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AWARD
BIDDING GUIDE

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AWARD BIDDING GUIDE

INTRODUCTION

HEY GLACURH!

In an effort to progress the Great Lakes Affiliate of College and University Residence Halls, please use this guide in all of your bidding endeavors. Although awards are primarily showcased within this guide, all of the information and advice can be transferred over to bidding for conferences and positions as well. We encourage you to utilize the resources that you have at your disposal in order to create quality bids for the regional and NACURH levels.

This guide is intended to outline every aspect of the bid writing process. Information about each award, position, and conference (as well as the required and recommended criteria) can be found in the GLACURH Governing Documents as well as the NRHH Policy Book.

Some questions that can be answered using this guide are (but are not limited to):

- What is award bidding?
- What purpose does award bidding serve?
- What are the award bidding categories?
- How do I start the award bidding process?
- How do I select bid nominees?
- What information should I gather?
- What goes into a bid?
- What are the requirements for each bid?
- How do I write the bid content?
- How do I prepare the bid layout?
- When are bids due?
- How do I submit my bid?
- How do we select award winners?

If you have any other questions that were NOT answered in this guide, please reach out to the Coordinating Officer for Recognition and Service at gl_recognition@nacurh.org. The Coordinating Officer for Recognition and Service is one of the best resources that you have at your disposal and they are there to answer questions, give feedback, or create new resources for future Leaders in GLACURH!

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BID BASICS

OVERVIEW

WHAT IS AWARD BIDDING?

Bidding for awards is the process that member schools in GLACURH and NACURH complete in order to bid for a variety of regional and NACURH awards. The reason for this is to recognize outstanding achievements from individuals, groups, or programs at our host institutions. The process of submitting a bid for an award allows us to recognize those in the GLACURH region who have gone above and beyond for their contributions.

WHAT IS A BID?

An award bid is simply a nomination for a person, program, or organization from your host institution that you feel is deserving of recognition on the regional level. In a set amount of pages, you have a chance to display the accomplishments of the individual/program/organization, be creative, and explain the outstanding accomplishments and the reason for writing the bid. In other words, you are answering the underlying question: How has this person, program, or organization made an impact on the residential experience at your host institution?

Basically, a bid is a combination of a resume, scrapbook, and OTM.

Bid writers should utilize effective writing skills and crafty layout techniques to describe the person, program or organization that is nominated.

WHAT DOES A BID LOOK LIKE?

Bids are typically colorful, visually stimulating and organized. All bids require a cover page, table of contents, page numbers, letters of support, as well as, a variety of content pages depending on the award, position, or conference. Bids are fun, so don't be afraid of going outside the box and making it your own!

AWARDS

GLACURH REGIONAL LEADERSHIP CONFERENCE

At the GLACURH Regional Leadership Conference, institutions can bid for the following awards/conference/position:

CONFERENCE

GLACURH Regional Leadership Conference

INDIVIDUAL (PROFESSIONAL)

Advisor of the Year
Hallenbeck Service Award

INDIVIDUAL (STUDENT)

Distinguished Service Award
President of the Year
Student of the Year

SCHOOL

Commitment to Justice and Equity
Commitment to Philanthropy
Program of the Year
School of the Year
Outstanding Advocacy Initiative Award

NRHH

NRHH Outstanding Chapter of the Year
NRHH Outstanding Member of the Year

POSITIONAL

GLACURH Regional Advisor

GLACURH REGIONAL BUSINESS CONFERENCE

At the GLACURH Regional Business Conference, institutions can bid for the following awards/conference/positions:

CONFERENCE

GLACURH Regional Business Conference

INDIVIDUAL (STUDENT)

First Year Experience Award
National Communications Coordinator of the Year
Student Staff Member of the Year

SCHOOL

RHA Building Block of the Year

NRHH

NRHH Building Block of the Year
NRHH-Communications Coordinator of the Year
NRHH President of the Year

POSITIONAL

Director
Associate Director for Administration and Finance
Associate Director for NRHH
Coordinating Officer for Development and Education
Coordinating Officer for Marketing
Coordinating Officer for Relations and Inclusion
Coordinating Officer for Recognition and Service

NACURH ANNUAL CONFERENCE

At the NACURH Annual Conference, individuals can bid for the following:

GLACURH Regional NRHH Advisor

AWARDS

GLACURH REGIONAL LEADERSHIP CONFERENCE

GLACURH Regional Leadership Conference		
Award	Additional Information	Purpose
Advisor of the Year	GovDoc 73-74	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.
Hallenbeck Service Award	GovDoc 74-75	The Hallenbeck Service Award was named after Dr. Dan Hallenbeck, former NACURH Advisor, and is intended to recognize outstanding and continuous service to NACURH of a full-time housing or student affairs professional.
Distinguished Service Award		This award recognizes student leadership while serving GLACURH and member schools over several years.
President of the Year	GovDoc 72-73	The President of the Year Award recognizes the outstanding service of a residential housing organization President at an affiliated school who has had a direct positive impact on their school, region and NACURH.
Student of the Year	GovDoc 72	This award recognizes outstanding service to GLACURH by an individual who has been directly affiliated with the organization.
Commitment to Justice and Equity	GocDoc 70-71	This award is given to an institution which shows a commitment to justice and equity through awareness, education, and support in the past year.
Commitment to Philanthropy	GovDoc 71-72	This award is given to a member school which shows a year-long commitment to the regional philanthropy and other school and community philanthropies.
Program of the Year	GovDoc 68-70	Program of the Year, named after Daniel Siler, a beneficial contributor to NACURH and an excellent programmer whose programs were consistently winners of Top Program Awards; NACURH recognizes the most outstanding student-implemented program concerning residence halls through the Program of the Year (POY) Award. This award was created in an effort to recognize the high level of initiative and professionalism that exists in student programming.
School of the Year	GovDoc 66-68	The School of the Year Award is the highest honor a GLACURH 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 regional and NACURH levels.
Outstanding Advocacy Initiative	GocDov 77-76	This award is designed to recognize a member institution that has demonstrated a student-initiated commitment to advocating for their students. 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 wide level.
NRHH Outstanding Chapter of the Year	NRHHPB 18-19	The NRHH Outstanding Chapter of the Year is the highest honor an NRHH Chapter can obtain from the region. This award recognizes outstanding achievements of an NRHH Chapter on the campus, regional, and NACURH levels.
NRHH Outstanding Member of the Year	NRHHPB 22-23	This award is designed to recognize outstanding service to NRHH by an individual who has been directly affiliated with NRHH.

Legend:

GovDoc - GLACURH Governing Documents

NRHHPB - NRHH Policy Book

AWARDS

GLACURH REGIONAL BUSINESS CONFERENCE

GLACURH Regional Business Conference		
Award	Additional Information	Purpose
First Year Experience	GovDoc 77-78	The FYE Award recognizes the outstanding contributions of a first year student. Created nationally in 1994, the award encourages involved First Year students to remain active in leadership positions and to continue improving the residence hall environment on their campus.
NCC of the Year	GovDoc 77	The purpose of the NCC of the Year Award is to recognize outstanding service to GLACURH by an individual who has been directly affiliated with the organization in the role of NCC.
Student Staff Member of the Year	GovDoc 78-79	This award recognizes the dedication to GLACURH by an individual while serving as a student staff member. Staff member positions include but are not limited to: Resident Advisor/Assistants, Community Assistants, Desk Managers, and Apartment RAs
RHA Building Block of the Year	GovDoc 76-77	The RHA Building Block of the Year Award is created to recognize those RHAs 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.
NRHH Building Block of the Year	NRHHPB 19-21	This award is designed to honor the NRHH Chapter displaying tremendous effort, development and improvement.
NRHH-CC of the Year	NRHHPB 21-22	This award is designed to recognize outstanding service to NRHH and GLACURH by an individual who has been directly affiliated with the organization(s) in the role of NRHH-CC.
NRHH President of the Year	NRHHPB 23-24	This award is designed to recognize outstanding service of an NRHH Chapter President at an affiliated school who has had a direct positive impact on their institution, GLACURH, and NACURH

Legend:

GovDoc - GLACURH Governing Documents

NRHHPB - NRHH Policy Book

AWARDS

NACURH ANNUAL CONFERENCE

NACURH Annual Conference		
Award	Page in Policy Book	Purpose
NACURH Distinguished Service Award	142-143	This NACURH Distinguished Service Award recognizes distinguished student leadership while serving NACURH, its affiliates, and member schools over a several year period.
NACURH First Year Experience Award	143-144	This NACURH First Year Experience Award recognizes the outstanding contributions of a first year student. This award encourages involved first year students to remain active in leadership positions and to continue improving the residence hall environment on campus. 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.
NACURH Hallenbeck Service Award	144-143	Named after Dr. Dan Hallenbeck, former NACURH Advisor, the NACURH Hallenbeck Lifetime Service Award recognizes outstanding and continuous service to NACURH by a full-time housing or student affairs professional.
NACURH NCC of the Year Award	145-146	The NACURH NCC of the Year Award 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	146-147	The NACURH President the Year Award 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 Student of the Year Award	147-149	The NACURH Student of the Year award 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 Valerie Averill Advisor of the Year Award	149-150	The NACURH Valerie Averill Advisor of the Year Award recognizes outstanding service by an advisor of a residence hall student leadership group.
NACURH Outstanding Advocacy Initiative Award	157-159	The Outstanding Advocacy Initiative Award 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- wide level.
NACURH RHA Building Block of the Year Award	150-153	The NACURH RHA Building Block of the Year Award recognizes an RHA that has made significant steps in the development of their organization. The award is designed to honor the RHA that displays tremendous 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 that defined by the current On Campus Marketing endorsement agreement.
NACURH School of the Year Award	153-157	The NACURH School of the Year Award 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, as well as contributions on regional and NACURH levels.
NRHH Building Block Chapter of the Year Award	159	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	159	The NRHH Outstanding Chapter of the Year Award is given to the chapter that shows outstanding growth and development during the year of nomination.
NRHH President of the Year Award	147-149	This award recognizes the outstanding service of an NRHH President at an affiliated school who has had a direct positive impact on their school, region, and NACURH.
NRHH Outstanding Member of the Year Award	150	This award was designed to recognize outstanding service to NRHH and NACURH by an individual who has been directly affiliated with both organizations as a member of NRHH. 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.

Note: For more information, please refer to the NACURH Policy Book:

POLICY OVERVIEW

This section serves as an overview of the policies that GLACURH holds for bids. Please ensure that you are familiar with these prior to completing your bids in order to avoid disqualification.

WHO CAN SUBMIT A BID?

Institutions who are affiliated and in good standing with GLACURH and NACURH are eligible to submit and be selected for awards. Only one bid per award category can be submitted from each member institution.

BID REQUIREMENTS

Page numbers: Including letters of support but excluding the cover page and citation page

Page limit: each award, conference, or position has a maximum number of pages the bid can be.

Cover pages are not included in this page count.

Table of Contents

Letters of support: Including page numbers

Body Text: At least 10-12 point font

Cover Page: Which includes award name, nominee/program/school name, institution the bid is coming from (or host city if at a neutral host site) is being hosted at, region

Citation: All content not created by the bidding school must be accompanied by proper citation on a citation page at the end of the award bid which shall not be counted in the page limit. All citations will be in MLA format. Copyright material must be altered by 20% or more to be considered original material. It is recommended that the link to the original image be cited.

INELIGIBILITY

The following will result in your bid being deemed ineligible:

- Failure to submit an intent
- Failure to submit a bid by the deadline outline by the Coordinating Officer for Recognition and Service
- Failure to meet all of the required criteria outline in the policy

BID PROCESS

Creating a successful bid is a very simple process with seven steps. This guide will contain a variety of comprehensive information to each of these steps to help you complete your award bids. Each bullet point within the steps represent a question that will be answered throughout this guide.

FIND A NOMINEE

- What makes a good bid nominee?
- How do I place a nominee with the right bid category?
- Helpful tips for selecting a nominee

SUBMIT AN INTENT

- Where do I submit intents?
- What information is necessary for intents?
- What is the purpose of intents and why do we submit them?

RESEARCH

- Who do I contact?
- What questions should I ask?

WRITE

- Tips and tricks for successful and effective bid writing?
- Methods for writing information
- Common bid writing mistakes and ways to avoid them

LAYOUT

- What are the basics of layout, including what is and why we do it?
- Tips for constructing successful and effective bid layouts
- What are the common layout software programs and step-by-step use guides?

REVIEW

- What should I ask when reviewing my bid?
- Tips for enhancing the effectiveness of the review process
- Checklists for important items to review before submitting

SUBMIT

- What is the step-by-step process for submitting bids?
- Tips for ensuring timely submission
- Post-submission tasks and responsibilities

BID SELECTION

BIDS SELECTED BY THE REGIONAL BOARD OF DIRECTORS

The GLACURH board, comprised of the Director, two Associate Directors, and four Coordinating Officers, are responsible for selecting the recipients of a number of bids. The board comes together at a retreat prior to both conferences and discusses each bid. These discussions include pros, cons, and information within the bid. The board then narrows it down to two bids (depending on the amount submitted) and then votes on the winner. The only people aware of the winner of the award is the Regional Director and the Advisor

- Advisor of the Year
- Distinguished Service Award
- Hallenbeck Service Award
- President of the Year Award
- NCC of the Year
- Program of the Year **
- Student of the Year
- Student Staff Member of the Year Award

BIDS SELECTED BY THE COMMUNICATIONS COORDINATORS

There are a few bids that are selected by the National Communications Coordinators and a few that are selected by the NRHH-Communications Coordinators. Most sessions include a pro/con session, a discussion, followed by a ballot vote. The only people aware of the winner of the award is the GLACURH Director (for NCC selected awards), the AD-NRHH (for NRHH-CC selected awards), and the Advisor

- Commitment to Justice and Equity Award *
- Commitment to Philanthropy *
- First Year Experience Award
- Regional Leadership Conference **
- Regional Business Conference **
- School of the Year **
- RBD Positions **
- NRHH Outstanding Chapter of the Year
- NRHH Outstanding Member of the Year
- NRHH Building Block of the Year
- NRHH-CC of the Year
- NRHH President of the Year
- RHA Building Block of the Year
- Outstanding Advocacy Initiative

* selected by a committee made up of Communications Coordinators - committee appointed by application

** denotes bids with required presentations

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AWARD BIDDING GUIDE

PREPARATION

SELECTING NOMINEES

The first step is deciding whom or what you're going to bid. It is also the most important step of the entire process. You can have the best-written bid with the best layout, but if your nominee isn't deserving of the award, it doesn't stand a chance

GUIDELINES: NOMINATE NOMINATE NOMINATE

Brainstorm a list of potential nominees before looking at the award categories. In order to do this, you can ask yourself the following questions:

- What student leaders stood out this past year?
- What professional staff members went above the call of duty this past year?
- What programs/initiatives were particularly successful/beneficial for residents?

Tip: Brainstorm in a group (executive board, hall council, delegations etc); the collective knowledge of multiple individuals will yield the greatest results.

Tip: Go with the first names that come to mind; there's a reason why you thought of them first

ASSIGN A CATEGORY

After you brainstormed potential nominees, it's time to find the category that fits them the best. Make sure you review all of the criteria for awards when selecting the category. When you think you've found the right fit, ask the following questions:

- Does the nominee fit the criteria outlined in policy?
- Is the nominee particularly outstanding in the role specific to the category?

Example: A leader might be an NRHH-CC and RHA President and would be able to receive a nomination for either award. However, the individual may not be particularly outstanding in the NRHH-CC role, but excel in the RHA President role. This would dictate the category for nomination.

- What specific tangible achievements and accomplishments can you outline for this person?

Example: Oftentimes, we say "Michael is a great NRHH-CC," but can't tangibly outline the reasons for this. Use this question to help avoid nominating general individuals who may be more personable and present, but not necessarily excel in the category.

SELECTING NOMINEES

TIPS

Above & beyond. You should select nominees that are outstanding. Particularly, people or programs who have gone above and beyond their expectations.

Don't force it. Bid assignments should come easily and you shouldn't force yourself to settle on a nominee. If this is the case, then you probably shouldn't bid for the award, which is perfectly fine.

Nominee switch. If you start the process and realize that there isn't enough information –or that there is a better nominee—go ahead and make the switch; as long as you have a week or two, it's not too late. You may even drop the bid entirely, which is also acceptable.

ALTERNATIVE SELECTION METHODS: RHA/NRHH NOMINATIONS

Consider having your RHA or NRHH general assembly members select your nominees for specific bids. This process is similar to many election procedures.

The basic steps are:

1. Announce the category for nomination
2. Read the criteria aloud
 - a. Mention what the "ideal" candidate is
3. Open the floor for nominations
 - a. Any hall/complex/person can nominate. Each nomination requires a second.
4. Once all nominations are in, open the floor for discussion
5. Using your RHA/NRHH's regular method and rules of order, discuss the candidates
 - a. Require that each candidate is discussed at least once
6. After discussion, move into a vote
 - a. Depending on your rules of order, the candidate with the majority or 2/3rd's wins and is your school's nominee for the award
 - b. Ballot vote might be the most beneficial, since nominees or friends of nominees might be in the room

SELECTING NOMINEES

ALTERNATIVE SELECTION METHODS: APPLICATIONS

1. Distribute applications requesting bid-specific information
2. Hold interviews with all candidates
3. A panel reviews applications, interviews the candidates (if narrowed down), and selects

ALTERNATIVE SELECTION METHODS: MINI BIDS

1. Distribute information regarding the bidding process
2. Candidates shall submit small bids and/or resumes (1-2 pages)
3. In your RHA/NRHH, the process is held like an election:
 - a. Presentation: Candidate presents a short speech (1-3 minutes)
 - b. Question & answer: Candidates answers questions (2-5 minutes)
 - c. Candidate leaves the room for other candidate presentations and discussion
 - d. Pro/Con: Session of pros and cons (5 minutes)
 - e. Discussion: Group discussion after all candidate (5-10 minutes)
 - f. Vote

Ultimately, these alternative methods are at your discretion. You may decide to use a combination

of all of them. For example, you may:

1. Select your POY nominee as an executive board
2. Have your NRHH Chapter select the NRHH Member of the Year nominee through the nomination process
3. Have your RHA select the First Year Experience nominee through an application

SUBMITTING BID INTENTS

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 going to bid for Student of the Year at GLACURH." However, submitting a bid intent does not require you to submit a bid.

WHY DO WE HAVE TO SUBMIT INTENTS?

Bid intents help the GLACURH Director and the Coordinating Officer for Recognition and Service get a sense of how many bids are being submitted so they can coordinate retreats and policy checks.

SUBMIT YOUR INTENT(S): GATHER INFORMATION

- For which categories will you be submitting bids?
- Who is responsible for submitting each bid?
- What is their contact information?

Look for the link posted throughout social media!

Please Note:

Information regarding how to submit a bid intent will be submitted electronically from the Coordinating Officer for Recognition and Service, depending on the approach they want to take. Please keep an eye out in MOWII Mondays and social media for more information.

GATHERING INFORMATION

Next, gather all of the information you will need to complete the writing and layout portions. It is important to utilize all possible resources for your information so that your bid isn't lacking content.

QUESTIONNAIRE

For most categories, it is wise to send a questionnaire directly to the nominee. For some institutions, nominees are kept a secret so pick the best next option (best friend, close colleague, partner, etc). Make sure you set a clear deadline so that you will have enough time to write. Here is some suggestions for information to request:

- Personal Information
 - Age
 - Residence Hall
 - Favorites
 - Hobbies
 - Great for themes
 - Quotes
- OTMS
- Community Service
- Awards
- Experience
 - Leadership Positions & Duties
 - Campus Involvement
 - RHA & NRHH
 - Regional Involvement
 - National Involvement
- Close Contacts
 - Great for Letters of Support
- Programs
 - Descriptions
 - Results
- Conferences
 - Attended
 - Responsibilities
 - Results
- Achievements
 - Innovations
 - Successes
 - Failures
- Goals and Results

CLOSE CONTACTS

Interview individuals that work closely with your nominee or who worked on the project (for a POY bid, for example). Examples include: advisors, peers, co-programmers, resident assistants/advisors, residents, university administrators, club/organization members, community members

You may want to send them a questionnaire or meet directly with them: ask more direct questions.

Some examples include:

- What is something outstanding about this person/program?
- What did you learn from this person/program?

Tip: This is a great time to write down amazing quotes about your nominee to use within the bid.

CREATING AN OUTLINE

Before you start writing and assigning writing tasks, you need to figure out what you're writing.

1. BRAINSTORM

Why is your nominee outstanding? Start brainstorming a list of the outstanding achievements of your nominee—the reasons you are recognizing.

2. CRITERIA

Next, review the criteria for the award in this guide or in the GLACURH Governing Documents/NRHH Policy Book. Begin by listing all of the required and suggested criteria alongside your brainstormed list of potential topics.

3. CATEGORIZE

Take your brainstormed list, required criteria and suggested criteria and create categorical groups. Typically, you will be able to take your brainstormed topics and categories them under suggested and required criteria (e.g. a specific conference → regional involvement).

4. EVALUATE

Review the categorized topics for distribution and inclusion under the following premises:

- Are there some categories that are overpopulated or underpopulated?
- Are there some brainstormed topics that weren't categorized? Should you keep them?
- Are there some criteria that you need to flesh out more?

The ultimate aim of your outline is to create a fully comprehensive list of all possible topics to discuss; it is likely that you will trim the outline as you receive content but right now, more is good.

5. DELEGATE

Each bid category has a maximum allowed page count. Depending on this number, begin the process of distributing your list of topics to each page. Group similar topics/ categories where possible. Keep this outline very rough (so in other words, don't plan your layout right now).

Tip: You can also delegate by word count. The average for a bid page is 500-600 words, which is overestimating, but you will trim information during editing

FORMING GROUPS AND ASSIGNING TASKS

You're almost ready to start the bid writing process; before you do, you will need to dole out the responsibilities, writing assignments, layout, and more.

GROUPS

You are highly encouraged to work in groups to complete award bids; the benefits of bid teams are endless. These include lighter individual workload, more eyes to catch mistakes, and a more enjoyable experience.

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.

ASSIGNING TASKS

Delegate the workload to all members of the group. When assigning tasks, focus on individual strengths and knowledge base. For individuals who aren't passionate about bidding or the nominee, assign them to locate graphics, contact letters of support, etc; although these are critical, they don't require passion to perform well.

Strengths: If MOWII is a terrible writer but great with software, assign him to locate and work with graphics and create the bid layout.

Knowledge Base: If MOWII is a great writer and attended your nominee's Study Program, assign him to write about that program.

FORMING GROUPS AND ASSIGNING TASKS

SPECIFICITY

Assign specific sections to individuals; the more detailed the better.

- Bad Example: "Sarah, write about MOWII's leadership."
- Good Example: "Sarah, write about MOWII's leadership in their NCC role on campus and include how they has passed it on to their delegates."

DEADLINES

Finally, attach reasonable deadlines to all assigned material. Assignments may be short interval, smaller task deadlines as opposed to one deadline for the entire workload.

- Bad Example: Assign six bid sections to be due in two months.
- Good Example: Assign one section each week for the next six weeks.

LETTERS OF SUPPORT

Another supplementary task to preparing a bid is to submit requests for letters of support to sources that are close to the nominee or that are required by policy.

WHAT IS A LETTER 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 support bid content through personal testimonies and in some cases, provide backing for a nominee.

ARE LETTERS REQUIRED?

Category Requirement:

- Letters of support are required for all bids; for some categories, the source of the letter is also specifically stated. Review the required criteria for the category for which you are bidding to ensure that you have all required letters.

Recommendation:

- Letters of support are required for all award, conference, and positional bids. Letters have the potential to effectively enhance a bid in a way that content cannot. They may also potentially be irrelevant; we cover this more below.

POLICIES

Authors:

- Elected officers of GLACURH and NACURH cannot be authors for letters of support. As mentioned before, many bids have specific requirements for whom the letter(s) of support should come from.

Page Limit:

- In maintaining consistency with NACURH Policy regarding NACURH-level bids, full letters of support are expected to be 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."

LETTERS OF SUPPORT

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 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 may receive a letter of support authored by the Regional Director or his/her/their designee.

OPTIMIZING LETTERS OF SUPPORT

As mentioned previously, letters of support are a great opportunity to further develop on the content and theme of your bid; that being said, they may also be a waste of space or, even worse, a detriment to your nominee. The following tips will help ensure that your letters of support are working for you and your nominee, not against.

LETTERS OF SUPPORT

SOURCE

The starting point is to determine the best source for your letter. These include someone who:

- Knows your nominee
- Has had a breadth of experiences with your nominee

Brainstorm a list of potential sources by asking the following questions:

- Who works with this nominee regularly?
- Who was with this nominee during their greatest successes and achievements?
- Who is willing to fight to recognize this nominee?

There are many potential sources for a great letter. Also, don't be afraid to select a slightly unconventional source.

Some prospective sources include: professional colleagues, advisor, mentor, supervisor, resident within the hall, RHA/NRHH General Body, Co-Programmer/worker, relevant organizations

Tip: When in doubt, ask your nominee who they believe could author an exceptional letter

PROVIDE INFORMATION & DIRECTION

When requesting letters, it is acceptable and appropriate to provide direction and communicate the important pieces of information you would like the source to cover.

REMEMBER THE DEADLINE

The bid timeline is structure and the deadline is very rigid. Accordingly, it is critical that you communicate with sources in a timely fashion and clearly communicate your deadlines. Some general guidelines for requesting letters:

- Request letters 3-4 weeks prior to the bid submission deadline
- Request a letter from a backup source in case one falls through
- Set a deadline for the letters that is 1-week prior to the submission deadline

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AWARD BIDDING GUIDE

WRITING

WRITING OVERVIEW

In the many pages of this document, the next four pages are easily the most important and crucial to successful bidding. In no uncertain terms, what you write will determine if your nominee is deserving of receiving the award.

WHAT IS BID WRITING?

Writing award bids is an entirely different authoring process than anything you have ever experienced. It's similar to writing an article for a newspaper or magazine for the first time and having to adapt to the journalistic style.

Bid writing should harmoniously synthesize the facts, figures, and organization of essay writing with the character development and pleasure of creative writing and the recognition, thematic elements, and concision of OTM writing. At the end of the day, you aren't trying to win the Nobel Prize with your award bid; but you are trying to explain the achievements and outstanding nature of your nominee.

OTHER STYLES OF WRITING VS. BID WRITING

Essay Writing vs. Bid Writing

- Keep it focused, organized, comprehensive, and thorough, but make sure to spice it up beyond traditional essay crafting; try using some of the tips and techniques in the next few pages.

Creative Writing vs. Bid Writing

- In creative writing, you take the reader on a journey; you should achieve the same objective in bid writing. However, avoid the suspense and uncertainty that accompanies the creative writing process; bid readers should never be surprised and should always know where you're headed.

OTM Writing vs. Bid Writing

- Similar to writing an OTM, your bid is (often) restricted by a particular timeline – one year – and should encompass only achievements therein. However, be sure to remove yourself from the writing style and avoid the direct “deserves recognition” sentences found in a typical OTM.

BODY TEXT

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 have the best looking bid, but if the content isn't there, you don't stand a chance. Your body text encapsulates your content; focus on your content.

1. TOPIC SENTENCE

Though it may seem elementary, you need to begin your body text sections (paragraphs, etc) with a sentence that clearly identifies your subject. This is especially important if your headings and/or subheadings are thematic and potentially cryptic.

Example: "MOWII has excelled in providing a variety of programming opportunities to educate and connect RHA members and the rest of the community"

This sentence sets the frame for a section focused on programming, which we will explain further.

Definition:

Make sure you define precisely what you're talking about, especially if it isn't too clear or common. In the above example, instead of stating "MOWII plans programs," the concept of programming is further defined with the clause "a variety of programming opportunities to educate and connect."

Tip: Look to answer the "why" or "how" to find an appropriate definition.

BODY TEXT

2. INFORMATION

Your next step is to provide critical information to flesh out the foundation established in your topic sentence. You can't expect readers to grasp the completeness of the section from one sentence.

Background Information

Consider providing background information to explain why your nominee has excelled.

Example: "The programming committee, which MOWII is chair of, is required to hold 3 programs a semester, however MOWII set a goal of 6 programs."

Example: "The residence life community in which MOWII lives has had problems in the past relating to diversity and acceptance, which has encouraged his endeavors to create more diversity programs for the general assembly and community."

Details, Facts, and Figures

Explain the important achievements objectively. What happened? Use quantifiable information when possible and focus on lists, figures, charts, and information that doesn't need translation.

Example: "RHA is required to hold 3 programs a semester."

BODY TEXT

3. RECOGNITION

The final portion of each section is to focus on the recognition aspect of award bids. The key to this segment is to focus on recognition without blatantly stating why they should get the award.

Why Is This Outstanding?

Why are these particular achievements outstanding and deserving of recognition? The answer to this question will provide you with the direction you need for this portion. You want to emphasize how your nominee is special, goes above and beyond in their duties, or has made significant achievements than any other nominee for the award.

Example: "MOWII strives to exceed the goals they sets for themself. By doing this, they demonstrates their commitment to providing a unique RHA experience."

Example: "More than 400 residents in the residence hall community showed up to the program, 'Diversity Kitchen' that they planned with their committee making it one of the most successful programs."

The general thought process can be outlined by:

"[Accomplishment] is [adjective] because of [reasons], ← Author writes which is why [nominee] should win [award]." ← Reader interprets

The key is to simply state the accomplishment(s) and reason(s) why they are outstanding. You should leave it up to the reader to interpret the connection to receiving the award.

BODY TEXT

4. MAKE YOUR CONTENT SPARKLE!

Though paragraphs of text may initially seem to be dull, there's a few ways to make your body text stand out with a few simple tricks:

Writing to the Theme

Including thematic elements in the content of your bid is a great way to liven up the writing style and convey a better sense and understanding of your nominee.

Example: Club Theme: "For the first time in chapter history, we held a VIP information session for prospective members to learn about NRHH and ask any questions."

Use Numbers

Numbers are the most effective tool for impressing readers. Remember: in order to impress, the numbers need to be impressive.

Careful Formatting

Be specific and format important sentences in bold and underline program names.

Example: "The recognition committee hosts monthly recognition socials, where campus OTM winners and nominees come and are recognized for all their hard work."

CAPTIONS AND SIDEBARS

Some bids contain supplementary textual content to the body paragraphs that come in the form of graphic captions and sidebars. Although not required, some bid writers find it effective.

CAPTIONS

Effective image captions can help portray your nominee/the message you're trying to send:

Tip: If you caption one photo, you should caption all of them to stay consistent.

1. Main Idea What is the main idea of the picture? Write a simple sentence that sums up the "gist" of it. Example: "MOWII with the RHA General Assembly"

2. Location Add location information to your sentence; where is this picture taken? Example: "MOWII with the RHA General Assembly at the leadership conference"

3. Description Describe the main character or add a descriptive word to the sentence. Example: "MOWII with the enthusiastic RHA General Assembly at the leadership conference"

4. Action What is actually happening in the picture? Use action words to complete the sentence. Example: "MOWII with the enthusiastic RHA General Assembly at the leadership conference ready to take back some programs!"

5. Polish & Review Review the sentence, correct any grammatical errors, switch words around and get it ready to place in your final product. Essentially, make sure it makes sense.

(Credit: The above list is a GLACURH modification of the original article: www.wikihow.com/Write-Good-Captions-in-Photojournalism)

SIDEBARS

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

Always remember to use formatting to make the sidebar stand out (bullets, numbering, bold) but also ensure that it is easy to read and not distracting.

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AWARD BIDDING GUIDE

LAYOUT

LAYOUT OVERVIEW

WHAT IS BID LAYOUT?

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 and information, graphical depictions of thematic elements and more.

LAYOUT METHODS

- Bulleted Lists
- Backgrounds
- Graphics
- Paragraphs
- Pictures
- Text Boxes

WHY DOES LAYOUT MATTER?

Information

- If information is hard to find or comprehend in depth and at a glance, the bid becomes less effective. This can be taken care of with effective layout methods (bulleted lists, text boxes, etc).

Theme

- The layout of a bid is the easiest way to incorporate thematic elements (images, wording attitude, etc). This will help you better expose the audience to the theme and understand the nominee.

Fun & Readability

- It's simple; a well laid-out bid is just easier and more fun to reading. It makes the process exciting

LAYOUT PROCESS

You'll want to give great consideration to the software program that you will use to create your bid. Once you've selected your layout software program, it's time to start thinking about the layout of your bid. The following suggestions will help you set the foundation for your bid layout:



1. SELECT THEME

First, select the theme of your bid. Select a theme that will help the audience gain a better understanding of your nominee and that will lend itself well to some creative layout experiences.

Some examples include (but are not limited to):

Decades (60's, 70's, 80's, etc), Television Shows/Movies, Food, Books, Artists/Bands/Songs, Quotes, Hobbies (traveling, cooking, etc), Companies, Websites/Technology, Seasons/Nature/Animals

BRAINSTORM

Also in this first step, brainstorm creative ways to tie the theme into the bid layout, including:

- Pictures
- Backgrounds
- Fonts
- Textboxes

GET YOUR ELEMENTS

Get Your Elements Download, paragraph, or otherwise get the graphical elements associated with your theme.

Tip: Get an abundance of images – way more than you could ever use – so that you have some options when the layout becomes tricky

RESOURCE: Check out the following website for more than 350 great theme ideas:
<http://gomakesomething.com/ht/thebasics/theme-ideas/>

LAYOUT PROCESS

2. LIST TOPICS

Second, list all of the information that you want to cover in your bid. This should already be taken care of during the writing process. Having this list will aid in strategically placing information in the layout of the bid.

DISPLAYING INFORMATION

Next, ask yourself: what is the best way to display all of this information?

There are many options

- Paragraphs
- Bulleted Lists
- Text Boxes
- Sidebars
- Tables
- Charts

For each piece of information, there is a best method for displaying it.

Information	Best Method(s)	Worst Method(s)
The Link Articles	Bulleted Lists	Paragraph
OTMs	Sidebar/Table	Paragraph
Delegation Participation	Paragraph w/ bullets	Table/Chart

LAYOUT PROCESS

3. STORYBOARD

Storyboarding is for a layout what the outlining process is for an essay. Before you write an essay, you create an outline of your main points, what your paragraphs will focus on, topic sentences, etc.

This helps you collect your thoughts and make sure, before you start, that the essay is complete and headed in the right direction. Similarly, before laying out a bid, you need to create the outline for the design. This will help you make sure that your bid is complete and makes sense.

Select your frame size

- 1 Are you just looking to get your ideas on paper in a very rough fashion? Small frames will do. Are you looking to have a greater degree of detail? Use slightly larger frames.
Tip: NEVER use a full size sheet of paper as a frame for storyboarding. It defeats the purpose of storyboarding, which is to think and prepare for layout, not perform the actual layout. It also manipulates users into adding additional details because the page will seem emptier.

Position items

- 2 Determine the positions for information on your page. If you have ideas for body text, text boxes, sidebars, graphics, tables, this is where you will construct your basic outline. You should already have a list of all your pieces of information and how you would like to display them, so start placing them.
 - Tip: Use big boxes for rough areas; don't try to be precise.
 - Tip: Use pencil so you can erase.

Label

- 3 Label each item on the page; make it clear what you are portraying (e.g. The Link Articles (bullets)). Also, write a brief description of the topic you are illustrating for the entire page – what you're trying to get across.

LAYOUT PROCESS

Keep it simple

4 Keep your layout easy at this stage. Storyboards are only a mid- process guide to help you as you develop your bid. As you start placing information into the software program, many things will change; this is just to serve as a guide.

Create one frame for each page of your bid

5 The goal of storyboarding is to be able to see the fundamental appearance of your bid long before you spend hours in a software program. It also serves as a platform for organizing thoughts.

Review the entire storyboard of frames once you finish. Ask yourself whether the “story” of

6 the bid would make sense to someone else

Tip: Go ask someone else who doesn't understand bids if it makes sense to them.

Credit: The above list is a GLACURH modification of the original article:

http://www.ehow.com/how_2052418_draw-storyboards.html

Side·bar \-ˌbär\ Noun
A short article in a newspaper or magazine (or bid!), typically boxed, placed alongside a main article, and containing additional material.

Hint: this is a sidebar.

LAYOUT PROCESS

4. LAYOUT THE BID

It's finally time to start laying out the bid. Before you start, you should try to have as many of the following as possible; it'll make things much easier and can avoid hours of small adjustments.

PRE-LAYOUT CHECKLIST

All textual information for the bid written, edited, and finalized, including:

- Body Text
- Bulleted Lists
- Sidebars
- Charts and Tables
- Photo Captions (if applicable)

All photos for the bid (you can always insert a placeholder in the layout if not)

Thematic Elements

- Graphics
- Borders
- Fonts

LAYOUT PROCESS

STRESS SAVING STEPS TO A SUCCESSFUL LAYOUT

- 1 Select your layout software
(information on layout software is in the pages to come)
- 2 Set up your document
Number of pages, margins, etc
- 3 Set your background
Color, image, thematic element, etc
- 4 Add page headings/ section titles
Though you will have your storyboard to guide you, this will help with organization.
- 5 Insert graphical elements
While the textual information of your bid is the most important, if you insert the graphical elements (images, photos, etc.) prior to the text, you will be able to see how the two interact. This way, you can adjust the graphical elements to work with the text.
- 6 Insert bulleted lists, sidebars, charts, & tables
These non-paragraph pieces of textual information pack the most information for the least space. They are truly what separate good bids from great bids. Insert these before the body text to ensure that you have space
- 7 Insert Body Text
Insert all of your general body text: the kind in paragraph form. This is the most flexible form of textual information that you can easily add, subtract, or rewrite to work with the space without sacrificing information.

LAYOUT PROCESS

5. REVIEW

Oftentimes, bid writers fail to thoroughly review the layout after its completion, which leads to complications that may detrimentally affect the bids performance or could get the bid disqualified. If, for example, your layout cause a portion of your body text to cut off, then readers may not receive a piece of vital information.

THINGS TO LOOK FOR:

Text:

- Headings – All the same font (typeface, size, and style)
- Body Text – All the same font
- Page Numbers – All in the same location; all the same font
- Tables – All the same style
- Cut off – Make sure that text wasn't cut off by text boxes, wrapping, etc.

Photos:

- Borders – All the same
- Captions (if applicable) – All photos have captions; all the same font
- Graphical Elements (all apply to photos as well)
- Clean – make sure that any manipulated graphics are clean (no white/choppy paths)
- Distortion – all elements maintain original aspect ratio
- Pixelation – elements are not so large that the pixels are visible and the image is blurry (if this happens, it means the image is bigger than the original dimensions)

QUESTIONS TO ASK:

- Did all of the information make it into the layout?
- Does the layout make sense? Is there a logical progression of the covered topics from beginning to end?
- Is it well organized and free of clutter?
- Is the body text simple and easy to read?
- Is it pleasing to the eye?
- Is there an adequate balance of text and graphics?

LAYOUT TOOLS

FONTS

Typeface vs. Font

- A typeface is a particular design of type. A font is a specific size and style of type within a type family. The two are often used interchangeably.
- Example: Typeface: Century Gothic Font: Century Gothic. 10 pt.

TYPEFACE TIPS

- Rule of Thumb: 1 type face for headings and 1 type face for content
- Don't use more than 3-4 fonts in an entire bid
- Don't change the font in mid sentence unless it is for a very good reason
- Sans serif fonts are easier to read on a computer screen (where most bids are read)

FINDING & INSTALLING FONTS

Here are many free font websites through which you can download creative fonts for your bids:

- www.dafont.com
- www.1001freefonts.com
- www.fontriver.com
- www.fontspace.com
- www.urbanfonts.com
- www.searchfreefonts.com

LAYOUT TOOLS

FINDING & INSTALLING FONTS

Once you have found the font you would like, install it through the following steps:

1. Download the font (most come in a .zip file)
2. Extract the files; the font file is usually a TrueType Font (.ttf) or OpenType Font (.otf) file

MICROSOFT WINDOWS

Video for Windows: <https://www.youtube.com/watch?v=T6AC42TBjnE> Vista

3. Open the Fonts folder on your computer – search “Fonts” from the Start menu OR Start → Control Panel → Appearance & Personalization → Fonts
4. Copy/Paste or Drag/Drop the font file into the Fonts folder Windows 7
5. Right Click on the font file
6. Select “Install”

MAC OS

Video for Mac: <https://www.youtube.com/watch?v=vY0wjzWyxRI>

3. Double click the font file to open it
4. Click “Install Font”

IMAGES

LOCATING IMAGES

Finding the best images for your bid's layout is easy with the endless supply of images online.

**Google
flickr**

 photobucket

Vecteezy

URL: www.google.com/imghp

Tip: Use advanced search techniques on the left to hone your search.

URL: www.flickr.com

URL: www.photobucket.com

URL: www.vecteezy.com

Large library of vector images (avoid nasty pixelation).

WORKING WITH IMAGES

You may need to crop, change colors, work with transparency, save as a different file type, or otherwise edit images before placing them in your bid layout. Here are a few tools to help:

paint.net

URL: www.getpaint.net

Paint.net is a freeware (free software) graphics editor program that is capable and user friendly. Also, it is downloadable to access anywhere.

 **PIXLR**

URL: www.pixlr.com

Pixlr is an online photo editing service that offers some basic tools.

 **Ps**

Photoshop Express Editor URL: www.photoshop.com/tools/expresseditor

Free online image editor from Adobe, the makers of Photoshop. It takes the power of Photoshop and puts it in an interface suitable for all skill levels.

 **COLOR
SCHEMES**

Color Scheme Designer URL: www.colorschemedesigner.com

Online application for producing harmonious schemes. The site is very intuitive and will help to create color schemes that will work with your theme, images, and other elements.

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AWARD BIDDING GUIDE

SUBMISSION

BID EDITING

WHAT IS BID EDITING?

You would never turn in that final paper of a class without reading through it at least once, right? In fact, on average, college students read an entire essay through four (4) times before submitting. Why should bids be any different? Bid editing is the process through which you evaluate your bid in its final stages; it is proofreading the text and layout for every page of the bid.

WHY IS IT IMPORTANT TO EDIT?

Force your audience to look at the content of the bid. If your readers need to crawl through a jungle of spelling mistakes, confusing sentences, and a directionless layout, they will likely not grasp the full effect of your nominee and the outstanding achievements thereof. It is painfully obvious when schools have not proofread their bids; spelling mistakes, cutoff lines, double words, and more can run rampant and compromise the bid's message. Ultimately, proofreading is the single most important hour (or so) you will devote to your bid

TOOLS FOR EDITING

PDF Viewers: You may use a PDF Viewer (Adobe Acrobat, Adobe Reader, and PDF-XChange Viewer are all explained later) to edit the bid in PDF format. These viewers allow you to mark up the bid with notes and comments.

Pen & Paper: These are the old staples for a reason. Oftentimes printing the bid is the most effective option for review. This allows you to see the page better at a glance and reading text is typically easier on the eyes. You can use a pen to mark up the document so you can go through and make changes later.

PRE-EDITING CHECKLIST

- Review the required and suggested bid criteria and keep in mind while reading
- Set aside 30-60 minutes to edit the bid; the process works best when uninterrupted
- Print the bid (highly suggested)
- Find a quiet location where you will be able to concentrate and read aloud

PROOFREADING

1. READ BEFORE PROOFING

Read the entire document once before making any changes or marking any errors. This is difficult to do in your design software programs because the temptation is there to make the change immediately. This step is important as it gives you a better overall feel for your bid's content and layout before you begin the nit picky error correction process.

2. PROOFREAD THE TEXT

Read through your bid's content and check for the following: punctuation, spelling, capitalization (keep consistent), wording, grammar
Tip: Read the entire document, including headings, etc aloud. This is a great way to catch missing or doubled words that you may mentally skip. Tip: Double check all names of people, halls, titles, companies, etc.

3. LOOK FOR FORMATTING INCONSISTENCIES

Check for consistent use of capitalization, bulleting, bold/italic/underline, heading and body text font size; everything should be uniform.

4. PROOF GRAPHICS AND CAPTIONS

Check graphics to ensure they are placed correctly. Proofread all captions for errors and double check that each caption is with the appropriate graphic (if applicable)

5. LOOK AT SPACING

Check graphics to ensure they are placed correctly. Proofread all captions for errors and double check that each caption is with the appropriate graphic (if applicable)

6. FINE TUNE YOUR CONTENT

- If your text is justified, make sure that white space isn't appearing awkwardly
- Ensure that word wrapping around an object doesn't create content problems
- Get rid of hyphenations!!!

****GET AN OUTSIDE REVIEW**

BID FINISHING

Your bid's done; what now? You need to craft your final file in the proper format with the correct name and submit it to the region. The process for submitting your bid is outlined below:



1. EXPORT TO PDF

Definition: PDF stands for Portable Document Format. It is an open standard for document exchange that comes with two distinct benefits for award bids:

- 1) Bids may not be edited once they are submitted as would be the case with original Word, Publisher, or InDesign files.
- 2) Bids may be viewed by anyone. Everyone has access to the public Adobe Reader software for viewing PDF files. This is not necessarily true for other software.

MICROSOFT WORD

1. Select the Office Button
2. In the Save As menu, select PDF or XPS. Note: If you do not have this option, select Other Formats from the Save As menu.
3. Make sure that the Save as type: option in the Save As box says PDF.
4. Save. Note: If you are unable to save as a PDF in either method, visit the following: <http://www.microsoft.com/downloads/en/details.aspx?familyid=f1fc413c-6d89-4f15-991b63b07ba5f2e5&displaylang=en>

MICROSOFT PUBLISHER

1. File → Publish as PDF or XPS...
Note: You may also select File → Save As...
2. Make sure that the Save as type: option in the Publish as PDF or XPS dialogue box says PDF.
3. Save.

ADOBE INDESIGN

1. File → Export (Keyboard shortcut: Ctrl+E)
2. Make sure that the Save as type: option in the Export dialogue box says Adobe PDF (Print)
3. Save

BID FINISHING

2. WORKING WITH PDFS

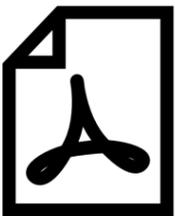
After exporting your bid to PDF, it may still be in multiple pieces. For example, oftentimes letters of support are submitted separately in PDF documents that you shouldn't important into software. In this case, you will need to work with your PDF files to create your final file for submission.

ADOBE ACROBAT



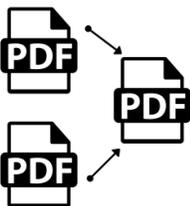
The most capable software for working with PDF files is Adobe Acrobat. Using this software, you can merge, split, edit, and insert forms into PDFs, as well as create PDF packages. Most colleges and universities own licenses for Adobe Acrobat however, there are some free alternatives that offer similar functions below.

ADOBE READER- VIEWING



URL: <http://get.adobe.com/reader/> Adobe Reader is the standard for viewing PDF files. Reader is free and available for download from the Adobe website.

MERGEPDF.NET - MERGING

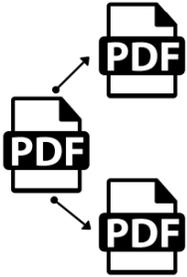


URL: <http://www.mergepdf.net>

This is a simple way to merge multiple PDF files. Merging can be used to add letters of support to the end of a bid.

BID FINISHING

SPLITPDF.NET - SPLITTING

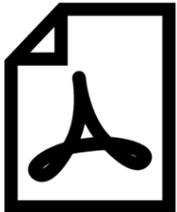


URL: <http://www.splitpdf.net>

This is an easy way to split a PDF file into multiple parts. Splitting can be used to help rearrange pages when only PDF files are available.

The following tools allow you to markup a PDF document (like editing a paper with a red pen, but on the computer), which is great for editing your own bids or evaluating others.

ADOBE READER



URL: <http://get.adobe.com/reader/>

Adobe reader has a few tools for marking up

PDFs:

The Add Sticky Note (Ctrl+6) tool can be used to add a note in the document. The Highlight Text tool can be used to mark any important text in a bid, changes, etc.

PDF-XCHANGE VIEWER



URL: <http://pdf-xchange-viewer.en.softonic.com/>

PDF-XChange Viewer is a free PDF viewer with many options for mark up including stamps, text boxes, polygons, lines, and much more.

BID FINISHING

3. FILE NAME

In order to maintain efficiency with a variety of bids being submitted each conference, there are guidelines for the names of your PDF bid files. Please follow the standards below:

For bids at the GLACURH Regional Conference: School_Award_RLC(Year)

For bids at the GLACURH Regional Business Conference: School_Award_RBC(Year)

Bid Category	File Name
Advisor of the Year	AOTY
ART Coordinator Positional Bid	ART
Associate Director for Administration and Finance Positional Bid	ADAF
Associate Director for NRHH Positional Bid	ADNRHH
Commitment to Justice and Equity	CTJE
Commitment to Philanthropy	CTP
CO for Development and Education Positional Bid	CO-DE
CO for Marketing Positional Bid	CO-M
CO for Relations and Inclusion Positional Bid	CO-RI
CO for Recognition and Service Positional Bid	CO-RS
Director Positional Bid	Director
Distinguished Service Award	DSA
OCM First Year Experience Award	FYE
GLACURH Advisor Positional Bid	Advisor
GLACURH NRHH Advisor Positional Bid	NRHH-Advisor
GLACURH Regional Leadership Conference Bid	RLC
GLACURH Regional Business Conference Bid	RBC
Hallenbeck Service Award	HSA
NCC of the Year	NCC-OTY
NRHH Building Block of the Year	NRHH-BB
NRHH-CC of the Year	NRHH-CC
NRHH Outstanding Chapter of the Year	NRHH-OC
NRHH Outstanding Member of the Year	NRHH-OM
NRHH President of the Year	NRHH-Pres
President of the Year (RHA)	President
Program of the Year	POY
RHA Building Block of the Year	RHA-BB
School of the Year	School
Student of the Year	Student
Student Staff Member of the Year	Staff
Outstanding Advocacy Initiative Award	Advocacy

*While failure to submit a bid with the proper bid title is not terms for disqualification, it is a courtesy to the Regional Board of Directors to be conscious about these bid titles in order to keep consistency throughout all bids submitted at the Regional Leadership and Regional Business conferences.

BID FINISHING

4. SUBMIT

There will be one submission deadline offered by the CO for Recognition and Service. Following your submission, you will receive feedback from the RBD. This feedback will also include all constitutional problems within the bid. You will then be provided a second deadline to make any changes, this will be the final deadline – which will always be at 11:59pm CST on the date provided by the CO for Recognition and Service. The final deadline will be provided when you receive your constitutional check email. All bids will be submitted to gl_bids@nacurh.org.

If your file size is too big, you might want to consult the CO for Recognition and Service in order to find another outlet for submission so be sure to start the submission process far before the deadline

5. CONFIRM

After you submit your bids, you will receive a confirmation email; if you do not receive a confirmation email shortly after submission, please contact the CO for Recognition and Service at gl_recognition@nacurh.org immediately.

****As mentioned before, if you have any problems with submission, please contact the GLACURH CO for Recognition and Service immediately so that the problem can be resolved. No late bids will be accepted for any reason, so please ensure that everything is squared away well ahead of time.****

BID SELECTION OVERVIEW

Once all bids are submitted, GLACURH is faced with the task of selecting the recipients of each regional honor. Award bids are selected by different groups, depending on the category.

GLACURH Regional Leadership Conference Selected by the Regional Board of Directors
Advisor of the Year
Distinguished Service Award
President of the Year
Program of the Year*
School of the Year*
Student of the Year
Student Staff Member of the Year
Selected by the National Communications Coordinators
GLACURH Regional Leadership Conference*
GLACURH Regional Business Conference (If not previously selected)*
Outstanding Advocacy Initiative
Selected by the NRHH-Communications Coordinators
NRHH Outstanding Chapter of the Year
NRHH Outstanding Member of the Year
Selected by a Committee
Commitment to Justice and Equity
Commitment to Philanthropy
First Year Experience Award
GLACURH Regional Business Conference Selected by the Regional Board of Directors
NCC of the Year
Selected by the National Communications Coordinators
GLACURH Regional Leadership Conference (if not previously selected)*
GLACURH Regional Business Conference*
RHA Building Block of the Year
Positional Elections*
Selected by the NRHH-Communications Coordinators
NRHH Building Block of the Year
NRHH-CC of the Year
NRHH President of the Year
Associate Director for NRHH*

*Requires Presentation

BID SELECTION OVERVIEW

BIDS SELECTED BY THE REGIONAL BOARD OF DIRECTORS

The GLACURH Regional Board of Directors, comprised of the GLACURH Director, two Associate Directors, and four Coordinating Officers, are responsible for selecting the recipients of a number of bids. The process is as follows:

Section	Time-limit	Description
Pro-Con	5 minutes	For each bid, the board alternates listing pros and cons about the bid itself
Discussion	10 minutes	After pro-con for all bids, discussion begins and can discuss any aspect of any bid; the order is determined by a speakers list. This is where the feedback for each bid comes from because suggestions are offered, critiques are made, and positive aspects are emphasized. When the discussion ends, if there are no time extensions, it is put to a vote
Voting	N/A	Voting is performed by a secret ballot, requiring a simple majority. If there are more than two (2) candidates for an award, it may be narrowed down to a top two (2), discussion will happen again, and a final voting will take place. This final vote is not known to anyone except the Regional Director and Regional Advisors.

BIDS SELECTED BY THE COMMUNICATIONS COORDINATORS

There are also a variety of bids that are selected by the NCC's and the NRHH-CC's. These sessions take place either in joint boardroom, or split boardroom (depending on the conference and the awards being voted on). Please refer to the GLACURH Governing Documents or the GLACURH NRHH Policy Book for award-specific selection information.

REVIEW REVIEW REVIEW!

URL: <http://glacurh.nacurh.org/conference-resources/>

The first step to selecting regional winners is to review the bids. You may find the submitted bids for all categories on the GLACURH website through the link above. It is recommended that you download all bids and save them to your hard drive or an external device so that you may have quick access to all of them during boardroom.



AWARD BIDDING GUIDE

COMMON MISTAKES

COMMON WRITING MISTAKES

OVERTHEMING

Using thematic elements is a great way to spice up your bid however you do not want to go overboard with the inclusion of the theme in your writing. You don't want it to be to the point that you lose your message.

DETAILS: TOO MANY OR TOO FEW

You need a healthy balance when it comes to details. Not enough information can make the nominee look unappealing and too much information can consume space and be overwhelming.

UNIMPRESSIVE NUMBERS

Your numbers need to be impressive in order to impress and sometimes a program does not have those impressive numbers available.

Tip: Focus on different programs/aspects, focus on what was learned/developed from the program, or select a different nominee.

CONTENT UNRELATED TO THE CATEGORY

Not everything needs to go into the bid. Keep the information that is needed for the particular bid relevant to what is being bid for.

OPINIONS & UNFOUNDED CLAIMS

Make sure that you provide facts, documentation, and personal accounts that are backing the claims that are being made .

Bad Example: "MOWII is amazing."

Good Example: "MOWII's OTM presentation brought out more than 100 residents, each of which they worked with personally over the course of the evening. That month, GLACURH University received not only our first NACURH winner in over a year, but a second as well!"

COMMON LAYOUT MISTAKES

OVER FORMATTING

Keep text simple. Make the formatting work for you in regards to putting emphasis on key points by bolding numbers and statistics, underlining program names, etc

UNREADABLE FONT

Many are quick to jump to a wide array of strange and over complicated typefaces. Don't select fonts with big curls, brush strokes, and "handwriting". If people can't read it, they can't vote for it.

COLORED BODY TEXT

Black text is your friend. Don't make people strain to read your bid. That does not mean you can't use colored text, just be cautious when doing so. As a guide, colored text should be saved for cover pages, headings, and tables/charts. Avoid putting colors together that make things hard to read or see. For example, orange text on a red background. Use the Color Scheme Designer from the page 34 if you need assistance.

HUGE OR POOR QUALITY GRAPHICS

A graphic should never take up more than one-eighth of the page & sometimes should be smaller. Commonly found in background images for bids, don't use low quality images. It is best to not stretch any graphic larger than its original size. Plain color would be better than pixels.

PHOTOSHOP BOTCHING

If you do not know how to use Photoshop, then it is best not to use it to format a photo for a bid. A Photoshop botch is an eyesore that distracts from the content of the bid.

PAGE NUMBERS

People most commonly forget to put page numbers into their bids. It is important to note that page numbers are included on ALL pages (including the letters of support) but excluding the cover page and citation page.

CITING PHOTOS

This is the NACURH policy. All content not created by the bidding school must be accompanied by a proper citation on a citation page at the end of the award bid, which shall not be counted in the page limit. The NACURH Chair shall determine the proper citation method. Copyright material must be altered by 20% or more to be considered original material. It is recommended that the link to the original image still be cited.

**Great
Lakes**
Affiliate



AWARD BIDDING GUIDE

OTHER
RESOURCES

BID WRITING CHECKLIST

Stage	Objectives	Checkbox
Pre-Writing	Decide what award(s) you will bid for	
	Find others to help you write the bid(s)	
	Decide who/what you will nominate	
	Submit intent to bid	
	Outline the bid and choose a theme	
	Refer to the Governing Documents/Policy Book often	
	Make note of the bidding timeline	
	Request letters of support	
Bid Components	Cover page	
	Table of contents	
	Introduction to the person/group/program/school	
	Background/history of the school/program	
	Letters of support	
	Page numbers	
	Citation page	
Post-Writing	Edit, Edit, Edit	
	Convert bid to PDF format	
	Have your advisor, another professional and/or executive board member review	
	Submit bid(s) to gl_bids@nacurh.org	

THE FINAL PRODUCT

Bidding is a big task but it is very rewarding. Creating bids not only allows your school or organization to receive recognition for the outstanding work that they have done but it also allows other schools in our region and in NACURH to learn from them as well.

With all this information we, as an RBD, hope that you will feel comfortable writing a bid of your own. All of the bidding criteria are listed in Article 9 of the GLACURH Governing Documents. Criteria for hosting conferences are listed in Articles 8 of the GLACURH Governing Documents. All information regarding bidding for an RBD position is located in Articles XI and X of the GLACURH Governing Documents.

If you have any questions regarding bidding or awards, please contact your Regional Board of Directors. We are hopeful that this guide will help you in your journey of writing and submitting bids.

We can't wait to see what you can come up with at the upcoming conferences!

PEACE. LOVE. POLAR BEARS.