bid Intent

Any individual or institution choosing to bid for a regional award must submit an intent to bid using [This Link](https://forms.gle/Zo6BBsDBNWufNXaw8)

<https://forms.gle/Zo6BBsDBNWufNXaw8> before **9/27 at 11:59 pm.**

## General Bid Requirements

- All award bids must have a standard 8.5"x11" page layout
- All bids have specified page limitations:
  - Pages must have page numbers on them
  - Limits are specified for each category in policy (are also included at the bottom of this guide)
- All bids must include a title page. Title pages do not count towards page limit and must contain:
  - Award name
  - Nominee name
  - Institution (if different from the nominee name)
  - Region
  - Conference submitted for (RBC 2023)
  - Chapter name (for all NRHH awards)
- All bids will require an institutional letter of recommendation
- Award bid content should reflect the time period between **October 2022 to November 2023**
  - Details from outside of this timeframe are allowed if they are used for the sake of comparison
- Only bid content that meets bid criteria will be considered when choosing the winning bid

# Timeline

**1**

**9/27 @ 11:59pm**

Bid Intents Are Due

Bid intent form can be found  
[here.](#)

**2**

**10/11 @ 11:59pm**

Initial Bids are Due

Bid content is to be finished.  
Bids will be reviewed for policy  
violations only

**3**

**10/18**

Feedback Returned to  
Bidders

Bidders will have 5 days to fix  
only the policy violations found  
in their bids

**4**

**10/23 @ 11:59pm**

Corrected Bids Due

Policy violations are to be  
corrected, and final bids  
submitted to CONB.

**5**

**10/24**

Boardroom Review  
Sheets released

All institutions will be able  
to read final bids

**6**

**11/4**

RBC Conference

Bids will be reviewed and  
discussed in their respective  
business spaces

# Getting Started

## Documents to reference for writing bids

- This Bid Guide
- [The MACURH Policy Book](#)
- [NACURH Accessibility Guide](#)
- Previous MACURH award bids located [here](#)

## Recommended Services

- [Canva](#)
  - [CombinePDF](#) (for adding letters of recommendation)
- 

# Bidding Tips

## Get a team

- Work with several members of your institution to come up with bid nominees
- Brainstorm fun theme ideas for each bid
- Split the bid's workload into several tasks to be done by different people. Set deadlines for these tasks.

## Conduct Interviews

- Interview the people/organizations involved
- Get pertinent bid criteria information
- Use information from these interviews to come up with theme ideas

## Look at Bidding Policy

- Use the content of the bid criteria section of the particular bid to create a bid outline

# Citations

A citations page must be included if any copyrighted material is used in a bid. All content not created by the bidding school, or content altered by at least 20%, must be cited

Citations should be in the format:

Title of Copyrighted Material (pg #): Source Name (Source URL)

The citations page at the end of this guide serves as a good example.

---

# Accessibility

Bid must adhere to NACURH/MACURH Accessibility standards

[Here](#) is a good guide provided by NACURH.

## Font Accessibility

- Don't make text any smaller than 12pt font.
- Use accessible Sans Serif Fonts like Open Sans (full font list in the above accessibility guide)

## Text Readability

Avoid having similar text and background colors.

Problem: Low contrast makes text hard to read.

Solution: Use high contrast colors.

Avoid having text on busy backgrounds.

Problem: Busy Backgrounds make text hard to distinguish

Solution: Put solid color boxes behind text on busy backgrounds.

# Accessibility

## (Continued)

### Screen Reader Accessibility

All images must be screen reader accessible.

- To do this in Canva:

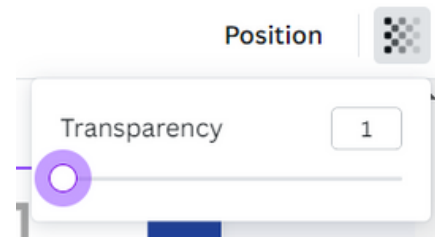
1) Create a text box with the image description.

MACURH Square Logo with black and white cow print and blue border

2) Place the text box and lay it over the image, where the text box fully encompasses the image.



3) Locate the transparency in the top right corner and turn the transparency to 1.



4) Move the text behind the photo. Your image is now Screen Reader accessible!



# Award Bid Policy

## **General Award Bid Information**

Each member school in good standing with NACURH, Inc. may make only one nomination for each of the MACURH Regional Awards. Recipients will be selected from the nominees and will be announced at the MACURH Business Meeting on November

## **Eligibility Requirements**

Any individual may be nominated for one MACURH regional award per conference. No member of the MACURH Regional Board of Directors may be nominated for an award, with the exception of the Regional Leadership Conference Chair. Award bids that do not meet the specified requirements outlined in MACURH policy will not be eligible for award selection.

## **Award Bid Selection**

All regional awards will be selected by the voting representatives of their respective boardroom sessions during the Regional Leadership Conference. All voting for award bid selection will be conducted via secret ballot. Selection for each regional award shall require a majority vote of all voting representatives present during the respective boardroom session.

## **MACURH's Stance on Plagiarism**

All formatting, structure, content, or theme of a bid is expected to be **original work and not plagiarized.**

- Plagiarism can be defined as the practice of taking someone else's work or ideas and passing them off as one's own and will not be tolerated.
- Plagiarism, when noticed by two or more individuals reviewing a bid, will be considered a policy violation.

***Disclaimer:** Only content within bid criteria will be considered when determining bid winners*



# Award Bid Policy

## **General Award Bid Information**

Each member school in good standing with NACURH, Inc. may make only one nomination for each of the MACURH Regional Awards. Recipients will be selected from the nominees and will be announced at the MACURH Business Meeting on November

## **Eligibility Requirements**

Any individual may be nominated for one MACURH regional award per conference. No member of the MACURH Regional Board of Directors may be nominated for an award, with the exception of the Regional Leadership Conference Chair. Award bids that do not meet the specified requirements outlined in MACURH policy will not be eligible for award selection.

## **Award Bid Selection**

All regional awards will be selected by the voting representatives of their respective boardroom sessions during the Regional Leadership Conference. All voting for award bid selection will be conducted via secret ballot. Selection for each regional award shall require a majority vote of all voting representatives present during the respective boardroom session.

## **MACURH's Stance on Plagiarism**

All formatting, structure, content, or theme of a bid is expected to be **original work and not plagiarized.**

- Plagiarism can be defined as the practice of taking someone else's work or ideas and passing them off as one's own and will not be tolerated.
- Plagiarism, when noticed by two or more individuals reviewing a bid, will be considered a policy violation.

# Award Bid Categories

## **Individual Awards**

- Cindy Fendrick Award for Professional Service
- Resident Staff Member of the Year

## **Organizational/Institutional Awards**

- Commitment to Equity & Inclusion
- Commitment to Sustainability
- Organization of the Year
- Program of the Year

# Bid Descriptions

## **CINDY FENDRICK AWARD FOR PROFESSIONAL SERVICE**

**Purpose:** This award is designed to recognize distinguished leadership by a Housing or Residence Life professional while serving their institution, MACURH, and NACURH as a whole.

**Eligibility:** Any full time housing or student affairs professionals hosted by a MACURH member school in good standing with NACURH is eligible for this award. No individual may be nominated for the Cindy Fendrick Award for Professional Service and the Hallenbeck Lifetime Service Award in the same academic year.

**Award:** The winner will be announced at the business meeting and will be awarded with a plaque. The recipient will also be inducted as an honorary member of the FARM at the NACURH Annual Conference.

**Page Limit:** Bid content must be limited to sixteen (16) pages.

### **Required Content:**

- All nominees should be within their first fifteen (15) years of post undergraduate professional Housing or Residence Life service.
- The bid must outline all professional roles held by the nominee during their time in the field of student affairs.
- The bid must outline the nominee's accomplishments and student impact for each year of involvement in Housing or Residence Life as well as their commitment and service to their campus and the MACURH region.
- The bid must include a letter of support from a student or students directly impacted by the nominee and their professional service.
- The bid must include a letter of support from the individual's direct supervisor at their host institution.

# Bid Descriptions

## CINDY FENDRICK AWARD FOR PROFESSIONAL SERVICE (Continued)

### Criteria for Selection:

- The nominee's campus level goals, achievements, and impact in the field of Housing or Residence Life.
- The nominee's regional and NACURH level involvement, including achievements, contributions, and participation in NACURH services.
- The nominee's recognition received through campus, regional, and NACURH level awards.
- The nominee's attendance and participation in NACURH related conferences and events including involvement, educational sessions presented, and delegation support.
- The nominee's roles and contributions in housing or student affairs professional organizations.

## RESIDENT STAFF MEMBER OF THE YEAR AWARD

**Purpose:** This award is designed to recognize outstanding service dedication of a resident staff member within their on-campus community, MACURH, and NACURH as a whole.

**Eligibility:** Any individual who has served in a resident staff member position during the year of nomination is eligible for this award. Nominees must not have served as an NCC during their year of nomination. Nominees must be full time students and live in an on-campus housing unit. No individual may be nominated for the Resident Staff Member of the Year Award, NCC of the Year Award, NRHH Outstanding Chapter Member of the Year Award, Programming Representative of the Year Award, and the Mike Grosz Student of the Year Award in the same academic year.

**Award:** The winner will be announced at the the business meeting and will be awarded with a plaque.

# Bid Descriptions

## RESIDENT STAFF MEMBER OF THE YEAR AWARD (Continued)

**Page Requirement:** Bid content must be limited to eight (8) pages.

### **Required Content:**

- The bid must include the position description for the nominee's resident staff member role as well as outline the service and positive contributions that the nominee has made within their residence hall community.
- Only content that reflects accomplishments from Business conference to Business conference, with the exception of content included for comparison, will be considered.
- The bid must include a letter of support from a professional level supervisor or advisor.
- The bid must include a letter of support from fellow student staff member.
- The bid must include a letter of support from a resident or student directly impacted by the nominee.

### **Criteria for Selection:**

- The nominee's service and dedication to their residential community, including resident support, mentorship, and leadership.
- The nominee's contributions made through programming and events within their floor, building, and campus community.
- The nominee's campus involvement as well as attendance and participation in NACURH related conferences and events including involvement, programs presented, and conference spirit.
- The nominee's recognition received through campus, regional, and NACURH level awards.

# Bid Descriptions

## COMMITMENT TO EQUITY AND INCLUSION AWARD

**Purpose:** This award is designed to recognize a school that supports and promotes a student directed year-long and campus wide commitment to the awareness and education of residential students concerning diversity, inclusion, and equity issues and the identities of others.

**Eligibility:** Any institution, or student lead organization or student group hosted by an institution, in good standing with NACURH is eligible for this award.

**Award:** The winner will be announced at the business meeting and will be awarded with a plaque.

**Page Limit:** Bid content must be limited to thirty (30) pages.

### Required Content:

- The bid must outline the institution or student organization's commitment to inclusion/equity issues, as well as the organization's positive impact on the on-campus resident experience.
- The bid must include a letter of support from an organizational advisor or residence life professional staff member, including graduate advisors.
- The bid must contain an introductory statement that includes, but is not limited to:
  - The institution's Diversity , Inclusion, or other related Mission Statement for their Residence Life Department and campus.
  - The institution's approach to promoting inclusion and equity
  - The institution's on campus population
  - The ways that the institution involves diverse students and equity issues on their campus

# Bid Descriptions

## COMMITMENT TO EQUITY AND INCLUSION AWARD (Continued)

### Criteria for Selection:

- The nominated institution's need for inclusion and equity programming and initiatives, including the ways that equity and inclusion issues are currently being addressed on campus by additional departments or organizations.
- The nominated institution's goals and objectives in addressing equity, inclusion, and related issues, including the individuals involved in goal setting and the institution's success in achieving these goals.
- The nominated institution's diversity, inclusion, and equity programming efforts.
  - A list and brief description of the various diversity, inclusion, and equity programs facilitated on campus.
  - An in depth description of a maximum of five diversity, inclusion, and equity programs facilitated on campus, which could include but is not limited to:
    - Program Description
      - The number of people needed to organize and facilitate the program
      - The amount of time required to plan and implement the program
      - The program planning and implementation process
      - The goals of the program
    - Program Relatedness
      - The program's target population
      - The ways the program related to the needs of the campus community

# Bid Descriptions

## COMMITMENT TO EQUITY AND INCLUSION AWARD (Continued)

- Program Effectiveness
  - The success of the implemented program in addressing diversity, inclusion, and equity issues within the campus community.
  - The overall impact of the program in the campus community, including the individuals and organizations affected.
  - The method used for evaluating the success of the program
  - Feedback provided from the students who were involved with the program (including quotes, etc.)

## COMMITMENT TO SUSTAINABILITY AWARD

**Purpose:** This award is designed to recognize a school for supporting a student directed, year-long, and campus wide commitment to sustainability through awareness and education of their residential students while addressing ecological issues to sustaining our environment.

**Eligibility:** Any MACURH institution, or student lead organization recognized and supported by an institution, in good standing with NACURH is eligible for this award.

**Award:** The winner will be announced at the business meeting and will be awarded with a plaque.

**Page Requirement:** Bid content must be limited to twenty (20) pages.

### **Required Content:**

- The bid must outline the institution or student organization's commitment to sustainability and sustainability issues, as well as the organization's positive impact on the on-campus resident experience.



# Bid Descriptions

## COMMITMENT TO SUSTAINABILITY AWARD (Continued)

### Required Content:

- The bid must outline the institution or student organization's commitment to sustainability and sustainability issues, as well as the organization's positive impact on the on-campus resident experience.
- Only content that reflects accomplishments from MACURH conference to MACURH conference, with the exception of content included for comparison, will be considered.
- The bid must include a letter of support from a professional level advisor or residence hall staff member.
- The bid must contain an introductory statement that includes, but is not limited to:
  - A statement of sustainability in relation to the nominated institution or student organization.
  - The institution's perspectives and approach toward sustainability
  - The institution's on campus population.
  - The ways that the institution involves students with sustainability and sustainability issues on their campus.

### Criteria for Selection:

- The nominated institution's need for sustainability programming and initiatives, including the ways that sustainability issues are currently being addressed on campus by additional departments or organizations.
- The nominated institution's goals and objectives in addressing sustainability and sustainability issues, including the individuals involved in goal setting and the institution's success in achieving these goals.

# Bid Descriptions

## **COMMITMENT TO SUSTAINABILITY AWARD (Continued)**

- The ways that the nominated institution engages students in sustainability initiatives and provides opportunities for education and growth related to sustainability.
- The nominated institution or organization's programs and activities designed and facilitated to promote sustainability, including information on the program's effectiveness.
- The nominated institution's overall impact within the campus community in the area of sustainability, including the individuals and organizations affected.

## **ORGANIZATION OF THE YEAR AWARD**

**Purpose:** This award is designed to recognize the outstanding service of an on campus student organization that has made significant contributions in improving the student experience.

**Eligibility:** Any student lead organization or student group hosted by a MACURH institution in good standing with NACURH is eligible for this award. Nominated organizations must be officially recognized by the host institution but may not be an organization affiliated with a residential life department or housing department.

**Award:** The winner will be announced at the business meeting and will be awarded with a plaque.

**Page Requirement:** Bid content must be limited to twelve (12) pages.

### **Required Content:**

- The bid must outline the achievements of the student organization as well as their dedication, service to, and impact on their campus community, MACURH, and NACURH as a whole.

# Bid Descriptions

## **ORGANIZATION OF THE YEAR AWARD (Continued)**

- Only content that reflects accomplishments from Business conference to Business conference, with the exception of content included for comparison, will be considered.
- The bid must include a letter of support from a professional level advisor or residence life staff member.
- The bid must include a letter of support from the president or director of the student organization.

### **Criteria for Selection:**

- The nominated organization's contributions to student life through the promotion of student leadership, diversity, recognition, education, and advocacy.
- The nominated organization's goals and objectives, including how they were executed and met.
- The nominated organization's impact for students within their campus community through programming, leadership, and diversity initiatives including:
  - Programs hosted by the organization
  - Leadership opportunities provided by the organization
  - Training and leadership development opportunities provided by the organization
  - Ways that the organization has addressed student needs within their organization
  - Growth and improvements made within the organization from previous years

# Bid Descriptions

## **PROGRAM OF THE YEAR AWARD**

**Purpose:** This award is designed to recognize an outstanding student implemented residence life program. This award was created in an effort to recognize the high level of initiative and professionalism essential to student programming.

**Eligibility:** Any program sponsored by a MACURH institution in good standing with NACURH is eligible for this award. Each institution will be allowed to submit one program for consideration. The program must have occurred between December 2nd, 2021 and October 1st 2022.

**Award:** The winner will be announced at the business meeting. The recipient will be awarded with a plaque and will be MACURH's regional nominee for the NACURH Program of the Year Award at the NACURH Semi-Annual Business Conference.

- The recipient of the MACURH Program of the Year Award will work with the CORS to prepare their bid for submission to the NACURH level.

**Page Limit:** Bid content must be limited to twenty (20) pages.

### **Required Elements Within the Bid:**

- Only content that reflects accomplishments from December 2 of the MACURH previous year to the respective conference, with the exception of content included for comparison, will be considered.
- The bid must include a letter of support from an organizational advisor or residence life professional staff member, including graduate advisors.

# Bid Descriptions

## PROGRAM OF THE YEAR AWARD (Continued)

**Bids should follow the Required Elements Within the Bid criteria for the NACURH/ACUHO-I Daniel Siler Program of the Year Award listed below and in Title 12, Article 1, Section 3.6(f) of the NACURH Policy Book.**

- The bid must contain a Table of Contents that clearly lists, at minimum, the following required sections.
- Each section and elements included below must be labeled; failure to properly label sections and elements below will result in bid disqualification.
- Section One: Introduction & Overview (30%)
  - Summary
    - The bid must include a one paragraph summary of the program nomination that could be used in describing the nomination as a conference educational session.
  - Program Origination
    - The bid must describe how the program originated.
  - Educational Component
    - The bid must describe the educational benefits of the program.
  - Audience
    - The bid must describe the target audience for whom the program was designed.
  - Goals
    - The bid must describe the goals and objectives of the program.
  - Student Needs
    - The bid must describe the specific and demonstrated student needs that the program is designed to address.

# Bid Descriptions

## PROGRAM OF THE YEAR AWARD (Continued)

- Section Two: Planning & Implementation (45%)
  - Program Basics
    - The bid must describe the program (who, what, why, when, where, and how).
  - Student Involvement
    - The bid must describe how students were involved in the conception, planning, and implementation of the program.
  - Marketing
    - The bid must describe how the program was marketed.
  - Resources
    - The bid must describe the resources used in developing and implementing the program, including information on each of the following:
      - Budget: The bid must include a line item budget and funding sources.
      - Supplies: The bid must include a list of supplies used to implement the program.
      - Personnel: The bid must include information on the number of students involved and their specific roles in program conception, planning, and implementation.
      - Campus/Community Resources: The bid must describe any campus or community resources used to develop and implement the program.

# Bid Descriptions

## PROGRAM OF THE YEAR AWARD (Continued)

- Section Three: Evaluation (20%)
  - Evaluation Tools
    - The bid must describe the program (who, what, why, when, where, and how).
  - Successes
    - The bid must describe the successes of the program.
  - Challenges
    - The bid must describe the challenges faced in developing and implementing the program, how the challenges were addressed, and suggestions for overcoming challenges in the future.
  - Student Impact
    - The bid must describe the effect on students who attended the program and the lasting impact on the student and campus community.
- Section Four: Conference Presentation (5%)
  - Conference Presentation
    - The bid must describe how the program would be presented at the NACURH and ACUHO-I Annual Conferences. This description should include use of media, handouts, and other resources.
    - The description should explain the differences, if any, between presentations at each conference.
  - ACUHO-I
    - The bid must explain the relevance of the program to ACUHO-I conference delegates.

# Bid Descriptions

## PROGRAM OF THE YEAR AWARD (Continued)

**Criteria for Selection:** The winning program may be of a community service, leadership development, diversity, educational, or social nature; each bid must include information of how the program was educational for students or student leaders in attendance. The voting representatives will use the following criteria in selecting the recipient of the Program of the Year Award based on the written bid and bid presentation.

- Relevance of the program to residence hall students
- Uniqueness of the program
- Overall quality of the information presented
- Demonstrated achievement of goals and objectives
- Relevance and applicability to other schools as a resource for program adaptation and implementation
- Program impact on the residence and campus community



# Citations

MACURH Logo (pg 1), MACURH Branding Guide  
(<https://www.macurh.nacurh.org/governing-documents>)

MACURH Square Logo (pg 6), MACURH Branding Guide  
(<https://www.macurh.nacurh.org/governing-documents>)