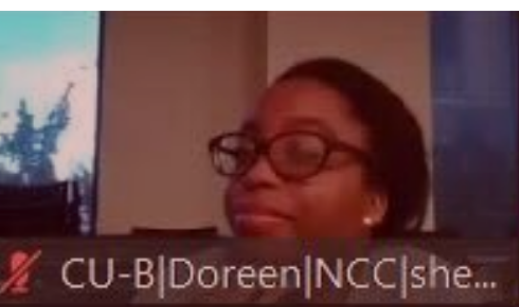


SLC GUIDE

SPRING 2022 | Feb 25-27th



CU-B|Doreen|NCC|she...



Idaho | Claire Westby | N...



1 | Devin | NAU | NCC



Boise State | Sarah | N...



Chris, Montana State, ...



UNC | Alex | NCC | he/...



Anna | NCC | USU | she...



UNM | Nick Allen | NC...



2 Chi | IA CONCCTD | She...



UofU| Tammie Tan | NC...



UNR Justin Wong NCC



Jeff R - ASU- NCC

Jeff R - ASU- NCC

What is SLC?

The Spring Leadership Conference (SLC) is the very first **leadership conference** hosted by IACURH in Spring! This is the way for us to celebrate the 60th anniversary of IACURH. SLC is similar to Regional Leadership Conference (RLC) in November, which hopefully you got the chance to attend! SLC will be hosted **virtually Feb 25 to 27th, 2022**. The conference theme is *SLf-Care: 60 Years Never Looked So Good*.

What makes SLC different from RLC:

- No roll call video or banner required (but if you want to hype up the spirits, feel free to continue doing these in your capacity)
- Apart from Award Bids, there will be positional bids for people who want to run for Regional Board of Directors, keep out for information on RBC bidding as well.
- Programs and Bids focused! **PLEASE ENCOURAGE STUDENTS TO SUBMIT PROGRAMS!!!!!!**

If you have any questions or concerns about the check-in process please reach out to Arielle Mathews, Spring Leadership Conference Chair at ia_businessconf@nacurh.org or **submit questions [here](#)**.

What can students gain from SLC?

Through participating in different aspects of the conference, students can gain valuable leadership skills, create good friendships with delegates from and outside their campuses, as well as feeling connected to the Intermountain Region! Some benefits from conference are listed below

Programming & Socials:

- Students can present programs
- Programs are voted by participants to enter Top 10 Programs (presented on Sunday afternoon).
- Students/Delegates can attend social sessions to connect with students from other campuses through meaningful conversations and/or exciting virtual games

Recognition:

- Campuses will submit Bids to recognize individuals and organizations on the regional level
- Schools can learn from each other through Bid Evals and Bid Sessions and celebrate great achievements around the regions

Philanthropy:

- Students/Delegates will participate in service/philanthropy activities at conference to contribute/give back to the intermountain community

Business:

- RBRs/Reps will attend business sessions to discuss and vote on legislations and 2022-2023 RBD members
- Attend split boardroom with other reps with similar roles (RHA Prez, NCCs, NRHH Reps)
- **Students from affiliated institutions can run for Regional Board of Directors positions (please see [Policy Book Title 6](#) for requirements)**

SLC 2022 Quick Facts

- **Date and Time:** Feb 25-27th (check in details to come soon)
- **Theme:** SLf-Care: 60 Years Never Looked So Good
- **Host:** Conference team chaired by Arielle Mathews (ia_businessconf@nacurh.org)
- **Format:** Virtual
- **Cost per delegate:** TBD, not to exceed \$70 per delegate
- PLEASE NOTE THAT THERE WILL BE LATE REGISTRATION FEE \$10-\$20 per delegate
- **Where to send my questions?** Using this [QUESTION FORM!](#)

SLC and Bid Timeline ([Bid Guide](#))

- **Dec 12th:** [Conference Team Application](#) Priority Deadline (if you see someone who is interested, please encourage them to apply no later than Christmas – application is super short!!!)
- **Jan 9:** [Registration](#) and [Program Applications](#) Open
- **Jan 17th:** Bid Intent Form Open ([Plan Bid Writing](#))
- **Jan 31st:** Bid Intent Form Close
- **Feb 11th:** Award Bid Due
- **Feb 13th:** Tentative Schedule Released + Registration Closes
- **Feb 16th:** Award Bid Revisions Due
- **Feb 18th:** Bid Eval Release + Late Registration Closes + Programming Submission Closes
- **Feb 25th by noon:** Conference Check-in + Bid Eval Due

- **Feb 25 - 27: CONFERENCE!**

Plan Your Conference

These sections are some refreshers for you as the process is similar to RLC, so if you have your own process that works, feel free to skip! You might want to look at [Prepare Delegation Meeting](#) to see the suggested timeline.

If you are new to the process of recruiting delegates for RLC, this will be helpful for you!

Advertising Conference

There are multiple channels that you can utilize to get the word out about RLC! With the virtual conference format, there is no cap on the number of students who can attend. Hence, every student is eligible to participate in the conference! There are multiple ways to advertise conferences, and the main theme is to get people excited, encourage them to gain leadership skills by participating in different aspects such as presenting programs, designing roll call videos, and writing bids.

- **Social Media (RHA, NRHH, Housing & ResLife)**
 - Stories, posts about conference
 - Instagram Takeovers by **RLC 2021 conference delegates** and previous years as well
 - Utilize the Conference theme for your posts, emphasize the excitement and leadership, regional spirits, etc.
- **Emails, newsletter, through other staff members**
 - Send email out to residents about conference along with YOUR conference registration form or send out digital flyers
 - Put conference on your Housing and ResLife newsletter if applicable
 - Ask other student staff members such as Resident Assistants and Community Assistants if they can share the info to their residents
 - **Tips:** ask your advisors for help in this process - things such as including information about conference on newsletter, getting residents' emails or sending emails out to residents
- **Meetings and Events**
 - Utilize Hall Council meetings and floor meetings to talk about conference
 - Reach out to student organizations to see if they can help advertise conference to their members
 - Handing out flyers to residents at RHA & NRHH events
 - Tabling at other events

- **Merchandise: T-shirt, pins, etc.**
 - If budget allows, designing some sort of conference merchandise for your campus can not only encourage students to join the conference but also show off your institutional spirit at conference!

What to include on flyers/emails?

- **Reasons why attending conference**
 - Meeting student leaders from around the country
 - Presenting programs at regional conferences
 - Getting more involved with RHA/NRHH
 - Representing your institution on regional level
 - Becoming friends with other delegates
 - Great resume builder to become an RA, RHA/NRHH executive, etc.
- **YOUR registration form** (links, bit.ly links, QR Code, etc.) - make the process as accessible and streamline as possible!

I keep saying YOUR conference registration form because **this form is made by you** rather than the regional conference registration form released by the SLC chair. The reason for this is because we want to make sure that you as NCCs know who will attend the conference as well as helping with sending regional merchandise to campuses. Sooooo,

How to create a Campus Conference Registration form?

Depending on your vision for your delegation, conference registration form can look differently. However, conference form needs to have these questions:

- First and last name (I would recommend also including a preferred name question for your own reference)
- Email (the same one they use for Zoom)
- Phone number
- What type of delegate they are (advisor, NCC, RHA President, NRHH Representative, conference delegate, etc)
- Pronouns
- New or returning delegate
- Do they need any special accommodations? If so, what are they?
- What socials would they like to see during the weekend?

- You can ask questions about what they can bring to the conference/delegate, how they can represent your institution, what they hope to gain from this experience
- If you are thinking of hosting in-person delegate meetings, ask if they are comfortable with in-person meeting

Choosing your Delegates

- There are multiple ways to recruit delegates such as Google Forms, sign-up sheets and interviews with those who show interest.
- If you get to decide how you want to select delegates, here are a few ideas:
 - Deciding delegates anonymously based solely on their responses (you can put everyone's answers in a Google Doc without using their names, which you can send out to advisors, your RHA and NRHH Reps, etc)
 - Hosting interviews to decide delegates
 - **Prioritizing students who are interested in serving on RHA/NRHH exec boards or whom you want to get involved in RHA/NRHH**
- You can also choose to bring a delegation leader, who is someone who's attended a conference before and can help keep you in the loop while you're in boardroom. Include this into your conference registration form
- Talk to your advisor to determine how many delegates you can bring to the conference based on your budget
- It depends on your institution on how long to keep your campus registration open.
 - You can close Round 1 of registration to solidify folks who will present programs, work on roll call videos and banners, and write bids.
 - You can have Round 2 of registration for people who show their interest later and don't have them do much to prepare for the conference.
- Please reach out to folks to let them know if they are selected, rejected, or on waitlist. Don't leave people hanging... Also, PROOFREAD your emails!

Sign Conference Agreement/Waiver

- It might be a good idea to send out a delegation agreement for your delegates to fill out! This is basically like a mini-contract that outlines the type of behavior you expect from them during SLC!

- You can send this out and ask them to turn it in with their acceptance email or you can give it out at your first delegation meeting!
- A sample Conference Agreement can be found [here](#)! This was made for NACURH 2020 by our previous CONCCTD
- Be on the lookout for a regional conference waiver! If released, please make sure your delegates sign this as well!

Register your delegates

- NCC is typically responsible for registering everyone for the conference - thankfully, you will already have everyone's info from their applications!
- [SLC Conference Registration](#)
- Cost per delegate (updated when available, but will not be more than \$70)
- Some dates to keep in mind
 - **Regular Registration Closed: Feb 13th**
 - **Late Registration Closed: Feb 18th (there will be late registration fee Feb 13-18)**
 - **You will not be able to register any delegate after Feb 18th!**
- Make sure to double check your work and just ask a delegate if you aren't sure of an answer.
 - You will have their phone numbers, so sending a quick text is always better than guessing or assuming, just to be safe.
- Remember to chat with your advisor(s) about how you plan to pay for conference, and make sure to follow up on your end to ensure that this gets done properly!

Prepare Delegation Meetings

Conference Preparation Timeline

This is just a suggested timeline! The purpose is to make sure you can meet with your delegates and get things submitted before deadlines!

Jan 9: Release Campus Registration Form (include space for program ideas submission – so that YOU know what to expect)

Jan 23: Close Registration

Jan 24-26: Choose your delegates

Jan 27: Send out acceptance, denials through email. In this email, indicate your time to meet for first meeting

Jan 30 - Feb 5: First meeting

Feb 6-12: Second meeting

Feb 13-19: Third meeting

Feb 25-27: CONFERENCE WEEKEND

** This may require some prep work regarding the campus registration form during your Winter Break. If you have one from RLC, please adjust and reuse!! If not, make it [short and simple](#) :)

For Bid writing, you can totally include students other than your Exec Board in the process, but **determining what to write and gathering information before Jan 20th is highly recommended.

**Because there is no banner to submit, only programs and bids, 2-3 meetings will work out fine!

Plan Delegation Meetings

Meeting Format: You can choose to have in-person meetings or Zoom meetings, depending on students' comfort level and your vision! Make sure to ask students and be cognizant of their preference! Think about the case that you have some folks who don't want to meet in-person and what the game plan will be.

What to include in the meeting?

- Delegation meetings are a great way to set the tone for a conference as well as creating strong bonds among delegates before entering the conference!
- For in-person meetings, you can have some snacks at the meetings!
- For virtual meetings, you can have ice-breaker questions or check-in (high and low) for delegates to get to know each other better

Suggested structure for each meeting (based on timeline above):

- **First meeting (Jan 30 - Feb 5)**
 - Sign waivers and set expectations (how to communicate, what you expect from your delegates and what they expect of each other and of you)
 - Overview tasks and timelines.

- Give heads-up to programming folks about [Programming Submission](#) due date (Feb 18th)
 - Talk about what is still needed for Bid such as information, photos, letter of good standing, quotes, etc. (Bid Due Feb 11th)
- **Second meeting (Feb 6-12)**
 - Check in with programming folks if they are set to submit programs
 - Bid ready to submit by Feb 11th
- **Third meeting (Feb 13-19)**
 - Check in with programming folks about materials needed and set up time for them to rehearse (if they want to do this)
 - Help programming folks if applicable
 - Make sure folks are ready for the conference!
 - Answer questions about overview of conference
 - Create snack lists and gatherings during conference weekend if budget and policy allow
 - Revise and prep for Bid Defense if applicable

How to Create a Positive Experience for your Delegates

There are ways to engage your delegates, no matter if you decide to go fully online for RLC or have in-person meetings with your delegates

Virtual Engagement Options

- Fun Ice-breaking questions
- Jackbox, Kahoot, Pictionary (outside of delegation meeting time)
- Engage people in group chats (send GIFs, send TikTok, etc.)
- Quick Reflection activity on first or second day of conference

In-person Engagement Options

- Fun ice-breaking activities at the beginning of meetings (make people move a little bit if safe)
- Snacks at meetings
- Round-table settings

Overall Engagement Options

- Snack bags for conference weekend!
- Engaging group chats
- Self-care activities together - Conference Stretch, Meditation during conference weekend, morning check-ins

- Send Thank-You notes to delegates after conference
- Simply be excited!! - Your enthusiasm will definitely transfer

Plan Bid Writing

During your Bid Writing process, the [Bid Guide](#) is your BEST FRIEND! Please refer to the guide and ask our AD-NRHH Sarah McLean (ia_adnrhh@nacurh.org) if you have any questions.

What are Bids?

Bids are magazines about outstanding people and programs on your campus! They are very important in regional business spaces. Typically, the NCC is in charge of writing bids and/or leading other writers through the process - this may include your RHA/NRHH Representatives, members, etc.

What resources are available?

[2021-2022 Award Bid Guide](#)

[IACURH Policy Book](#)

[Bid Station](#) (include bids submitted from previous years)

Where to start?

- **Choose nominee(s) for your bid(s)!** Depending on the resource you have for Bid writing, you can choose the categories with low page counts or high page counts. The purpose of writing Bid is recognition after all, so have fun in the process and don't stress yourself out if you cannot handle high page count bids!
- **Form Bid team(s).** Bid writing is not a task that you can tackle in one or two days, and you certainly don't have to do this alone. Engaging others in the process makes recognition more meaningful and the bidding process much more fun and manageable!
- **Meet with your nominee(s)** and ask them if they are comfortable with being nominated. We need to respect people's preferences of recognition. Always have a back-up nominee in mind if things end up not working out.
- **Create a list of information and materials** you need for your bid. Also create an **outline** for Bid at this stage (the two will probably be similar). A sample can be found [here](#).

- **Create a timeline for Bid(s).** Bid Timeline is important to help keep you and other Bid team on track of what needs to be done for Bids
- **Gather content for Bid(s).** If you know what your Bid(s) will be about, start gathering questions as soon as possible!
- **Submit Bid intent.** It is required for every institution to submit an intent form, even if you don't plan to submit any award bids! If you write multiple bids, only need to submit one intent with all the Bids.
- **Delegate tasks and write Bids!** You can start delegate tasks from the step of gathering information.
- **Make edits, proofread, proofread, proofread!!** You can ask your RHA and NRHH advisors to take second look, third look, forth look, etc. on your Bid(s) before submit them
- **Submit Bid(s).** You will likely submit Bid(s) by email to Sarah our AD-NRHH at ia_adnrhh@nacurh.org. As you can imagine, Bids are not small files, so submitting it early will prevent the system from crashing around 11:30 PM on Feb 11th, 2022!
- **Make revision and resubmit.** The revision process for Bid happens pretty quickly (4 days only - I know, crazy right). The sooner you submit your Bid, the sooner Sarah can take a look and send back your violations. Don't feel bad if you have violations, that is why the review process is here!
- **Prepare Bid Defense.** If your Bid is in the category that is voted by Regional Board Representatives, you will have a Bid session and need to defend your Bid. Start preparing Bid Defense the sooner the better!
- **Delegate Bid Evals.** It is almost impossible and definitely painful for a single person to finish evaluating them in a week. Even if you don't have a Bid team in the first place, delegate the Bid Evals to RHA Prez and NRHH Reps.
- **Ready to enter Bid Sessions at conference!**

Recommended Bid Timeline

- **Before Jan 16:** Have interested categories and bid teams established.
- **Jan 16-20:** Finalize bid topics, meet with nominee(s) for the first time, start gather information, ask for Letter(s) of support; submit bid intent; delegate tasks
- **Jan 21-26:** Continue gaining information, collect photos, quotes; start writing bids; form bid design/theme. Information from nominee(s) should be gathered around Jan 26

- **Jan 27 - Feb 6:** Continue working on your bid draft and follow up on Letter(s) of Support
- **Bid Intents Closes Jan 31st**
- **Feb 7-9:** Finalize drafts, add contents to bid template
- **Feb 9-11:** Have your bid proofread (we recommend at least 3 people review it)
 - When proofreading we recommend looking for problematic language, typos, design revisions, and policy guidelines. We recommend asking advisors and other students not involved with creating the bid to review it. Please note the RBD will not be able to offer any feedback beyond policy revision guidelines.
- **Bid submission closes Feb 11 at midnight (local time)**
- **Feb 12-16:** Revise your bid as needed, start preparing for bid defense (if applicable). All revisions are due Feb 16th at midnight (local time).
- **Feb 18-25:** Determine eval strategy and complete bid evals before Conference Check-in. Please note you won't be able to complete check-in without a completed evaluation document.

Extra Information

Deciding what bids to write:

- The world is your oyster with bids! I highly recommend chatting with your advisor(s) and executive board to see if they have any suggestions for potential categories and/or nominees.
- When deciding on what bids to write, please utilize the IACURH Bid Guide! It will walk you through every category and what the criteria is for each bid. Use this to make your decisions.
 - Already have a lot of commitments? Think critically about the work you can take on and make the best choices for you!
- Remember, when you are in the process of deciding, the timeline for SLC bids goes from last year's conference to this one. So if you were to be writing NCC of the Year, it would be about last year's NCC, not you (unless you're a returner, of course)

Forming bid teams:

- In the bid guide, this step is listed later, but I think it's important to go into this process knowing who is writing each bid. At some institutions, it's just the NCC. At

some, it's each regional representative. At some, this even includes RHA/NRHH members and on-campus residents!

- After you have chatted about potential bids to write, bring them to your team and ask if anyone is especially passionate about any of the topics. Writing a bid that you are interested in will always make it easier and more enjoyable!
 - You can each write your own bids or you can collaborate on one or more bids! Totally up to you. If you want to chat about the process of collaborating, let me know!
- **Some perks to get people excited in Bid:**
 - It is a meaningful way of recognition. And a big way too: the whole region can see the nominee's achievements
 - Bids are a great inspirational tool. They not only recognize the great work you've done, but they can motivate students at other institutions to try something new!
 - Good way to practice writing skills, interviewing skills, organizing skills
 - If students are interested in design, they basically design a magazine for this Bid - add to their portfolio as well!

Submitting an intent: (Open Jan 17, close Jan 31)

- If you plan to write bids, it is crucial that you submit an intent for every bid that you plan to write as an institution, because if you don't submit the form, you won't be able to submit the bid.
- This is not a commitment to write the Bids. If in any circumstances you cannot write them all, it is OK!
- I would suggest that you submit the intent form all the Bids written by your institution!
- We use bid intents to create the schedule for bid defenses during the conference. We want to make sure we have enough time for each nominee to defend their bid!

Gathering content:

- I would recommend contacting your nominee(s) to let them know that you will be writing a bid about them! You can explain what it means to have a bid written about you (it's a big honor), what conference you will be defending at, who will be writing the bid, and what you need from the nominee.

- You technically *could* write a bid as a surprise, but as a warning, it is extremely difficult and requires some spy-level stalking to find all the information you'll need.
- A Google Doc for them to fill out the information for each criteria can be a good way to go! This can avoid contacting back and forth. You can set a "deadline" for this to be filled out so that the Bid writing process is on track.
 - Example: If the criteria says "Regional involvement" you could ask your nominee "what has been your involvement with the region?"
 - [Here's an example](#) of a document like this!
- Other than information, you should also ask for:
 - Photos of their achievements and involvement
 - Quotes from people who work with them
- I would paste the criteria for each bid your school is writing into a document. As you work on the bids, check off each point to ensure that everything you need is in there!
- Make sure you ask for Letters of Support early October! It can take a while to write the letters!

Meeting with your nominee:

- If possible, it is really helpful to meet with your nominee and talk more about the bidding process with them! This can take place in person, through Zoom, on the phone, through email, etc.
- Here are some things you can do when you meet with your nominee:
 - Explain further what the nomination means, what a bid is, etc.
 - Show them a previous bid if they've never seen one
 - Go over the information document with them (remind them of the due date)
 - Ask them to send you any photos that they want included in the bid (this can include photos of just them and photos from conferences, RHA/NRHH meetings, events, etc)
 - Ask about possible bid themes! You can tailor this to their specific interests (For example, a music-themed bid for a choral education major or an ocean theme for someone who loves the ocean)
 - Ask if they have any questions/anything they need from you!