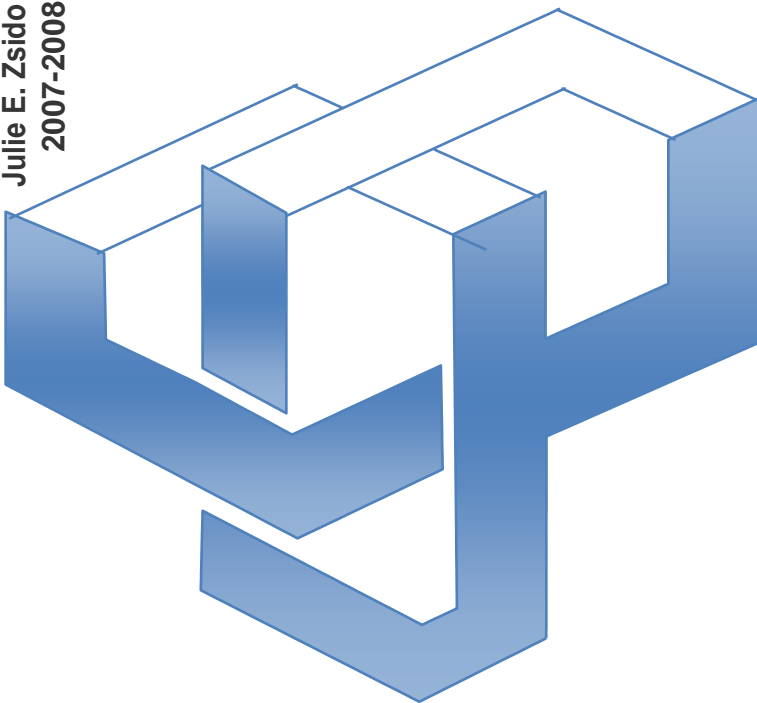


# OTM

Julie E. Zsido NRHH CHAPTER at the University of Wisconsin-Stevens Point  
2007-2008 Academic Year



## WHAT IS AN OTM?

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 thirteen (13) different sub-categories that are recognized by the regional and national levels.

## WHAT ARE THE CATEGORIES?

The regionally and nationally recognized OTM categories are the following:

### General Categories

### Who is eligible to be a Nominee at UWSP for this category?

#### Advisor

UWSP Faculty Advisor for an organization in Residence Life.

#### Community

A community within the Residence Halls (e.g. First House in Smith Hall or Third House in Pray-Sims Hall).

#### Executive Board Member

Executives on a Hall Government or student organization.

#### National Communications Coordinator

Only the UWSP National Communications Coordinator.

#### Resident Assistant

Any Community Advisor (CA) at the University of Wisconsin-Stevens Point.

#### 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. CA, Executive Board, NCC, Advisor).

#### First Year Student (Campus and regional only)

Any student in their first year, which does not fall into a specific category.

#### Resident Volunteer

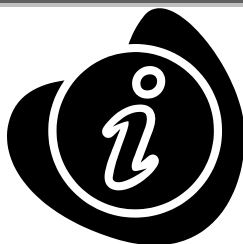
Intended to recognize an individual who has donated their time, talents, and effort in some way to improve life within the residence hall community by exceeding expectations in service to their community.

#### Most Spirited

Any individual who shows spirit for UWSP or their community beyond expectations.

### 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.

## Most Common OTM Confusions Explained.

### 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.

## How does the OTM process work at UWSP?

### NOMINATING

- 1) Visit [http://www.uwsp.edu/stuorg/nrhh/submit\\_otm.html](http://www.uwsp.edu/stuorg/nrhh/submit_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: [nrrh@uwsp.edu](mailto:nrrh@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 OTM Coordinator(s)
  - The National Communications Coordinator (NCC)
  - 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 OTM Coordinator for a series of proofreading and revising meetings.
- 5) On or before the 15th of each month, the NRHH OTM Coordinator 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. Certificates will be handed out by the resident's Hall Director.
- 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.

## QUESTIONS THAT MIGHT HELP YOU WITH YOUR OTM NOMINATION.

### 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

- Explain how the NCC's responsibilities and duties were 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?

### **RESIDENT ASSISTANT/COMMUNITY ADVISOR**

- 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?

### **RESIDENT VOLUNTEER**

- What outstanding contributions has this volunteer 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?

## **NOMINATION TIPS**

### **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/nrhh>

### **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 pertain 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:**

**Nick Hyer**

NRHH OTM Coordinator at [nrhh@uwsp.edu](mailto:nrhh@uwsp.edu)

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