

GreatLakesAffiliate
of College and University Residence Halls



POSITIONAL BIDDING CHECKLIST

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of College and University Residence Halls



POSITIONAL BIDDING CHECKLIST

GENERAL CRITERIA



CRITERIA FOR ALL POSITIONAL BIDS

CONTENT

- All bids must be submitted in PDF format
- Bids must use at least 10-12 point font.
- All pages counting towards page count must have page numbers (dividers, appendices, letters of recommendation are included).
- All bids must include a table of contents.

TITLE PAGE

- Title pages must include:
 - Award Name
 - Applicant Name
 - Institution
 - Conference name, conference location, and respective year

LETTERS OF SUPPORT

- Must be included in all bids
- Host School Acknowledgement Form

CITATIONS

- A citation page must be included at end of bid if copyright material is used (copyright material must be altered at least 20% to be considered original material)
- Citations should be presented in MLA format.

BID TITLES

- Bid titles must contain the following in this order: applicant last name, positional abbreviation, and conference name and respective year
- Please consult the GLACURH Governing Documents (pg. 59-60) for positional title abbreviations

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POSITIONAL BIDDING CHECKLIST

INDIVIDUAL POSITIONAL CRITERIA



REGIONAL DIRECTOR

Refer to the GLACURH Governing Documents (Title 4) for general bid eligibility and submission requirements.

REQUIRED ELEMENTS

- ___ Title Page
 - ___ Positional Name
 - ___ Nominee Name
 - ___ Institution
 - ___ Conference name, conference location, and respective year
- ___ Letters of Support
- ___ Bid is no longer than sixteen (16) pages in length
- ___ Include proof of good academic standing
- ___ Regional Host School Acknowledgement Form
- ___ Shall have attended at least one regional and the regional business conference
- ___ Been present in boardroom

CRITERIA FOR SELECTION

- ___ Past student government
- ___ Conference experience
- ___ Position and organizational goals
- ___ Strengths and areas of improvement
- ___ Time commitments for their potential term
- ___ Letters of support

PRESENTATION

- ___ Ten-minute oral presentation
- ___ Five-minute question and answer period



ASSOCIATE DIRECTOR FOR ADMINISTRATION AND FINANCE

Refer to the GLACURH Governing Documents (Title 4) for general bid eligibility and submission requirements.

REQUIRED ELEMENTS

- ___ Title Page
 - ___ Positional Name
 - ___ Nominee Name
 - ___ Institution
 - ___ Conference name, conference location, and respective year
- ___ Letters of Support
- ___ Bid is no longer than sixteen (16) pages in length
- ___ Include proof of good academic standing
- ___ Regional Host School Acknowledgement Form
- ___ Shall have attended, and been present during boardroom, at least one regional or national conference

CRITERIA FOR SELECTION

- ___ Past student government
- ___ Conference experience
- ___ Position and organizational goals
- ___ Strengths and areas of improvement
- ___ Time commitments for their potential term
- ___ Letters of support

PRESENTATION

- ___ Ten-minute oral presentation
- ___ Five-minute question and answer period



ASSOCIATE DIRECTOR FOR NRHH

Refer to the GLACURH Governing Documents (Title 4) for general bid eligibility and submission requirements.

REQUIRED ELEMENTS

- ___ Title Page
 - ___ Positional Name
 - ___ Nominee Name
 - ___ Institution
 - ___ Conference name, conference location, and respective year
- ___ Letters of Support
- ___ Bid is no longer than sixteen (16) pages in length
- ___ Include proof of good academic standing
- ___ Regional Host School Acknowledgement Form
- ___ Shall have attended at least one regional or one national conference

CRITERIA FOR SELECTION

- ___ Past student government
- ___ Conference experience
- ___ Position and organizational goals
- ___ Strengths and areas of improvement
- ___ Time commitments for their potential term
- ___ Letters of support

PRESENTATION

- ___ Ten-minute oral presentation
- ___ Five-minute question and answer period



COORDINATING OFFICER FOR DEVELOPMENT AND EDUCATION

Refer to the GLACURH Governing Documents (Title 4) for general bid eligibility and submission requirements.

REQUIRED ELEMENTS

- ___ Title Page
 - ___ Positional Name
 - ___ Nominee Name
 - ___ Institution
 - ___ Conference name, conference location, and respective year
- ___ Letters of Support
- ___ Bid is no longer than sixteen (16) pages in length
- ___ Include proof of good academic standing
- ___ Regional Host School Acknowledgement Form
- ___ Shall have attended at least one regional or one national conference

CRITERIA FOR SELECTION

- ___ Past student government
- ___ Conference experience
- ___ Position and organizational goals
- ___ Strengths and areas of improvement
- ___ Time commitments for their potential term
- ___ Letters of support

PRESENTATION

- ___ Five-minute oral presentation
- ___ Five-minute question and answer period



COORDINATING OFFICER FOR MARKETING

Refer to the GLACURH Governing Documents (Title 4) for general bid eligibility and submission requirements.

REQUIRED ELEMENTS

- ___ Title Page
 - ___ Positional Name
 - ___ Nominee Name
 - ___ Institution
 - ___ Conference name, conference location, and respective year
- ___ Letters of Support
- ___ Bid is no longer than sixteen (16) pages in length
- ___ Include proof of good academic standing
- ___ Regional Host School Acknowledgement Form
- ___ Shall have attended at least one regional or one national conference

CRITERIA FOR SELECTION

- ___ Past student government
- ___ Conference experience
- ___ Position and organizational goals
- ___ Strengths and areas of improvement
- ___ Time commitments for their potential term
- ___ Letters of support

PRESENTATION

- ___ Five-minute oral presentation
- ___ Five-minute question and answer period



COORDINATING OFFICER FOR RELATIONS AND INCLUSION

Refer to the GLACURH Governing Documents (Title 4) for general bid eligibility and submission requirements.

REQUIRED ELEMENTS

- ___ Title Page
 - ___ Positional Name
 - ___ Nominee Name
 - ___ Institution
 - ___ Conference name, conference location, and respective year
- ___ Letters of Support
- ___ Bid is no longer than sixteen (16) pages in length
- ___ Include proof of good academic standing
- ___ Regional Host School Acknowledgement Form
- ___ Shall have attended at least one regional or one national conference

CRITERIA FOR SELECTION

- ___ Past student government
- ___ Conference experience
- ___ Position and organizational goals
- ___ Strengths and areas of improvement
- ___ Time commitments for their potential term
- ___ Letters of support

PRESENTATION

- ___ Five-minute oral presentation
- ___ Five-minute question and answer period



COORDINATING OFFICER FOR RECOGNITION AND SERVICE

Refer to the GLACURH Governing Documents (Title 4) for general bid eligibility and submission requirements.

REQUIRED ELEMENTS

- ___ Title Page
 - ___ Positional Name
 - ___ Nominee Name
 - ___ Institution
 - ___ Conference name, conference location, and respective year
- ___ Letters of Support
- ___ Bid is no longer than sixteen (16) pages in length
- ___ Include proof of good academic standing
- ___ Regional Host School Acknowledgement Form
- ___ Shall have attended at least one regional or one national conference

CRITERIA FOR SELECTION

- ___ Past student government
- ___ Conference experience
- ___ Position and organizational goals
- ___ Strengths and areas of improvement
- ___ Time commitments for their potential term
- ___ Letters of support

PRESENTATION

- ___ Five-minute oral presentation
- ___ Five-minute question and answer period



REGIONAL ADVISOR

Refer to the GLACURH Governing Documents (Title 4) for general bid eligibility and submission requirements.

REQUIRED ELEMENTS

- ___ Title Page
 - ___ Positional Name
 - ___ Nominee Name
 - ___ Institution
 - ___ Conference name, conference location, and respective year
- ___ Letters of Support
- ___ Complete application and confirmation process: Includes bid, virtual presentation, and a question and answer period (Executed between RLC and RBC)
- ___ Bid is no longer than sixteen (16) pages in length
- ___ Regional Host School Acknowledgement Form
- ___ Shall have attended at least one regional or one national conference

CRITERIA FOR SELECTION

- ___ The Regional Advisor shall be a member of the professional housing community from a member school in good standing.
- ___ Regional Advisor must be employed in a full-time student personnel position with at least two years of full-time professional experience in housing and/or residence life.
- ___ Full-time professional experience is considered that experience which has been completed while in a professional role, not including time as a graduate assistant.
- ___ Must have previous RHA or NRHH advising experience.
- ___ The Regional Advisor must have been previously inducted into the National Residence Hall Honorary, must have advised an NRHH chapter previously, must have completed NRHH training through ART, or be approved by a vote in the NRHH boardroom.
- ___ It is preferred but not required that the regional advisor have completed the ART program and have been grandfathered into the current ART curriculum or must have completed level one and level two of the current ART curriculum.
- ___ Must have attended at least two of the following conferences in any combination, and been present in boardroom: Regional Leadership Conference, Regional Business Conference, NACURH Annual Conference, NACURH Semi-Annual Conference

PRESENTATION

- ___ Ten-minute virtual presentation to the RBD
- ___ Five-minute question and answer session, extendable up to two times