



2021-2022

Award Bid

Guide

Introduction



Hey IACURH!

Thank you so much for your interest in submitting an award bid! Bidding is a great way to recognize great people on your campus in a creative and public way. The process can seem intimidating at first, but this guide will act as a resource with the basic things you need to know in order to successfully write and defend a bid!

For a more in depth overview of the requirements for every specific bid please refer to the IACURH Policy Book. This guide will outline the following:

- What is award bidding?
- What purpose does it serve?
- What does the award bidding process look like?
- What is the timeline for award bidding?
- How do I start the award bidding process?
- How do I identify and select nominees?
- What information should I gather for the bid?
- How do I write bid content?
- How do I prepare the bid layout?
- When are bids due?
- How do I submit my bid?
- How does IACURH select award bid recipients?

I hope that this guide answers most of the questions that you might have, but always feel free to email me at ia_adnrhh@nacurh.org or shoot me a text literally any time, my phone number is (210) 367-5310. My job is to help you create bids that you are proud to have recognize the amazing individuals on your campus!

Thank you all so much for all of the work you put in to recognize the people going above and beyond at your schools, and I am so excited to act as a resource as y'all create and defend these bids, along with the rest of the regional board!

Mountain and Diamond Love,
Sarah McLean
Associate Director for NRHH



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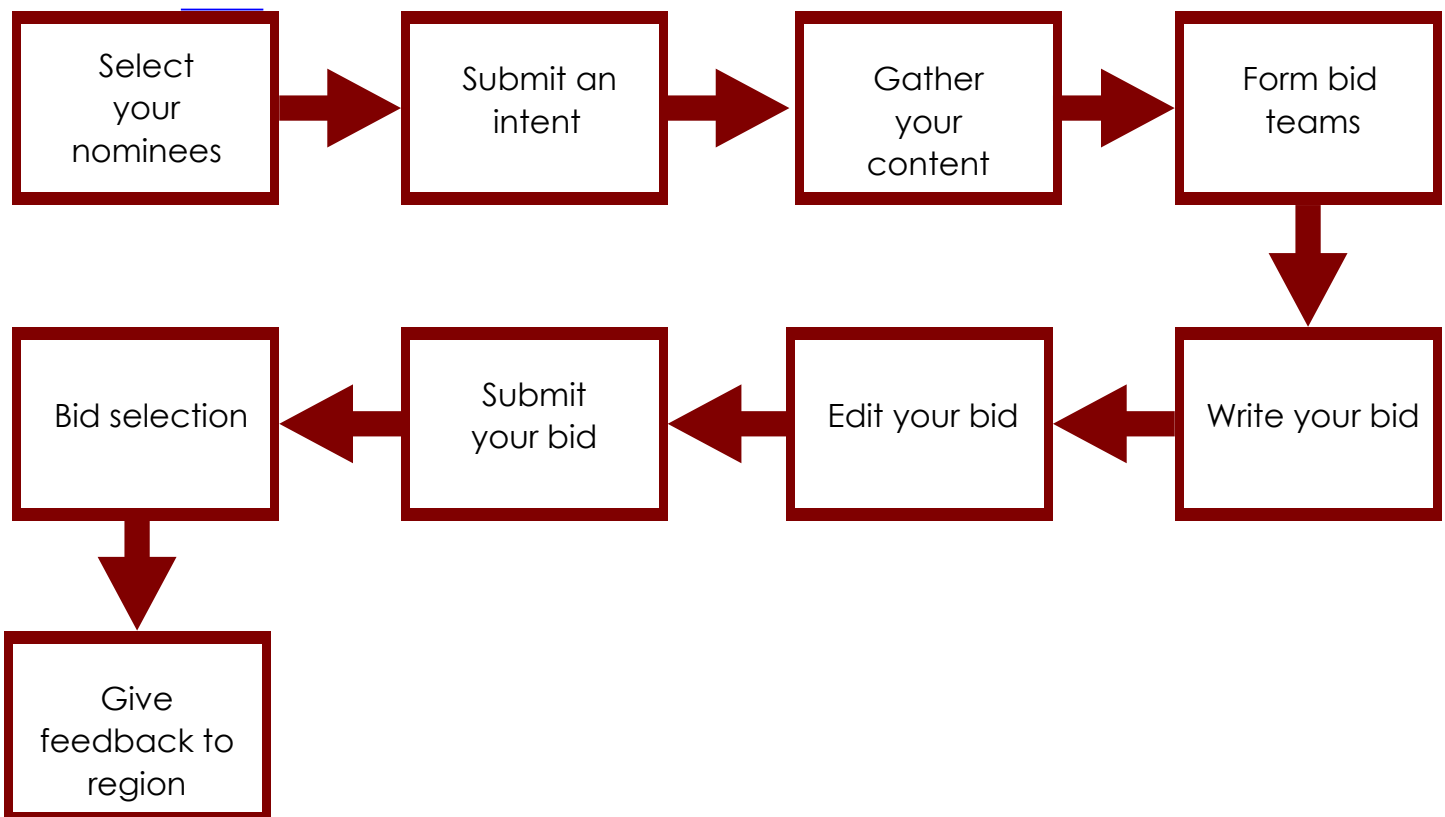
Overview

What is an award bid?

Award bidding is the process through which member schools can submit nominations for various IACURH and NACURH level awards. The intention of this process is to recognize outstanding achievements of individuals, groups, or programs on each respective campus. Through the process of bid submission, evaluation, and selection, we are able to recognize the best of the best, maintain our Best By Far motto, and give credit to those who have had a positive impact on our campuses.

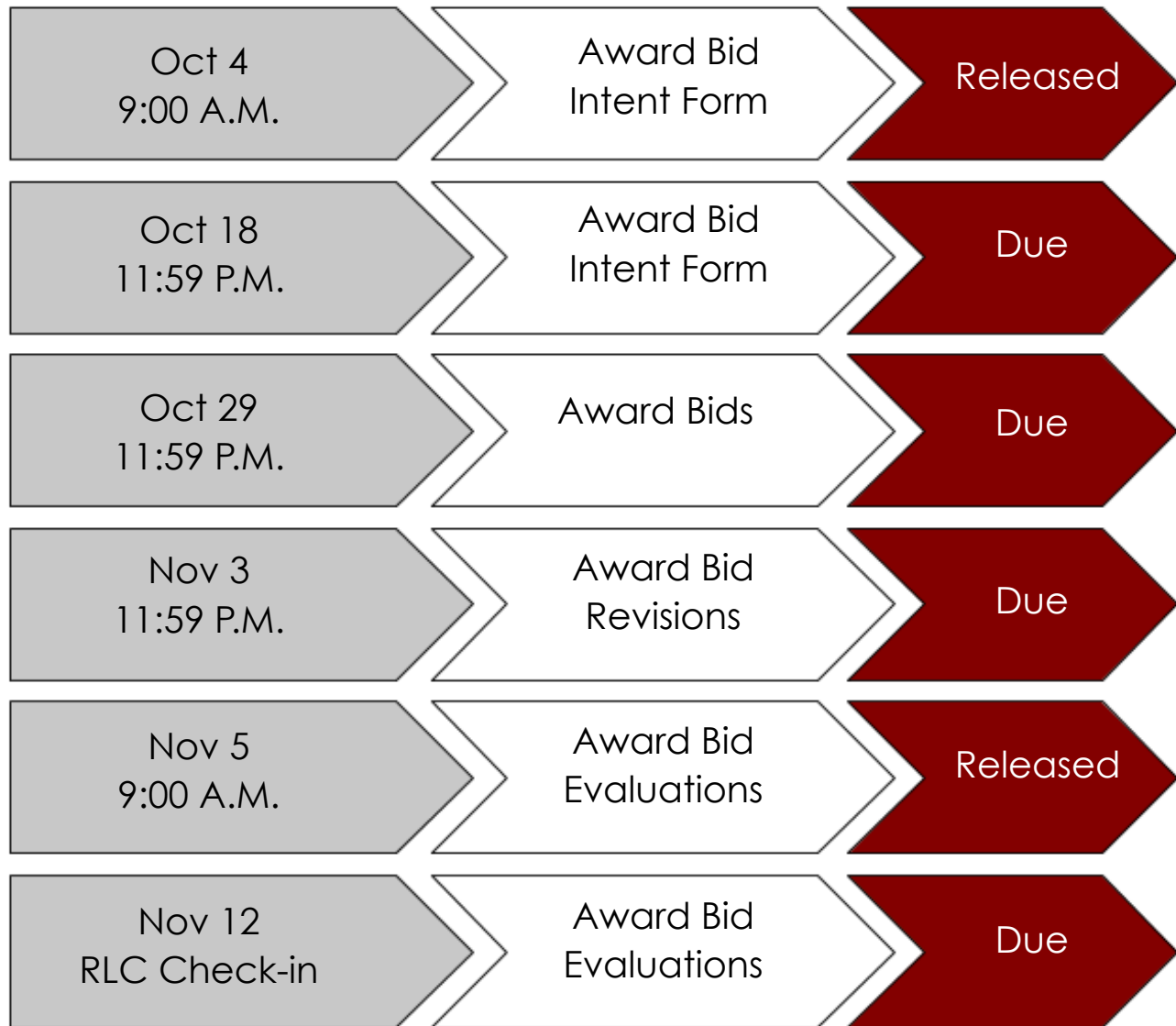
What does a bid look like?

A bid is essentially the combination of a resume (the content), a scrapbook (the layout), and an OTM (the writing). Bids are unique but share common characteristics. They are typically colorful, graphically oriented, visually stimulating and organized with a cover page and various content pages. Bids vary in size and content depending on the category in which you are submitting, so be sure to check the different policy requirements when creating your submission. *For more examples on how award bids look on the regional level click [here](#).*





IACURH RLC 2021 Award Bid Timeline



Notes:

- All times are Mountain Daylight Time.
- These dates and times are final and there will be no exceptions for late submissions.
- Bids must comply with all [IACURH](#) and [NACURH](#) Award Bid Policies.
- All communication regarding Award Bids for the Regional Leadership Conference 2021 will come from and should be directed to the Associate Director for NRHH at ia_adnrhh@nacurh.org.



2021 RLC Award Bid Categories

Category	Who Selects Winner?	Page Count	Purpose
Jamie Lloyd Service Award	Regional Boardroom Representatives	5	The IACURH Service Award recognizes outstanding service and leadership to the IACURH region by an elected officer of IACURH.
Brianna Gomez NRHH Service Award	NRHH Boardroom Reps	5	The Brianna Gomez NRHH Service Award recognizes outstanding service and leadership to the development of NRHH and the IACURH Region.
IACURH NCC of the Year	Regional Board of Directors	8	The IACURH NCC of the Year recognizes outstanding service to IACURH by an individual who has been directly affiliated with the organization while serving as an RHA president.
IACURH RHA President of the Year	Regional Board of Directors	8	The IACURH RHA President of the Year recognizes outstanding service to IACURH by an individual who has been directly affiliated with the organization while serving as an RHA president.
IACURH NRHH President of the Year	Regional Board of Directors	8	Recognizes outstanding service to IACURH by an individuals who has been directly affiliated with the organization while serving as an NRHH president.
IACURH Advisor of the Year	Regional Boardroom Representatives	8	The IACURH Advisor of the Year Award recognized outstanding advising by an advisor of a residence hall student leadership group within a year.
IACURH Executive Board Member of the Year Award	Regional Boardroom Representatives	8	The Executive Board Member of the Year Award recognizes the most outstanding RHA/NRHH Executive Board Member and their contributions on the campus, regional, & national level while serving on their campus executive board.
IACURH Student of the Year Award	Regional Boardroom Representatives	8	The IACURH Student of the Year Award recognizes outstanding service to IACURH by an individuals who has been directly affiliated with the organization.
IACURH Student Staff Member of the Year Award	Regional Boardroom Representatives	8	Recognizes outstanding service to IACURH by an individual who has been directly affiliated with the organization while serving in a student staff position that directly benefits students living on campus.
Dan Daniels Lifetime Service Award	Regional Board of Directors	16	The Dan Daniels Lifetime Service Award recognizes distinguished service to the Intermountain Affiliate by a Full Time Housing or Student Affairs professional

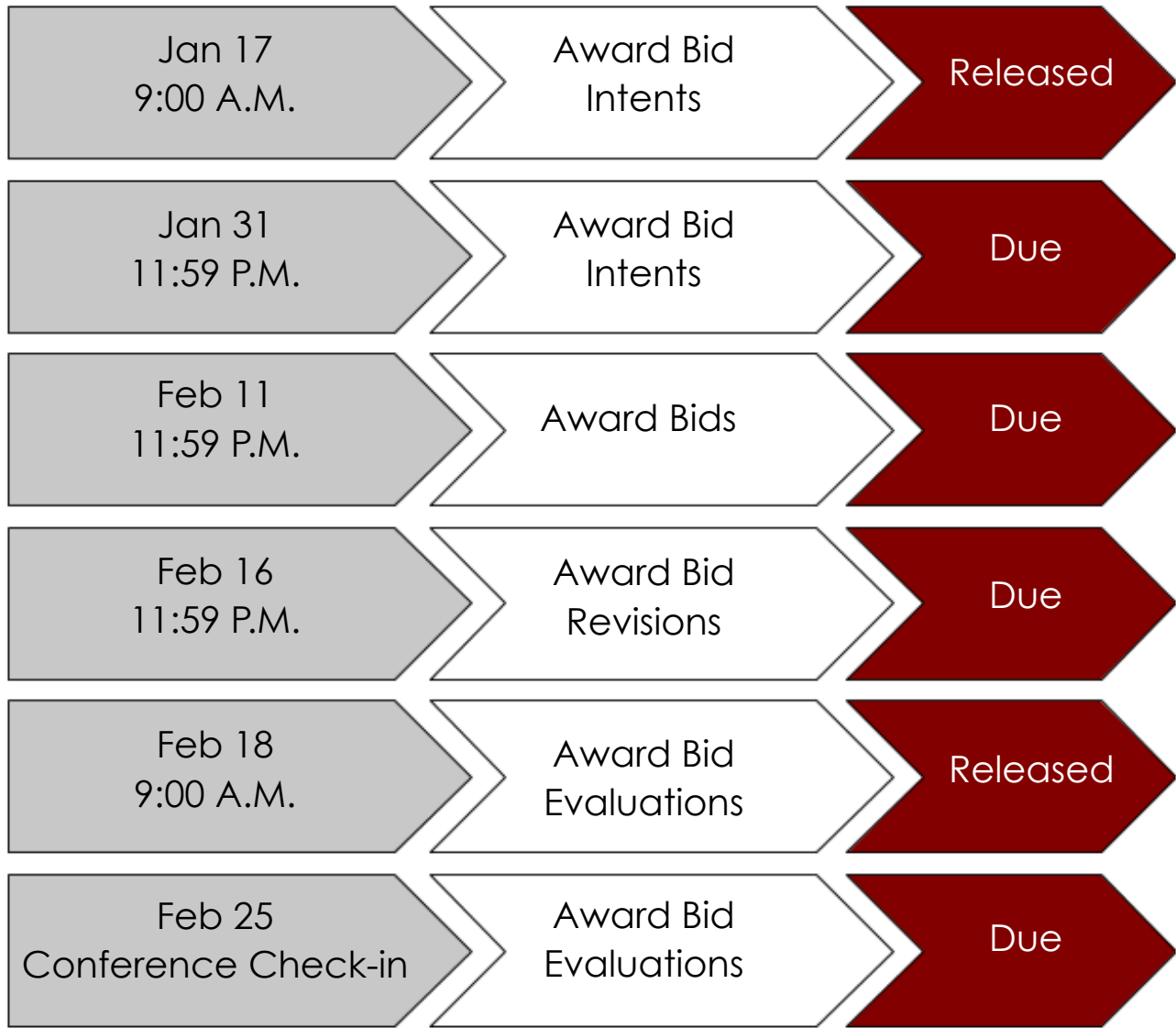


2021 RLC Award Bid Categories Continued

Category	Who Selects Winner?	Page Count	Purpose
Paula Bland Award for Professional Service	Regional Boardroom Representatives	16	Designed to recognize distinguished leadership by a housing professional while serving IACURH, its affiliates, and member schools over a several year period.
IACURH Distinguished Service Award	Regional Boardroom Representatives	16	Designed to recognize distinguished student leadership while serving IACURH, it's affiliates, and member schools over a several year period.
IACURH RHA Building Block of the Year	Regional Boardroom Representatives	20	Created to recognize those RHA's that have made significant steps in the development of their RHA. The award is designed to honor the RHA, which displays tremendous effort and improvement in their residence hall environment.
IACURH Program of the Year Award (POY)	Regional Board of Directors	20	Recognizes the most outstanding student-implemented program concerning residence halls throughout the Program of the Year Award. These bids deal with the various aspects of residence hall life and its improvement. The award was created in an effort to recognize the high level of initiative and professionalism that exists on the student level.
IACURH NRHH Building Block of the Year	NRHH Boardroom Reps	20	The IACURH NRHH Building Block of the Year Award is given to the chapter which shows outstanding growth and development during the year of nomination.
IACURH Commitment to Diversity, Social Justice, and Inclusion Award	Regional Boardroom Representatives	30	Recognizes an IACURH member school who demonstrates a commitment to diversity, social justice, and inclusivity through awareness, education, and support on their campus in the past year.
IACURH NRHH Outstanding Chapter of the Year Award	NRHH Boardroom Reps	30	The IACURH NRHH Outstanding Chapter of the Year Award is the highest honor an IACURH NRHH Chapter can attain. The award recognizes outstanding achievements if an NRHH chapter on campus, regional, and national levels.
IACURH School of the Year	Regional Boardroom Representatives	30	The IACURH School of the Year Award is the highest honor an IACURH member school can attain. The award recognizes outstanding achievements on the campus level by a residence hall organization and associated groups, as well, as the contributions on the regional & national levels.



2022 IACURH RBC Award Bid Timeline



Notes:

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- All communication regarding Award Bids for the Regional Business Conference 2022 will come from and should be directed to the Associate Director for NRHH at ia_adnrhh@nacurh.org.



2022 RBC Award Bid Categories

Category	Selected By	Page Count	Purpose
NACURH NCC of the Year Award Nominee	Regional Board of Directors	8	Recognizes outstanding service to NACURH and its affiliates by an individual who has been directly affiliated with the organization as an NCC
NACURH RHA President of the Year Award Nominee	Regional Board of Directors	8	Recognizes outstanding service to a campus organization, NACURH, and its affiliates by an individual who has been directly affiliated with the organization as an RHA president.
NACURH NRHH President of the Year Award Nominee	Regional Board of Directors	8	Recognizes outstanding service to an NRHH Chapter, NACURH, and its affiliates by an individual who has been directly affiliated with the organization as an NRHH president.
NACURH First Year Experience Award Nominee	Regional Boardroom Representatives	8	Recognizes the outstanding contributions of a first year student. This award encourages first year students to remain active in leadership positions & to continue improving the residence hall environment on campus. The award is sponsored by On Campus Marketing, and each winner shall receive an award consistent with and defined by their current endorsement agreement.
NRHH Outstanding Member of the Year Award Nominee	NRHH Boardroom Representatives	8	This award is designed to recognize outstanding service to NRHH and NACURH by an individual who has been directly affiliated with both organizations
NACURH Valerie Averill Advisor of the Year Award Nominee	Regional Boardroom Representatives	8	The NACURH Valerie Averill Advisor of the Year Award recognizes outstanding service by an advisor of a residence hall student leadership group.
NACURH Student of the Year Award Nominee	Regional Boardroom Representatives	8	Recognizes outstanding service to NACURH and academic success and achievement by an individual who has been directly affiliated with the organization as a residential student.
NACURH Hallenbeck Service Award Nominee	Regional Boardroom Representatives	16	Named after Dr. Dan Hallenbeck, former NACURH Advisor, this award recognizes outstanding and continuous service to NACURH of a full-time housing or student affairs professional.



2022 RBC Award Bid Categories Continued

Category	Who Selects Winner?	Page Count	Purpose
NACURH Outstanding Advocacy Initiative of the Year Award Nominee	Regional Boardroom Representatives	16	Recognizes a student-initiated commitment to advocating for their residents. Advocacy is defined as, but not limited to, any change occurring as a result of student influence leading to an increased safety, awareness, acceptance, or contribution on a campus or community level.
NACURH Distinguished Service Award Nominee	Regional Boardroom Representatives	16	Recognizes distinguished student leadership while serving NACURH, its affiliates, and member schools over a several year period.
NACURH RHA Building Block of the Year Award Nominee	Regional Boardroom Representatives	20	Recognizes an RHA that has made significant steps in the development of their organization. The award is designed to honor an RHA that shows effort and improvement in their residence hall environment from the previous academic year to the present. The award is sponsored by On Campus Marketing. Each winner shall receive an award consistent with the current On Campus Marketing endorsement agreement.
NRHH Building Block of the Year Award Nominee	Regional Boardroom Representatives	20	The NRHH Building Block Chapter of the Year Award is given to the chapter that shows outstanding growth and development during the year of nomination. The award is sponsored by On Campus Marketing. Each winner shall receive an award consistent with that defined by the current On Campus Marketing endorsement agreement.
NRHH Outstanding Chapter of the Year Award Nominee	Regional Boardroom Representatives	30	This is the highest honor an NRHH Chapter can obtain. The award recognizes outstanding achievements of an NRHH chapter on the campus, regional, and NACURH level.
NACURH School of the Year Award Nominee	Regional Boardroom Representatives	30	This is the highest honor member schools can attain. The award recognizes outstanding achievements on the campus level by a residence hall organization and affiliated groups, and contributions on regional and NACURH levels.

Find more information about NACURH level bids [here](#)

Timelines for Award Bid Content

The following are timelines for what content you can include in your bid. There are a select amount of bids that specifically request information outside of these timelines however, the majority of your bid content still needs to be within the following time frames. Including content outside of the timeline when it is not specifically asked for in policy will disqualify your bid.

RLC 2021

This section will inform you of the time period that you can showcase within your bid. Your nominee's programming, achievements, and information should fall within this timeline. IACURH RLC Bids have a timeline of content ranging from IACURH RLC to IACURH RLC.



RBC 2022

This section will inform you of the time period that you can showcase within your bid. Your Nominee's programming, achievements, and information should fall within this timeline. IACURH Regional Business Conference Bids have a timeline of content ranging from the 2021 NACURH Annual Conference to RBC 2022.



NACURH 2022 Regional Nominees

If your bid presented at RBC is selected to become the NACURH Regional nominee the timeline then expands and you may include content from NACURH Annual Conference to NACURH Annual Conference.





Award Bid Policies and Procedures

The following is a checklist of important policies affecting all bids. Please ensure you have reviewed Section VIII of the IACURH Policy Book to ensure that you are adhering to any all additional policy requirements for the specific category you are bidding for.

Bid Requirements:

- The **body text** for any award bid must be a standard 12 point font. A Canva 12 pt. font is not the same. If you create your bid on this compare with a standard Microsoft Word or Google Docs.
- All bids must contain **page numbers**.
- All bids have a specific maximum **page count**. A page is defined as a slide with print. The cover, title page, and citation page are not included in the page count. Dividers are included in the page count.
- All content not created by the bidding school must be accompanied by a proper **citation**.
- Bids must be submitted by the bid submission **deadline**.
- Bids must be downloaded and submitted in **PDF format**. Bids cannot include multimedia or animated material.
- An individual person can only be nominated for **one** award bid category.
- Specific bid category content requirements** such as NACURH/IACURH involvement, conference attended, programs, etc is included. If a required content category is not met, this will disqualify you from receiving the award.
- Title 9 Article 1** of the IACURH Policy Book lists the specific requirement for each award bid. Use that as a reference when creating your bid. It is highly suggested to label each content requirement verbatim with what policy states.

Note:

To submit any bid, your institution must be in good standing with IACURH and NACURH. Additionally, failure to adhere to any of the above requirements or bid specific policy requirements (such as page count) may result in the bid being disqualified. We do conduct a policy review and give you the opportunity to correct any policy mistakes however, if these are not fixed by the bid revision deadline the bid in question will be disqualified. Reference the IACURH Policy Book [HERE](#) for more information.

Voting Requirements for Award Bids:

In order to vote on an award bid during boardroom, your institution must:

1. Be in good standing with IACURH and NACURH at the beginning of conference.
2. Have submitted award bid evaluations by the set deadline.
3. Be physically (be on zoom) in boardroom at the time of the voting period.



Selecting Your Bid Nominee

Choosing the nominee of your bid can be done in many different ways. Sometimes you just “know” and other times it might be a little more complicated than that. The most important thing to remember is that the individual, group, or program selected should fit the criteria of the bid category and should have significant contribution to their on-campus community. If you are having a difficult time choosing here are some tips: **Nomination**

Ask members of your campus community to nominate individuals for a bid! Make sure to explain the bid categories purpose and market the opportunity to as many people, specifically in your residential community, as possible! For this method you will need:

- A nomination form or formal process (JotForm, Google Form, etc.)
- Individuals to review the nominations and select the nominee
- A process for selecting the final nominee

Application

Create and release an application for potential nominees to complete! This allows you to get to know the potential nominees and go through a bidding process. For this method you will need: An application form specific to the individual bid

- Individuals to review the applications and (optional) interview them
- A process for selecting the final nominee

Individual Initiative

If you have an individual, group, or program that you know deserves recognition, take the initiative to create that bid! Be sure to include relevant stakeholders in the process, such as the RHA/NRHH representatives at your institution, the nominees peers and advisors, other interested students, and most importantly the nominees themselves! For this method you will need

- A consistent line of communication between you and all relevant authors, advisors, and contributing entities

Mini Bids

Distribute information regarding the bidding process. Candidates may submit small bids and/or resumes (1-2 pages). In your RHA/NRHH, the process is held like an election:

1. Presentation: Candidates present a short speech (1-3 minutes).
2. Question & Answer: Candidates answer questions (2-5 minutes).
3. Candidates leave the room for other candidate presentations and discussion.
4. Pro-Con: Session of pros and cons (5 minutes). (pro-con explained later)
5. Discussion: Group discussion after all candidates (5-10 minutes).
6. Vote

IMPORTANT: The NCC, NRHH Representative, and RHA President should meet before your institution begins selecting a nominee. This ensures that there is clear communication so that the 2 organizations do not end up with the intent to submit in the same bid category. We also only collect one bid intent per school so there needs to be communication for this to be submitted jointly.



Submitting Your Bid Intents

Whether or not you are planning to write a bid, every school is being asked to indicate what their intentions are. We will be using the information gathered to evaluate our regional award bid process. The form for bid intents is simple and easy to navigate. Make sure to check the timeline to see when the form is due.

What is a bid intent?

A bid intent is a formal declaration that you are planning to submit a bid for a particular category. Essentially, it's saying: Hey, we're thinking or are going to bid for Student of the Year at IACURH.

Why do we have to submit intents?

Bid intents help the AD-NRHH get a sense of how many bids are being submitted so that bid sessions and boardroom scheduling can be coordinated.

What do I need for a bid intent?

Before submitting a bid, make sure you know: what categories you are bidding for, who will be the primary bid author for each bid you intend to submit, and what contact information is for your authors, nominees, and advisors. It is suggested that you have reached out to your bid nominee before the intent date so that you can begin collecting the basic information you will need to complete your bid.

If I submit a bid intent, do I need to complete the bid?

No! You can submit a bid intent and change your mind about the bid later on! Be sure to think critically about whether or not you want to submit a bid, who you want to bid for, and why you want to bid before submitting the intent. If you are not as far along in the process as you would like to be, but still want to bid, submit the intent so you do not lose the opportunity. If you choose not to submit it is highly encouraged that you let the ADNRHH know ahead of time when possible.

Can I submit multiple bid intents?

No! Each institution will submit one bid intent that contains every award you tend to bid for. That is why it is important that you coordinate with your NCC and RHA/NRHH representatives, and other individuals that are involved in the award bidding process at your institution. The most effective way to submit a bid intent is through your NCC, RHA President, or NRHH President, as they represent your institution and its interests at each conference.

[Here](#) is the link to submit a bid intent for the 2021 IACURH Regional Leadership Conference.

This form will go live on October 4, 2021

[Here](#) is the link to submit a bid intent for the 2022 IACURH Regional Business Conference.

This form will go live on January 17, 2022.

After you submit your intents, you should receive a confirmation email to the Primary Bid Contact email address you entered. If you have any questions, please contact ia_adnrhh@nacurh.org.



Gathering Bid Content

When you are starting to form your bid, there are some important pieces of information that you want to obtain to lay the foundation of the bid. You can obtain this by interviewing the nominees, sending out a questionnaire, holding a special bid meeting, and researching the nominee individually. These include:

- Personal Information of nominee.
- Nominee experience and history with IACURH/NACURH. This is like conferences attended, committees and task forces they've served on, participation in roundtables, etc.
- Personal, Collective, and Professional Goals of the Nominee
- Nominee's values and service to their community/region/NACURH
- Nominee's Achievements during their time at your institution or as an institution
- Awards the nominee has received
- Nominee's regional and NACURH involvement in housing and with their other organizations
- Nominee's programs, events, initiatives, etc.
- Close contacts of the nominee that could write a letter of support. This could include advisors, peers, university officials, community leaders
- Quotes about the nominee or from the nominee

Create an Outline of the Bid

Make sure that your bid includes all the requirements listed in our IACURH Policy Book for that specific bid. That information can be found [HERE](#). The outline should include the order you want the information in, the subtopics that you want to focus on, and what you will need in order to collect that content

Collection and Storage of your Content

Suggested methods for collecting and storing content include Google Drive, Dropbox, and your institution specific file sharing platforms. Much of the content will be informational, but keep in mind that you will be expanding on the content during the writing phase of your bid. It is important to ask these questions:

1. What are the most significant achievements of my bid nominee? What are the most important things I want to highlight about them (suggested you choose between 2-5)
2. Do I have the contact information for everyone that will contribute to this bid?
3. How does my nominee stand out or excel? What content do I need to support that?
4. How will the content tie into my writing elements and my theme?

Forming a Bid Team

You are highly encouraged to work in groups to complete award bids; the benefits of bid teams are lighter individual workload, more eyes to catch mistakes, and a more enjoyable experience. However, please know that this is not a requirement. There have been many individuals that have worked on bids on their own and they do a great job. It is highly recommended even if you do not form a bid team to at least get one other person to review your bid before submitting it.

Picking your Team

Passion breeds creativity, success, and quality. Find individuals who are passionate about recognizing your nominee; they will be easier to motivate and produce higher quality work. They are also likely to know your nominee, which will be beneficial during the process.

Group Size

While distributing the workload is beneficial, be careful to not spread it too thin. Keep groups to a maximum of four (4) members; individuals need to be invested in the process but shouldn't be expected to shoulder the workload of an entire bid.

Set Expectations

Create a well-defined line of communications and decide on how you will collaborate over the course of the next 1-2 months. Keep in mind that there are many ways to collaborate on a bid, including electronically and on many platforms, in person, or a mixture of the two. Allow your team members to set their own expectations of themselves and the group. Finally, determine each other's strengths and areas of improvement when writing the bid so that the process is as effective as possible, and people can be assigned roles they will enjoy/ excel in.

Assign Tasks

Evaluate the strengths and areas of improvement for the members of your group. Make sure to support their goals for the bid as well. Once you have established these strengths, make a list of specific tasks so you can begin dividing the work load. You can divide the work in a few different ways, including:

- Categories (Leadership, Community Service, Programs, etc.)
- Roles (content collector, writer, designer, editor, etc.)

Deadlines

Once you have your team and have set expectations, create a timeline for your bid. Give yourself a buffer period so that if someone falls behind or something goes wrong, you have time to remedy the issue. It is suggested that you complete your bid 72 hours before the bid is due at the regional level.

Team Development

Think of a bid team like a school project group. You should work to develop a strong working relationship and network of communication. You can utilize GroupMe and Slack for quick communication.

Letters of Support



A letter of support is additional bid content authored by a named individual with a personal or professional connection to the nominee. Letters of support are used to improve bid content through personal experience and in some cases, provide backing for a nominee from a respected source. Make sure to check policy on what positions and types of letters of support are required for each bid category.

Letter of Good Standing

Many bid categories require the inclusion of a letter of good standing. The intent of these letters is to ensure that individual student nominees are students in good standing with their university. Good standing is defined by the nominee's host institution and may include academic standing, judicial standing, or financial standing. Acceptable letters include:

- Enrollment verification form from the university registrar that states good standing.
- A letter of support from a university official with access to a student's records that specifically states that the student is in good standing.

Regional Letters of Support

Bids receiving a regional nomination for a NACURH award will receive a letter of support by the ADNRHH or his/her designee. These letters are limited to one page but are not included in the page count.

Reaching Out to Letter Authors

When you are reaching out to ask others for letters of support, make sure to send them a thoughtful worded email or schedule a meeting with them to talk about the bid and the letter! Once the bid is complete, send it to them and keep them updated about the status of the bid until the process has ended.

Source

The clear starting point is to determine the best source for your letter. A great source is someone who:

- Knows your nominee
- Has had a breadth of experiences with your nominee
- Holds considerable clout when referencing your nominee

Letters of Support cannot come from members of NACURH or IACURH Leadership, other institutions NCCs, RHA Presidents, or NRHH Presidents.

Page Limit

In maintaining consistency with NACURH Policy regarding NACURH-level bids, full letters of support are expected to comprise one full page in the bid. Specifically, letters of support must still occupy the same page size as if it were placed in the bid as text.

Tips

- When in doubt ask your nominee who they believe could author an exceptional letter
- Send a list of topics that are relevant to the source (projects they worked with the nominee on etc.)
- Show appreciation for those that write you letters of supports! It's a big deal!
- Don't be afraid to give specific directions to the writers. You cannot tell them what to write but you can talk to them about the formatting, outline, and areas of focus. Keep your options open and ALWAYS reach out to more than one person initially.



Bid Writing

To write the content of your bid:

1. Put the most important information front and center. Emphasize important achievements, contributions to the community, and anything unique to your nominee
2. Make the majority of the bid the content. Do not overuse images, graphics, or creative elements. Instead, write more than you believe you will need and ensure the content fills each page of the bid. Use writing to minimize those empty spaces!
3. BE SPECIFIC. Do not give an overview of the nominee without delving into the details. For example, how many OTMs did they write and what awards did they receive? What is their role in their student organization and what specific tasks come with that role?

What You Should Include in the Body Text

- Attention grabbing first sentences
- Connections between the event/activity/job that you are highlighting and how it relates to the nominee's values and goals
- The logistical pieces of their accomplishments (how many students attended that program, how many residents engaged in that opportunity, etc.)
- Ways that what you are highlighting impacted the community
- Ways that what they did is outstanding and goes beyond expectations

Captions for Images

When you use pictures of the nominee, one of their programs, or anything related to your content, be sure to address and explain each image. You can either mention the image on the page in the pages content or add a caption to the image on the side/ at the bottom of the page.

Sidebars and Special Content Graphics

The most important thing to remember when writing sidebars is to ensure that they accompany and relate to the associated body text. Sidebars can include:

- Facts
- How to's
- Lists
- Resources
- Quotes
- Descriptions

IMPORTANT: More than 90% of your bid will be in the form of body text: paragraphs and lists that read similar to a creative essay. It is important to realize that body text, though it may appear seemingly dull in comparison to the energy of images and your theme, is the most crucial aspect of any award bid.

You can find past examples of IACURH bids [here](#).



Bid Accessibility

At the NACURH 2021 Annual Conference the NACURH Board of Directors passed NBD 20-34 | NACURH Accessibility. This policy change included update to award bid designs. All bids must be created using universal design principles, which is the design and composition of a bid so that it can be accessed, understood, and used to the greatest extent possible by all people, regardless of ability status . This includes but is not limited to:

Font Size

All fonts must be a minimum of 12 points in size. Again this is a traditional word and docs 12 point size not a Canva size as Canva font sizes are very different.

Font Styles

Content font must be readable, with recommended fonts including:

- Arial
- Interstate-regular
- Frutiger LT
- Swis721 BT
- AvantGarde MD BT
- Myriad Pro
- Futura Std
- Tebuchet
- Avenir LT Std
- Rotis Sans Serif Std
- Futura MdCn BT
- Verdana
- Century Gothic, Regular
- Sans Serif
- Gill Sans Std
- Vag Rounded
- Franklin Gothic
- Stone Sans ITC
- Helvetica

Text Backgrounds

Text must be places on solid color backgrounds or in solid color text boxes on decorative backgrounds.

Designs Must be Universally Colored

Just because something looks one way to you doesn't mean it will look like that to everyone. Some tips on universal color design include ensuring that there is strong color contrast between text and background colors. If you are unsure if your colors are contrasted enough you can check your color combinations [HERE](#). Avoid color coding as the only way to put emphasis on something. For example “things highlighted in blue are the nominee's main goals” instead use formatting changes such as bolding information or listing them differently to emphasize content like this.

IMPORTANT: Part of the legislation that was passed included the creation of a Taskforce in charge of releasing more standards and resources. Once this concludes NACURH will be releasing more information and resources to assist in making our bidding tradition a more accessible experience. If at any point you are confused on some of the changes or would like to learn more about accessibility feel free to reach out and the ADNRHH who will either explain the changes further or connect you with individuals with more Universal Design experience.



Common Bid Writing Mistakes

Writing bids is a unique process, but one that you can navigate with the right assistance; review these common writing mistakes to avoid making some of your own:

Over Theming

Including thematic elements in your content text is a great way to spice up your bid's readability; however, you don't want to go overboard with theme inclusion to the point where your message is lost.

- **Bad example:** Barry the fish arrived to the ocean of recognition as he swam from committee river to committee river on the streams of communication.
- **Good example:** Barry the fish was recognized for his stellar communication as the liaison swimming from committee to committee.

Details

When it comes to details, you need to find a healthy balance. Not providing enough information will make you nominee unappealing, but providing too much will consume space and be tiresome to read

- **Bad example:** "Barry the fish writes a lot of OTM's."
- **Bad example:** " Barry the fish wrote six OTM's during the past year:
Resident Assistant: Barry the Fish
Nominated By: Mountain
Monday University of IACURH
http://otms.nrh.org/otm_general.123456789 ...etc."(continue to list all OTMs)
- **Good example:** "During the past year, Barry the fish has submitted six OTM's including 4 campus winners and 2 regional winners." **Tip:** Spotlighting one of the OTM's would be a great sidebar!

Unimpressive Numbers

As mentioned previously, your numbers need to be impressive in order to impress. Five people attending a program in a hall of 900 isn't the most impressive statistic. Work with your nominee to find the most impressive numbers available.

Content Unrelated to the category

While bids are often described as creative resumes, it is important to recognize that not everything on a resume belongs in a bid. If you were applying for a job as an accountant, that summer you worked as a children's party entertainer is probably not as important as your accounting certificates, degrees, classes, or work experience. Similarly, the content of an award bid should directly pertain the category.

Opinions and Unfounded Claims

In objectively determining the best in the region (or NACURH) in these award categories, opinions tend to get in the way. Though every nominee is amazing, it isn't enough, nor is it effective, to state "Barry the fish is amazing." These statements by themselves are meaningless. They hey make claim's typically superlative statements (best, most, etc.) that may not be factual or justified. Ultimately, your goal in bid writing is to provide factual information, documentation, numbers, and personal accounts that will allow the readers to form the above statements themselves.

Bid Layout and Design

The layout of a bid is the organization of information on each page and throughout the bid. Oftentimes, this includes different outlets for displaying text, information, graphical depictions of thematic elements, etc.

1. Select Your Theme: Your theme should reflect the bid category and bid nominee. Some key questions to ask when considering the theme of your bid are:

- What are their interests?
- What comes to mind when you think of your Nominee? Their accomplishments?
- Can you create a theme that relates to your institution?
- What theme is easy to recreate?
- What themes are the most aesthetically pleasing

2. List Topics: Divide, then subdivide, all of your content topics. Make sure titles, subtitles, captions, and any label related to your content. Organize our topics in a specific order (chronological, alphabetical, etc). Make sure topics have a consistent flow.

3. Find Your Platform to Create a Bid Frame: Some of the most popular platforms individuals use when making bids are Canva, Pages, Microsoft Office, and Adobe Suite Apps. It is highly suggested to explore the different platform options before you decide. It is also ok to use multiple apps (word for content organizing, Canva for design, etc.)

Resources for Structure and Design

You do not have to be an art major or design major to make your bid look beautiful! Here are resources for you in designing your bid! Please know that while most of these are free resources, some require you to sign up for an account and could potentially require a fee for use. You can still visit these sites and even start a free trial on some of them but be cautious when exploring these and other websites.

Fonts

- [DaFont](#)
- [Font River](#)
- [1001 Fonts](#)
- [Font Space](#)
- [Urban Fonts](#)
- [Search For Free Fonts](#)

Images and Image Editing

- [Google Image](#)
- [Fiver Graphic Design](#)
- [PicMonkey](#)
- [Flickr](#)
- [Fotor](#)
- [Photoshop Express Editor](#)
- [Photo Bucket](#)
- [Search For Free Fonts](#)
- [Color Scheme Editor](#)

Layouts, Visuals, and Info-graphics

- [Visme](#)
- [Snappa](#)
- [PicMonkey](#)
- [Easel](#)
- [Canva \(recommended\)](#)
- [Photoshop Express Editor](#)
- [Be Funky](#)
- [Vizualize](#)
- [Color Scheme Editor](#)



Editing Your Bid

Tools for Editing Your Bid

Editing allows the bid authors to catch any grammatical errors, formatting issues, and changes in the layout upon converting to a PDF document. After proofreading, they can send it to other bid contributors, advisors, NCCs, and anyone within their institution that is able to provide feedback on the bid. Tools for editing your bid include PDF Readers and Software Programs. For tips on how to edit your bid click [here](#).

Proofreading and feedback

If you are planning on getting feedback and having someone proofread your bid, make sure to send it to the individual helping you at least 4-5 days before the submission deadline. This will allow them to give you back feedback or provide edits and it will also give you enough time to make the changes needed before the final bid deadline.

Adding Letters of Support

Do not screenshot letters of support and add them this way. Instead once you convert your bid and your letters of support into a PDF format search for a PDF merge website like the one listed in the 'Submitting Your Bid' section. This allows you to merge the letters of support into the PDF. This makes it screenreader accessible and allows you to meet policy in having letters take up the same amount it would on a page document.

Submitting Your Bid

Steps for Submitting Your Bid

1. Export your Bid to a PDF document
 - [View](#) PDFs, [Merge](#) PDFs, [Split](#) PDFs, [Mark Up](#) PDFs
2. Name Your File using the following formats:
 - **RLC Bids:** (School) - (Category) - IACURH RLC 2021.pdf
 - **RBC Bids:** (School) - (Category) - IACURH RBC 2022.pdf
 - **NACURH Nominees:** (School) - (Category) - IA NACURH 2022.pdf
3. Finally, email your bids to **Sarah McLean at ia_adnrhh@nacurh.org**.

IMPORTANT: If you are having issues submitting text, call, or email me **before** the submission deadline. If your File is too large to email you may also upload your file into your google drive and send the link to your submission. If you have any issues as the deadline approaches don't hesitate to contact me through email: ia_adnrhh@nacurh.org or phone number (210) 367-5310.



Bid Session Participants

Facilitators

Each session will be led by 1-3 bid session facilitators with a designated head facilitator. Facilitators will be members of the Regional Board of Directors and their guests, and are responsible for chairing the meeting. Facilitators exist solely to implement the procedures necessary for the bid session. **Facilitator Voting Rights:** None

Facilitator Speaking Rights: None

Regional Boardroom Representatives

All schools that have completed bid evaluations, but which do not have a bid submitted in the category, may designate one (1) participant for each bid session. This means that there is one representative from each school at the table during the bid session. Participants ask questions and participate in pro-con and discussion.

RBR Member Voting Rights: Full

RBR Member Speaking Rights: Full

Advisors and Student Bystanders

All other parties in the room are considered bystanders. There are two types of bystanders: student bystanders and advisor bystanders. *Student Bystanders* are additional school representatives beyond the designated participant. *Advisor Bystanders* are any delegation or organization advisor. Advisors may not participate in the bid session in any capacity.

Student Bystander Voting Rights: None

Student Bystander Speaking Rights: None (they may only communicate with their school's participant) **Advisor Voting Rights:** None

Advisor Speaking Rights: None

Defending Schools

Any school that has submitted a bid for the bid session category is considered a defender. For example, if IACURH University submitted a bid for Student of the Year, then during the Student of the Year bid session, they are considered a defender. Defenders or defending schools have the primary aim of getting their bid selected for the award. Defenders will answer questions, participate in discussion, and provide a closing statement on their bid.

Defender Voting Rights: Full

Defender Speaking Rights: Limited (outlined in the Frequently Asked Questions section)



Bid Session Format

Bid sessions are group meetings in which members of the Regional Board of Representatives select the recipients of regional awards and regional nominations for NACURH awards.

Section	Time Limit	Description
Criteria Description	1 Minute	The bid session facilitators read a brief description of the award criteria to act as a guide during the session.
Opening Statement	30 Seconds	This is an overview of the bid given by the bid defender.
Question and Answer	3 Minutes	For each bid, participants may ask questions to the defender to clarify and better explain their nominee.
Pro-Con	5 Minutes	For all bids, participants alternate listing pros & cons about the bid.
General Discussion	10 Minutes	All schools may discuss any aspect of any bid; the order is determined by a speakers list. When the discussion ends, if there are no time extensions, it is put to a vote.
Closing Statements	2 Minutes	Defenders present closing remarks outlining the final case for why schools should vote for their bid.
Voting	N/A	Voting is performed by secret ballot, requiring a simple majority (50%+1 rounded up). No proxy votes are permitted.



Frequently Asked Questions

Do I have to vote for one of the bids?

No. Though unlikely, the case may be that all bids in a session are not deserving of the regional honor. If this is the case, you have the discretion of submitting a No Confidence vote meaning that you do not support any of the nominees. If a simple majority of the votes are No Confidence, then the award is not distributed.

What happens when the voting is tied/no bid receives a simple majority?

If a session does not reach a simple majority on the first vote, the bid with the lowest number of votes will be dropped and the remaining bids will be re-opened for discussion. After 5 consecutive votes without a simple majority, the award recipient will be selected from the remaining bids by the IACURH Director, ADAF, AD-NRHH, and Advisor.

Can I leave the room during a bid session?

No. Bid sessions are closed; no individual may leave or enter while a bid session is in progress except for the IACURH Director, AD-NRHH, and Advisor. If you leave, you will not be allowed to re-enter.

What happens if something goes wrong?

Bring the concern immediately to the attention of the session facilitator or the AD-NRHH.

Are there bid defenses for the categories that the Regional Board of Directors choose?

No, the Regional Board of Directors conducts a similar yet different process with no bid defenses for the categories they decide on. They complete bid evaluations just like you but ultimately since there is no defense bids in those categories are voted upon just based off of the content in the bid.

What does it mean that defending schools have limited voting rights?

There are special circumstances surrounding and rights afforded to schools defending a bid in a particular bid session. These restrictions are outlined in Section VIII.B.1.f.ii.c

- **Criteria Explanation:** No restrictions on defending schools.
- **Question & Answer:** Defending schools may answer any questions related to their bid. Defending schools may not ask questions to other defenders.
- **Pro-Con:** Defending schools may not enter pro-con. Defenders are the only schools that may speak during closing statements. Defending schools may only present information about their bid and not address any other bids during their closing statement.
- **Discussion:** Defending schools may speak during discussion.
- **Voting:** Defending schools have full voting rights.



Final Remarks

Hey IACURH!

Thank y'all so much for reading this bid guide! No matter who you are, and your level of involvement at the campus, regional, or national level, I want everyone to feel confident in their ability to write and design an amazing award bid that they are proud to present and recognize the people they know deserve it!

While you are writing your bids, I hope that you are choosing candidates that are going above and beyond in their work serving others. Bidding is an important IACURH and NACURH tradition, and I know that at every campus there are so many residents, RAs, advisors, and more that deserve to be recognized. Bidding is an amazing way to recognize those people, but be sure that it is not the only form of recognition on your campus. Keep writing those OTMS and coming up with other fun ways to let people know that they are appreciated!

I have loved seeing the creativity and passion shown in bids in my time involved in IACURH, and am so excited to see what y'all are going to bring to the table this year. Although we are going to be having another virtual year, I cannot wait to see y'all at this years 2020 Regional Leadership Conference and 2022 Regional Business Conference!

Diamond Love,
Sarah McLean
2021-2022 Associate Director for NRHH

Special Thanks to:

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And all of our IACURH Affiliated institutions