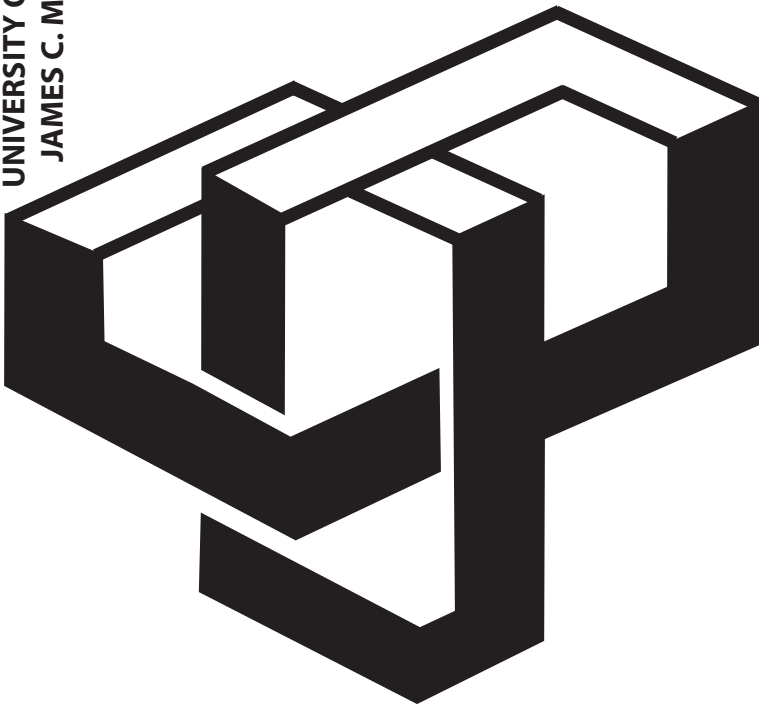


HOW TO WRITE A GOOD

OTM

UNIVERSITY OF WISCONSIN-EAU CLAIRE
JAMES C. MARTIN NRHH CHAPTER



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, state, regional, and national levels. OTMs are separated into two (2) categories (General and Program), as well as thirteen (13) different sub-categories that are recognized by the state, regional and national level.

WHAT ARE THE OTM CATEGORIES?

The regionally and nationally recognized OTM categories are the following:

GENERAL CATEGORIES

- Advisor _____ UWEC Faculty Advisor for an organization in Residence Life
- Community _____ Any group of two or more people; e.g. living community, committees, etc.
- Executive Board Member/National Communication Coordinator _____ Execs on Hall Councils, Student Organizations, National Communication Coordinator
- Organization _____ any Housing Organization
- Resident Assistant _____ Any **RA** at UWEC
- 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 Experience (Campus and Regional Levels Only) _____ Any student in their first year, that does not fall into a specific category

NOMINEES AT UWEC

PROGRAM CATEGORIES

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

There is also an OTM Category specific to UWEC: Front Desk Worker. Please nominate any outstanding Front Desk Worker for this category. This category will only be judged at the campus level.

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

First year Experience and Student:

- Students in their first year at UWEC 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:

Sarah Darnall - NRHH President (darnalsj@uwec.edu)

NOMINATING

- 1) Set up a personal account on the OTM database
 - >Go to www.nrhh.org and click on the "OTM" tab on the top menu
 - >On the left hand side of the OTM page, click "create an account"
 - >Please fill out all information and click "submit"
- 2) Submit an OTM in the appropriate category (see following page for tips on writing a good OTM)
- 3) You're done!

THE OTM SELECTION COMMITTEE

- 1) Monthly, the OTM Selection Committee logs on to the database to review and award any and all OTM's submitted during that month.
- 2) The OTM Selection Committee consists of:
 - Interested NRHH members

HOW THE PROCESS WORKS

- 1) Voting members cast their vote on the database for their OTM of choice for each category.
- 2) The campus administrator reviews all OTM's for spelling and grammatical errors and submits the OTM's with the most votes to GLACURH (region) and WURHA (state) on the 10th of each month.
- 3) GLACURH and WURHA will vote on all OTMs submitted by the end of the month and announce the winners via an email to the campus administrator. She or he will announce the winners.
- 4) Anyone is welcome to view the OTMs on the GLACURH database by visiting www.nrhh.org and clicking on the "OTM" tab. Perform an "advanced search" to find the OTM you're looking for.

DISTRIBUTION OF CERTIFICATES AND ANNOUNCEMENTS

- 1) All of the winning OTMs receive a certificate of recognition and a coupon for a FREE 12" Papa John's pizza and eight breadsticks! Yum!
- 2) All of the nominees will receive a congratulatory letter and a copy of their OTM
- 3) All winning OTMs are announced at NRHH Meetings, with an OTM star door dec on winner's door, as well as in an email to all Hall Directors and administrative members.

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?

FRONT DESK WORKER

- How has the worker exceeded expectations set for the position?

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?

OR

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?

ORGANIZATIONAL

- How did the organization impact the students and University during the month of nomination?
- How are this month's activities above other months?
- How did the organization recognize or contribute to student leadership on your campus during the month?

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 **5th of every month by midnight.**
- Nominations can be submitted at: otms.nrhh.org

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!

SPELL OUT ACRONYMS!

- Only legal acronyms are GLACURH, RA, and OTM's. All other acronyms should be spelled out first before using the acronym.

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:

Sarah Darnall

NRHH President

darnlsj@uwec.edu or nrhh@uwec.edu