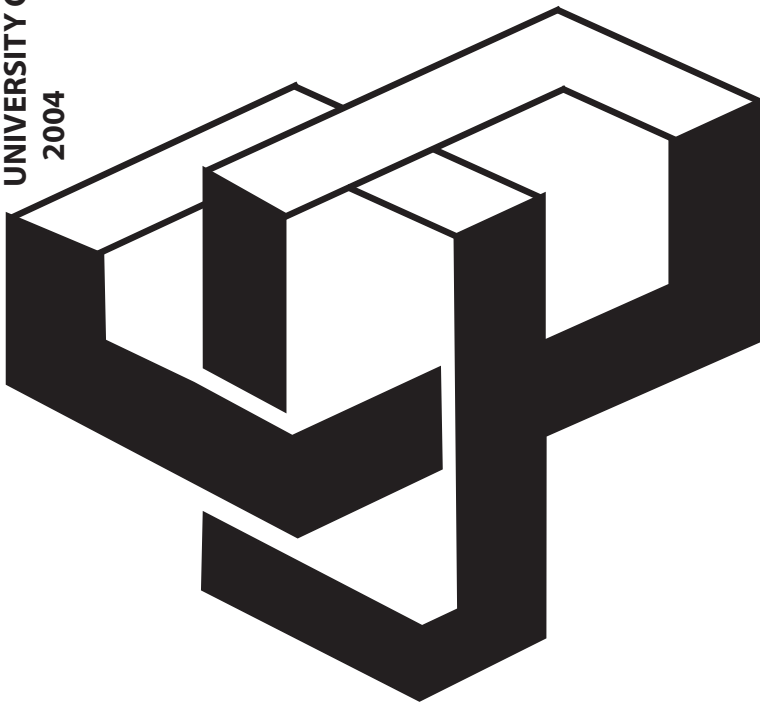


HOW TO WRITE A GOOD

OTM

UNIVERSITY OF WISCONSIN-STEVENS POINT NRHH CHAPTER

2004



Of The Month awards, otherwise known as OTMs, are the primary means for the National Residence Hall Honorary (NRHH) Chapter to recognize outstanding students, advisors, and programs on the campuses of Colleges and Universities across the United States and Canada. OTMs are written at individual schools, evaluated at the local, regional, and national levels. OTMs are separated into two (2) categories (General and Program), as well as twelve (12) different sub-categories that are recognized by the regional and national levels.

WHAT ARE THE OTM CATEGORIES?

The regionally and nationally recognized OTM categories are the following:

GENERAL CATEGORIES

- Advisor _____ UWSP Faculty Advisor for an organization in Residence Life
- Community _____ A community within the Residence Halls: e.g. 1st Fl Watson Hall, 2nd Fl Smith Hall
- Executive Board Member _____ Execs on Hall Govt's, Student Organizations
- National Communications Coordinator _____ Only the UWSP National Communications Coordinator
- NRHH Chapter _____ UWSP NRHH Chapter
- Resident Assistant _____ Any **CA** at UWSP
- Spotlight _____ A nominee that doesn't fit into another category (e.g. custodial, professional and dining services staff, etc.)
- Student _____ Any undergraduate student that does not fall into a specific category (e.g. RA, Exec Board, NCC, Advisor)
- First Year Student (Campus and Regional Levels Only) _____ Any student in their first year, that does not fall into a specific category

NOMINEES AT UWSP

PROGRAM CATEGORIES

- Community Service Program
- Diversity Program
- Educational Program
- Social Program

There is also an OTM Category specific to UWSP: You Should Be an English Major. OTMs cannot be nominated for this category, rather, the OTM Selection Committee awards this OTM to the *author* of the most well-written OTM submitted during that month.

COMMON OTM CONFUSIONS.

Executive Board Member and Student/FYE:

- Executives on individual hall governments should be submitted as Exec Board Members and not Students/FYE

NCC and Executive Board Member:

- NCCs should always be submitted in the NCC category

First year Experience and Student:

- Students in their first year at UWSP can be submitted in either FYE or Student categories, unless they belong to a specific OTM category.

Diversity and Educational Programs:

- Diversity programs are educational, but educate specifically about a diversity issue.

Advisor and Spotlight:

- Like Spotlight, Advisors cannot be undergraduates, but Advisors must advise a student organization in residence life. Hall Directors or others who supervise a student staff but do not advise a student organization should be nominated as Spotlight.

STILL HAVE QUESTIONS?

If you still have questions, contact:

Michael R. Johnson - NRHH/RHA Representative (mjohn058@uwsp.edu)

NOMINATING

- 1) Visit <http://www.uwsp.edu/stuorg/rha/OTM.html>
- 2) Submit an OTM in the appropriate category (see following page for tips on writing a good OTM)
- 3) You're Done!

*****If the forms on the webpage do not work, you may type your OTM and send it via email to: nrhh@uwsp.edu*****

THE OTM SELECTION COMMITTEE

- 1) Monthly, the OTM Selection Committee meets to review and award any and all OTMs submitted during that month.
- 2) The OTM Selection Committee consists of:
 - The NRHH/RHA Representative
 - The National Communications Coordinator
 - Four (4) NRHH Members
 - Two (2) RHA Delegates
 - Two (2) Staff Members (One CA and One ARC)
 - Two (2) Students that live in the Residence Halls

HOW THE COMMITTEE WORKS

- 1) The committee meets at least once a month either on the 1st or 2nd to discuss and vote on the winners for each of the categories submitted.
- 2) After the winners have been selected, each committee member is assigned one of the winning nominations to write a final draft of the OTM submission.
- 3) A committee member will contact the nominator/nominee of the OTM via email or telephone in an effort to expand the nomination with specific details, quotes, and especially month-specific information.
- 4) After receiving all the details, the committee members will type drafts on the official NACURH OTM forms and email them to the NRHH/RHA Representative for a series of proofreading and revising meetings.
- 5) On or before the 15th of each month, the NRHH/RHA Representative will submit all of the final drafts for each of the winning UWSP OTMs to the State and Regional levels.

DISTRIBUTION OF CERTIFICATES AND ANNOUNCEMENTS

- 1) All of the winning OTMs receive a certificate of recognition for their outstanding work and contributions.
- 2) All winning OTMs are announced at NRHH and RHA General Assembly Meetings, in the Hall Street Journal, as well as in an email to all Hall Directors and Residential Living Central Staff.

ADVISOR

- How did the advisor impact the students they worked with *this month*?
- What recognition did this advisor provide to their students?
- How has the advisor contributed to their profession and/or their students?
- What has the advisor done that is absolutely outstanding this month?

COMMUNITY

- What brings this group of people together?
- What outstanding contributions did this community make to enhance the group and those around it?
- How does this community stand out among the rest?

EXECUTIVE BOARD MEMBERS

- Is this person from central residence hall governing body, NRHH or a specific hall government?
- How has this individual recognized others?
- What did this person do to go the extra mile in their duties and responsibilities?
- How has this individual grown in and through their position on the executive board?

NATIONAL COMMUNICATIONS COORDINATOR

- How were the NCC's responsibilities and duties exceeded this month? What extra mile did they go?
- What outstanding contributions did the NCC make?
- What impact did the NCC have on their fellow students or executive board members?
- How did the NCC recognize individuals this month?

NRHH CHAPTER

- What is this chapter's focus? (Honorary or Activity-based?)
- How are this month's activities above other months?
- How does this chapter recognize and motivate students?

RESIDENT ASSISTANT

- How does this person recognize others?
- How has this person gone the extra mile in their responsibilities and duties this month?
- What kind of impact does this person have on their residents, as well as others?
- What other activities, organizations, committees, etc. does this individual participate in on campus?

SPOTLIGHT

- Does this person/group fit only into this category? (If not, submit OTM under that category)
- What outstanding contributions did this person/group provide to the residence halls this month?

STUDENT

- What outstanding contributions has this student made during this month?
- What impact have they made on the residence halls and the campus this month?
- What organizations, committees, activities, etc. have they participated in on campus?
- How does this individual recognize others?

PROGRAM

- Did the program occur during *this month*?
- Does the program fit into one of the purposes/descriptions: community service, educational, diversity, social?
- What were the program's goals and how were they achieved?
- What makes this program unique?
- Did the program have a positive, lasting effect on those who attended?
- How can the program be adapted to other campuses?

GET NOMINATIONS IN ON TIME

- All OTMs should be submitted by the 1st of every month by **noon**.
- Nominations can be submitted at:
<http://www.uwsp.edu/stuorg/rha/OTM.html>

ALL OTM NOMINATIONS SHOULD BE MONTH-SPECIFIC

- The actions written about should have occurred or pertain to the month in which the OTM is being submitted.
- Include specific details of what the person did or what the program entailed that pertains to the specific month in which it occurred.
- NO FLUFF!

NOMINATE UNDER THE CORRECT CATEGORY

- This helps the OTM Selection Committee when voting on the winning OTMs for each specific category.

WATCH SPELLING AND GRAMMAR MISTAKES

- This makes it easier for the Committee to read, understand, and respect the various nominations.
- Copy and Paste your nomination into a word-processor with spelling and grammar checks (i.e. Word)

IF YOU HAVE FURTHER QUESTIONS

Please contact:

Michael R. Johnson

NRHH/RHA Representative

mjohn058@uwsp.edu or nrhh@uwsp.edu