

# BIDDING GUIDELINES

## IRHA 2020



# General Information

Here are the guidelines for the IRHA Conference 2020!

These bid parameters align with the 2019-2020 IRHA Constitution and Bylaws. The deadlines will also be included in this powerpoint, along with deadline updates on the website and via email.

Please feel free to contact the executive board if you have any questions or concerns at [pres.irha@gmail.com](mailto:pres.irha@gmail.com) or [cits.irha@gmail.com](mailto:cits.irha@gmail.com).

# Deadline for the Bid Intents

“Any institution interested in bidding for an award presented at the IRHA Annual Conference shall submit a bidding intent to the IRHA Advisor, President and VPRN 28 days prior to the IRHA Annual Conference.”

- IRHA Bylaws, Article IX, Section I, Subsection C, Point 2

The IRHA Annual Conference is March 6-8th. This means that all bid intents will be due to the IRHA President, CITS, and Advisor by **Saturday, February 7th, 2020 by 11:59 PM.**

# Deadline for the Bids

“All bids submitted 14 days prior to the respective IRHA Conference/Business Meeting will be reviewed and posted for all appropriate members, within 10 days prior for the respective IRHA Conference/Business Meeting.”

- IRHA Bylaws, Article IX, Section I, Subsection 9

The IRHA Annual Conference is March 6-8th. This means that all bids will be due to IRHA President, CITS, and Advisor by **Friday, February 21st, 2020 at 11:59 PM.**

# General Requirements (1 of 2)

Bids must be submitted with the following information:

- a. Vertical Page Setup (8.5" x 11")
- b. Font Size within reason, necessary to fit bidding requirements and page maximum.
- c. Page limit of 8, unless otherwise stated, with numbering on each page
  - i. Cover/Title Pages do not count towards the page count

Bids must include the following information:

- a. Cover/Title Page
- b. Table of Contents
- c. Any Required Information
- d. 2 Letters of Support, unless otherwise stated

# General Requirements (2 of 2)

Bid titles must contain the following:

- a. Institution Name
- b. Award Title
  - i. Respective Year
    - 1. E.g. NIU\_AOY\_SEMIS2017
    - 2. E.g. UIC\_POY\_IRHA2018

## File Name for the Annual Conference Bid

<b>Bid Category</b>	<b>File Name</b>
First Year Experience Award	FYE
ICC of the Year	ICC
NRHH Chapter of the Year	NRHH-CHAP
NRHH CC of the Year	NRHH-CC
NRHH Member of the Year	NRHH-MEM
President of the Year	PROY
Program of the Year	POY
Student of the Year	SOY

# First Year Experience Award (FSYE)

1. The FYEA recognized the outstanding contributions of a first year student. The award encourages involved first year students to remain active in leadership positions and to continue improving the residence hall environment on their campus.
2. Requirements for selection:
  - a. Recipient must be of freshman status or transfer students, who are in their first year of involvement within a housing organization, and in good academic standing at the individual's institution.
  - b. Recipient must be returning to the residence halls or university housing for the following semester.
  - c. The bid shall have 1 Letter of Recommendation from an advisor or residence all staff member.
  - d. The bid shall include a list of collegiate accomplishments and involvement.
  - e. Involvement in residence hall/university housing programs includes:
    - i. RHA or campus equivalent NRHH Chapter
    - ii. Hall programming Conduct boards
    - iii. Campus and community projects
    - iv. Committee work
  - f. Other suggestions include, but are not limited to:
    - i. Involvement at the state, regional or national level
    - ii. Academic honors



# Illinois Communication Coordinator of the Year (ICC)

1. The purpose of the ICC of the Year award is to recognize outstanding service to IRHA by an individual who has been directly affiliated with the organization in the role of ICC.
2. The nominee must be a current ICC.
3. The ICC of the Year will be awarded based on contributions, activities and all other pertinent information occurring within the past state year.
4. Bids for ICC of the Year must include the following:
  - a. State, regional and national correspondence
  - b. Recognition through awards through state, regional and national activities
  - c. Participation in campus, state, regional and national services
  - d. Participation in conferences including:
    - i. Delegation building
    - ii. Spirit
    - iii. Attendance
    - iv. Participation in meetings
    - v. Programs

# NRHH Outstanding Chapter of the Year (NRHH-CHAP)

1. The purpose of the NRHH Outstanding Chapter of the Year Award is the highest honor an NRHH Chapter can obtain. The award recognizes outstanding achievements of an NRHH chapter on the state, regional and NACURH levels.
2. The chapter must be in good standing with IRHA.
3. Only year specific information may be included in the bid.
4. The page requirement will be a maximum of 20 pages.
5. NRHH Outstanding Chapter of the Year will be awarded to a chapter based on the following:
  - i. Purpose and Goals of the chapter
  - ii. How the chapter incorporates the values
  - iii. Advancement and Growth
  - iv. Challenges
  - v. Collaboration on campus along with state, regional and national conferences
  - vi. Chapter budget and structure
  - vii. Individuality and creativity
  - viii. Letters of Recommendation
6. Bids must include 2 Letters of Recommendation

# NRHH Communications Coordinator of the Year (NRHH-CC)

1. This award is designated to recognize outstanding service to NRHH and IRHa by an individual who has been directly affiliated with the organization(s) in the role of NRHH CC.
2. The nominee must be a current NRHH CC.
3. The NRHH CC of the Year will be awarded based on contribution, activities and all other pertinent information occurring within the past state year.
4. Bids for NRHH CC of the Year must include the following:
  - a. State, regional and national correspondence
  - b. Recognition through awards through state, regional and national activities
  - c. Participation in campus, state, regional and national services
  - d. Participation in conferences including:
    - i. Delegation building
    - ii. Spirit
    - iii. Attendance
    - iv. Participation in meetings
    - v. Programs

## NRHH Member of the Year (NRHH-MEM)

1. This award is designed to recognize outstanding service to NRHH and IRHA by an individual who has been directly affiliated with the organization(s) in the role of active member.
2. The NRHH Member of the Year will be awarded based on contribution, activities, and all other pertinent information occurring within the past state year.
3. Bids for NRHH Member of the Year must include the following:
  - a. On campus involvement.
  - b. NRHH impact.
  - c. Any pertinent information regarding state, regional and national involvement.
  - d. 1 Letter of Support.

# President of the Year (PROY)

1. The President of the Year Award recognizes the outstanding service of a residential housing organization's President, or a school's equivalent, at an affiliated school who has had a direct positive impact on their school, state, and region.
2. Bids for President of the Year must include the following:
  - a. Service to affiliated residential housing organization by exhibiting: delegation, communication, goal-setting, execution of goals, connection with their board and the residential housing community, leadership, motivation, creativity and growth or success of the organization.
  - b. Recognition through awards: campus, state, regional and national services.
  - c. Participation in campus, state, regional and national services.
  - d. Participation in conferences: spirit, attendance, and participation in meetings and programs.
3. Recipient of the President of the Year Award must have completed or be currently completing a term of office as President, or a school's equivalent, of a residential housing organization as prescribed by their organization's governing body.

# Program of Year (POY)

1. The Program of the Year Award recognizes the most outstanding program that is presented by a residential housing organization during a state year.
2. Bids may not be more than 20 pages
3. Bids for Program of the Year must include the following:
  - a. Schedule of Events
  - b. Basic Organization
  - c. Line Item Budget
  - d. Funding Sources
  - e. Goals
  - f. Positive Effects
  - g. Testimonies
  - h. Evaluation
  - i. Addendum(s)

# Program of the Year (POY) cont.

1. Requirements for Selection:
  1. Relatedness to Residence Hall Students:
    - i. For whom is the program designed?
    - ii. How does it relate to residence hall settings?
    - iii. Is it practical and applicable to other residence hall settings?
    - iv. What were the goals of the program?
  2. Proven Effectiveness:
    - i. How successful was the implemented program?
    - ii. How was the evaluation of the program or concept carried out?
    - iii. How was the program marketed?
  3. Creativity and Uniqueness:
    - i. How new is the concept of the program in dealing with general residence hall programming?
    - ii. How unique is the program in presentation style?
    - iii. Is this a new twist to an old concern?
      - i. This is not to be judged on the uniqueness of the program to a particular campus or residence hall system, but rather on the uniqueness of it throughout the state.
    - iv. How were program costs met?
    - v. What methods were used in developing the program?
      - i. E.g. Research, Questionnaires, Interviews, etc.
  4. Level of Student Input and Involvement:
    - i. Was the program conceived by students?
    - ii. How many students were involved in the actual planning and implementation of the program?
    - iii. Who benefitted from the program?
  5. The IRHA Executive Board will choose 2 finalists to present their bid.

# Student of the Year (SOY)

1. The award recognizes outstanding service to IRHA by an individual who has been affiliated with the organization.
2. The nominee may not have been an ICC/NRHH CC in the past year.
3. The nominee may not have been a President, or a school's equivalent, in the current state year.
4. Bids for Student of the Year must include the following:
  - a. Service for RHA, NRHH, campus, state, region and nation.
    - i. Weight will be assigned to the individual's involvement in IRHA.
  - b. Recognition through awards: campus, state, regional and national activities.
  - c. Participation in campus, state, regional, and national services.
  - d. Participation in conferences: spirit, attendance and participation in meetings and programs.



**File Name for Semi Annual Bids**  
**These can be submitted at IRHA 2020 this year!**

<b>Bid Category</b>	<b>File Name</b>
Advisor of the Year	AOY
Carlene Verstraete Outstanding Service Award	VOSA
Kaylee McAllister Travel Award	KMTA
Institution of the Year	IOY

# Advisor of the Year (AOY)

1. The Advisor of the Year Award recognizes outstanding service by an individual advisor above and beyond their job description while serving in an advising role to their university community and their residence life community.
2. Nominees for the Advisor of the Year Award must be an RHA or NRHH Advisor, or hold any other residence life advising position on their campus.
3. Bids for Advisor of the Year must include the following:
  - a. Current job description
  - b. Current and past involvement on all levels: school, state, regional and national (One page of past involvement is allowed. All other information must be year specific.)
  - c. All listed information must contain dates that will distinguish past involvements from current involvements throughout the bid.
4. Other suggestions for the bid include, but are not limited to:
  - a. Campus, state, regional and national involvement
  - b. Recognition received through awards
  - c. Participation in conferences: attendance, presenting programs, etc.
5. All information included should be Post-Undergrad.

## Carlene Verstraete Outstanding Service Award (VOSA)

1. The Carlene Verstraete Outstanding Service Award recognizes outstanding “behind the scenes” dedication and service of an individual to their RHA, NRHH and IRHA.
2. The nominee must be a full time student residing in the residence halls.
3. The nominee may not be holding the position of President, or a school’s equivalent, of their RHA or NRHH, or be serving as ICC or NRHH CC.
4. Bids for Carlene Verstraete Outstanding Service must include the following:
  - a. Service for RHA, NRHH, campus, state, region or nation.
    - i. Weight will be assigned to the individual’s involvement in IRHA.
  - b. Participation in campus, state, regional, or national services.
  - c. Participation in conferences: spirit, attendance and participation in meetings and programs.
5. Information is not required to be year specific.
6. Recipient of the Carlene Verstraete Outstanding Service Award is awarded a \$100 scholarship.

# Kaylee McAllister Travel Award (KMTA)

1. This travel scholarship was created at the IRHA Conference in 2016. The award was premised by CCs who recognized the benefit in awarding dedicated institutions that continually present bids and bring delegations to IRHA Affiliated Conferences. Any affiliated school, college or institution meets the requirements for the award. The bid should include:
  - a. Information about the schools' RHA and NRHH Chapters
  - b. Chapter involvement on campus
    - i. Programs
    - ii. New Initiatives
    - iii. Committees
    - iv. Collaborations
  - c. Past involvement with IRHA, if any
  - d. Two Letters of Support
  - e. Recipient of the Kaylee McAllister Travel Award is awarded a \$100 scholarship.

# Institution of the Year (IOY)

1. The Institution of the Year Award is the highest honor an IRHA member school can attain. The award recognizes outstanding achievements on the campus level by a residence hall organization and associated groups, as well as contributions on state, regional and national levels.
2. Bids may not be more than 20 pages.
3. Bids for Institution of the Year shall include the following:
  - a. Institutional Description
  - b. Governmental Description
  - c. Programming Description
  - d. Policies Description
  - e. Facilities Description
  - f. Campus Involvement
  - g. State Involvement
  - h. Regional Involvement
  - i. National Involvement
  - j. Addendum(s)

# Institution of the Year (IOY) cont.

1. Requirements for Selection:
  - a. Campus Level
    - i. Structure and organization of residence hall government
    - ii. Goals and programs accomplished (emphasis on new programs and organizational growth)
    - iii. Perceived student benefits from the residence hall government
    - iv. Community service
    - v. Addressing challenging issues
    - vi. Other residence hall groups
  - b. State Level
    - i. Representation at state conferences
    - ii. Communication with state member schools
    - iii. Involvement in state projects
    - iv. Bids for state awards
    - v. Number of state OTMs submitted/winners
    - vi. Communication with state executive board members
    - vii. Representation at state business meetings
    - viii. State involvement
    - ix. Hosting a state executive board member or conference
  - c. Miscellaneous
    - i. Letters of support
    - ii. Adherence to format
    - iii. Appearance/neatness
    - iv. Conciseness
2. The Institution of the Year will be awarded based on contributions, activities, and all other pertinent information occurring within the past state annual year.