



GLACURH

GREAT LAKES AFFILIATE

NATIONAL ASSOCIATION OF COLLEGE
& UNIVERSITY RESIDENCE HALLS, INC.

Bids Tips

*The Official Bidding
Cheat Sheet*

Bidding Opportunities

SEPTEMBER

- You will receive information about the RLC Bidding Timeline in the Mowii Monday. However, you may email bids at any point. If you decide to submit bids before the bid timeline is made public, remember to submit the Bid Intents. RLC is typically in November.

JANUARY

- You will receive information about the SLC Bidding Timeline in the Mowii Monday. Please consider bidding for awards and positions on the RBD.
- Bidding Timelines will always have the same steps.
- SLC will typically be in February.

APRIL

- The CRC will send out the National Bidding guide to the regions. The winners of certain bids from the regional conferences will be contacted by CORS to remind them of the opportunity to bid for the national award. You may receive a letter of support from the region.

Bidding Timeline

1. Bid Intent Form
2. Bid Creation
3. Constitutionality Checks
4. Bids Awarded
5. Some bids may move on to the NACURH Level

Please refer to pages 74 - 87 in the Governing Documents for the specified requirements of each bid.

This document is not a replacement of the Award Bidding Guide, which explains everything in great detail. This is a guide to help navigate the bidding process. If this is not clear enough or you have more specific questions, ask the CO for Recognition and Service at gl_recognition@nacurh.org.



Bid Intent Form

- A Google Form
 - You should be able to find it in the Mowii Monday or the GL website.
- Must be submitted on time
- Do not have to bid for each bid you select
- May select all or only the ones you are interested in bidding for.

The Bid Intent Form is to just let the RBD know that you are bidding or at least thinking about bidding for an upcoming conference.



Bid Creation



General ideas of what to bid

- Outstanding students or staff
- Creative efforts on behalf of your chapter
- Successful events
- Initiatives related to philanthropy or diversity
- Inclusive initiatives

The most popular and therefore competitive bids are student of the year and program of the year at the Regional Leadership Conference and the NRHH President and First Year Experience Awards in RBC. To know more about every bid for each conference, look at pages 8 - 10 in the Award Bidding Guide.

Bid Creation



General Bid Requirements

- PDF Format
- 8x11 For reference, this is general printing paper size.
- No font smaller than 10 point
- Name of document: institution name, award title, and conference name and respective year.
 - GLACURHUniversity_AOTY_GLACURH2013
 - To know the abbreviation for the award you are bidding for, go to page 72 in the Governing Documents.
- Table of contents, title page, page numbers. Covers and title page must include the award name, nominee name, institution, the conference it is being presented at and the institution the conference is hosted at.
- Copyrighted material must be cited in MLA format. No in text citations needed. If you are unsure if material is copyrighted, reach out to the CO for Recognition and Service with any concerns.
- Letters of support per bid
 - Look at page 72-73 in the Governing Documents.

Tools For Creation

Here is a list of software that you can use to easily create visually appealing bids:

- Adobe

Adobe Photoshop and InDesign are great for creating bids. They may be complicated to learn initially, but there are features in adobe that you will not be able to have anywhere else. Some universities may offer this source free for students and staff.

- Adobe Spark

Adobe Spark is an easy online software that has a free starter plan. It offers thousands of professional templates, Adobe's royalty-free library, and best-in-class layouts, colors, and fonts.



Tools For Creation

List Continued:



- Canva

A popular option that is easy to navigate for beginners. This online software allows you to create many different types of visual content.

- Crello

Similar to Canva, Crello is an online software that allows one to easily create marketing materials, social media posts, and bids. The software offers weekly updated ready-made static templates and animated templates.

- Microsoft Word

Though most commonly used for essay writing, Microsoft Word can be used to create bids. Possibilities may be limited, but they'll look great!

NACURH Level

You will receive a letter of support from the region and may update your bid. If the winner of a regional bid is ineligible to compete for the national award, CORS will reach out to other bidders for that award to offer regional support with conditions.

This bid should be sent to the Conference Resource Consultant (CRC). The winner will be decided by all eight regional boards at the NACURH Semi-Annual Business Conference or the NACURH Pre-Conference. The winners will be announced at NACURH Annual Conference.

The CC must contact the CRC. CCs must present to and receive a vote of support from the regional affiliated CCs in order to be considered in the Annual Conference Bidding Process.



TIPS

- Working on bids outside of conference time can help with managing time. It can also allow for more creative and strategic bid designs.
- Constitutionality checks are a way to ensure that all bids meet all constitutional requirements of the bids. If you are unsure about feedback received, please respond to the email with your questions! CORS is always monitoring the bids email.
- Be sure to create bids that are accommodating for all. No text smaller than 12 pt font, limit cursive text, ensure text, colors, and graphics stands out on the page. Also, be aware of how colors interact with fonts, graphics, and other aspects of your bid.
- Quotes from anyone impacted by the initiative/event/person can communicate the significance of the bid.
- Numbers and other quantitative values can make or break your bid. Highlight your most impressive numbers.

