



**National Residence Hall Honorary**  
**UBC THUNDERBIRD CHAPTER**  
rha.housing.ubc.ca/nrhh | nrhh@mail.housing.ubc.ca | @ubcnrhh

# UBC OTM GUIDE

2016-2017

QUICK REFERENCE: [CLICK FOR PAGE](#)

[ACRONYMS](#) | [OVERVIEW](#) | [TIMELINE](#) | [CATEGORIES](#) | [CATEGORY DESCRIPTIONS](#) | [SUBMISSIONS](#) | [EXAMPLES](#) | [RESOURCES](#)



# UBC OTM WRITING GUIDE



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QUICK REFERENCE: [CLICK FOR PAGE](#)

[ACRONYMS](#) | [OVERVIEW](#) | [TIMELINE](#) | [CATEGORIES](#) | [CATEGORY DESCRIPTIONS](#) | [SUBMISSIONS](#) | [EXAMPLES](#) | [RESOURCES](#)



## NACURH

NATIONAL ASSOCIATION OF  
 COLLEGE AND UNIVERSITY  
 RESIDENCE HALLS

NACURH seeks to create a network of engaged citizens sharing common experiences through residential leadership opportunities.

NACURH is comprised of 8 regional affiliates (CAACURH, GLACURH, IACURH, MACURH, NEACURH, PACURH, SAACURH, SWACURH) and one cooperate office. Each region has a regional board of Directors (RBD) that represents that region to NACURH.

NACURH WEBSITE: [www.nacurh.org](http://www.nacurh.org)



## PACURH

PACIFIC AFFILIATE OF  
 COLLEGE AND UNIVERSITY  
 RESIDENCE HALLS

The PACURH Region includes British Columbia, Yukon Territory, Australia, Alaska, Washington, Oregon, California, and Hawaii.

OTMs that win at the campus level are submitted to PACURH for consideration for a regional win. The PACURH OTM committee, comprised of representatives from all across the region, selects PACURH OTM winners each month.

PACURH WEBSITE: [www.pacurh.nacurh.org](http://www.pacurh.nacurh.org)



## NRHH

NATIONAL RESIDENCE  
 HALL HONORARY

NRHH is the premiere leadership honorary comprised of exemplary residents who value service and recognition. The NAN (NACURH Associate for NRHH) oversees the AD-NRHH (Associate Director for NRHH) of each Region.

UBC's NRHH Chapter is called the "Thunderbird Chapter" and includes 3 Executives. Anyone living in UBC SHHS Housing is eligible to apply for membership.

NRHH WEBSITE: [www.nrhh.nacurh.org](http://www.nrhh.nacurh.org)

UBC NRHH: [www.rha.housing.ubc.ca/nrhh](http://www.rha.housing.ubc.ca/nrhh)



## RHA

RESIDENCE HALL  
 ASSOCIATION

RHA is an organization of elected students that represent everyone living in residence halls on a given NACURH-affiliated campus. RHA is committed to building community through programming and advocacy.

UBC has 4 RHA Executive members including a President and NCC (National Communications Coordinator) who work together with the NRHH President to represent UBC to PACURH Each UBC residence area has their own council of elected RHA representatives.

RHA WEBSITE: [www.rha.housing.ubc.ca](http://www.rha.housing.ubc.ca)



QUICK REFERENCE: [CLICK FOR PAGE](#)

[ACRONYMS](#) | [OVERVIEW](#) | [TIMELINE](#) | [CATEGORIES](#) | [CATEGORY DESCRIPTIONS](#) | [SUBMISSIONS](#) | [EXAMPLES](#) | [RESOURCES](#)

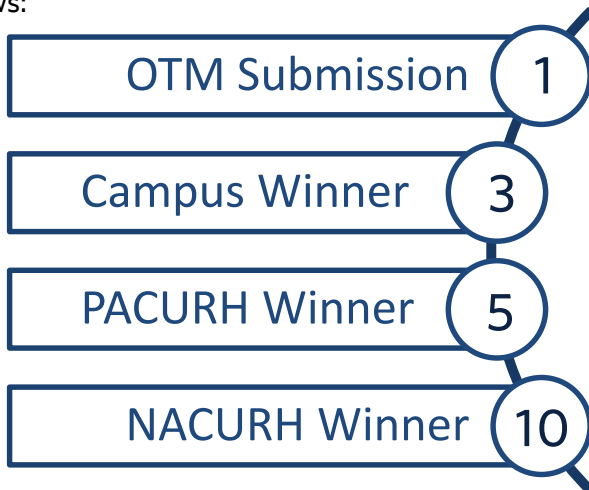
## OTM [OH-TEE-EM]. NOUN (ACRONYM)

An OTM, or “of the month” award is a form of written recognition facilitated by the NRHH outlining how a person, program, organization, or community demonstrated outstanding contributions to residence.

The writer [NOMINATOR] nominates their subject [NOMINEE] for the [CATEGORY] of the month.

OTMs are submitted to the campus organization. The campus OTM selection committee (UBC NRHH active members) carefully reviews all submissions and selects winners to submit to the regional level. The regional selection committee selects winners to submit to the NACURH level.

Writing OTMs also earns points for your residence in our UBC-wide OTM competition called the Gerri Cup. Point values are as follows:



If you are interested in joining the PACURH or NACURH OTM selection committee, please contact the Regional AD-NRHH at [pa\\_adnrhh@nacurh.org](mailto:pa_adnrhh@nacurh.org)

## OTM TIMELINE

4 <sup>th</sup>	OTMS due 11:59PM*
10 <sup>th</sup>	Campus winners announced**
17 <sup>th</sup>	Regional winners announced**
24 <sup>th</sup>	NACURH winners announced**

\*refers to OTMs from the previous month (i.e. February OTMs are due on March 4)

\*\*refers to winners from the previous month (i.e. campus, regional, and NACURH winners from February will be announced in March)

Late submissions will not be considered for selection.



**QUICK REFERENCE: CLICK FOR PAGE**

[ACRONYMS](#) | [OVERVIEW](#) | [TIMELINE](#) | [CATEGORIES](#) | [CATEGORY DESCRIPTIONS](#) | [SUBMISSIONS](#) | [EXAMPLES](#) | [RESOURCES](#)

There are two different categories of OTMs: General and Program.

## GENERAL CATEGORY OTMS

General OTMs are designed to recognize individuals or groups in residence who have made significant contributions to the residence community. The format is completely up to you! You have 400-600 words to make your nomination shine. Try to reach the full work limit for a better chance of winning at PACURH and NACURH.

If you're stuck, try answering the following guiding questions, or look at the examples at the end of this guide. Additional examples are available on request.

1. What were the contributions of the individual / organization / community that you are nominating this month?
2. How did this individual / organization / community impact your residence experience?
3. Why, in your opinion, is this individual / organization / community deserving of an OTM?

## PROGRAM CATEGORY OTMS

Program OTMs are designed to showcase successful programs that have been implemented in residence communities and demonstrate how they can be successfully adapted in other residences throughout NACURH. Program nominations are divided into 6 fields with a 100-400-word limit in each for a total of 1400 words maximum. If you're stuck, use this guide to help you write the nomination:

FIELD	WORDS	TIPS
<i>Origin</i>	200	Introduce the program you are writing about and explain why the facilitator chose to implement this program in your residence
<i>Description</i>	400	Outline the specifics of the program: highlight what the residents' participation looked like and showcase the uniqueness of the program. Be sure to explain the successful aspects of the program as well as the shortcomings. Be descriptive!
<i>Goals</i>	200	Explain in detail what the program was designed to accomplish in residence. Evaluate whether the program was designed in such a way to achieve those goals, and whether or not they were achieved. Ensure to explain <i>why</i> the program either achieved or fell short of those goals.
<i>Effects</i>	200	Explain what the participants took away from the program and the impact that the program had in the residence community. Consider including residents' feedback!
<i>Evaluation</i>	200	Explain whether or not the program was successful. You can comment on the number of participants, the participant engagement, or any reviews that the participants offered of the program.
<i>Adaptation</i>	200	Explain how this program could be adapted at other campuses. Comment on aspects of budget, audience, location, and overall logistics of implementing this program in another location. Add suggestions for future leaders who wish to implement your program at their campus. Recognize that campuses across the region are very diverse and have different resources and populations than UBC.



QUICK REFERENCE: [CLICK FOR PAGE](#)

[ACRONYMS](#) | [OVERVIEW](#) | [TIMELINE](#) | [CATEGORIES](#) | [CATEGORY DESCRIPTIONS](#) | [SUBMISSIONS](#) | [EXAMPLES](#) | [RESOURCES](#)

## GENERAL CATEGORY DESCRIPTIONS

### ADVISOR

Any individual who directly advises a residence life organization and has made outstanding contributions to the organization(s). Residence Advisors are "Residence Assistants" Examples include, but are not limited to: RHA & NRHH Advisors and RLM Advisors

### EXECUTIVE BOARD MEMBER

Recognizes the outstanding contributions of an Executive Board member of RHA and NRHH in their organization and across residences on their campus. Examples include, but are not limited to: RHA Executives, NRHH Executives, RHA Area Presidents

### FIRST YEAR STUDENT

Any first year students who excel in adapting to a new environment in residence, is active in their community, and positively impacts peers. The nominee must be in their first year at their current institution and ineligible for a different category. Submissions in this category may emphasize academics, leadership, involvement, and contributions to community, floor, hall, etc.

### INSTITUTION FACULTY/STAFF

Individuals outside of residence life who aid students in their academics and/or personal affairs. Recognizes institutional faculty who have made a contribution to the residence community in *and* out of the classroom. Examples include, but are not limited to: Professors, TAs, Counselors, Maintenance Staff, Dining Staff, etc.

### STUDENT

Any UBC student who has made outstanding contributions to residence (floor, hall, etc.) during the month of nomination. OTM may address several areas of student life, like academics, leadership, involvement etc. Also of importance is how the nominee has balanced their roles as a leader and a student and the display of good academic choices. Advisors, executive board members, first year students and residence assistants are not eligible for this category.

### ORGANIZATION

Any organization that has actively contributed to the student leadership, recognition, or other aspects of residence life during the month of nomination. Emphasize the successes of the organization as a whole, not just a few members, and detailing how they have helped the campus and residence. Examples include, but are not limited to: RHA Councils, Executive Boards, NRHH Chapters, and organizations outside of residential life that positively impact resident students.

### RESIDENCE LIFE FACULTY/STAFF

SHHS Employees who are not Residence Advisors who have helped residents within their housing campus community in the month of nomination. Examples include, but are not limited to: RLMs, Directors of Residence Life, Residence Coordinators, etc.

### RESIDENT ASSISTANT

Residence Advisors who have gone above and beyond their positional duties to support their residents and community, and/or made outstanding contributions to their residence area during the month of nomination. OTM should focus on the accomplishments within the RA role, but may also other roles or responsibilities taken on during the month of nomination.

### RESIDENTIAL COMMUNITY

Includes any residence community, such as areas, floor, etc. OTM should emphasize what the community has done, what brought the group together, and how it has supported others both within and outside their community. The community being recognized must not be an official campus organization or be eligible for a different category.

### SPOTLIGHT

Includes anything that does not fall under any of the other categories that you feel is worthy of an Of the Month recognition.



QUICK REFERENCE: [CLICK FOR PAGE](#)

[ACRONYMS](#) | [OVERVIEW](#) | [TIMELINE](#) | [CATEGORIES](#) | [CATEGORY DESCRIPTIONS](#) | [SUBMISSIONS](#) | [EXAMPLES](#) | [RESOURCES](#)

## PROGRAM CATEGORY DESCRIPTIONS

### COMMUNITY SERVICE PROGRAM

A service or philanthropic program that benefits a group, charity, or other organization. The program should focus on the importance of residents giving back to the communities in which they live. Examples include, but are not limited to drives, fundraisers, volunteering, etc.

### DIVERSITY PROGRAM

A program that promotes and educates about diversity and understanding. This program illustrates the importance of promoting diversity in the residence halls as well as embracing diversity in the everyday lives of residents.

### EDUCATIONAL PROGRAM

A program meant to educate residents about a topic, issue, or idea. Programs nominated in this category can include, but are not limited to programming focused on academic success, learning a new skill, promoting global citizenship, etc.

### PASSIVE PROGRAM

Any program that does not require anyone to actively run it for people to participate in it. This category is intended to recognize residential programming that occurs through bulletin boards, newsletters, pamphlets, etc.

### SOCIAL PROGRAM

Any social program that focuses on resident interaction and their ability to meet new people and socialize. Programs in this category can range from being a floor social program to a campus wide program.

### 10 OTM WRITING TIPS

1. Try to reach the maximum word limit in each category  
In general, a 600-word OTM will be stronger than a 400-word OTM, and much more likely to win!
2. Break up the text using short paragraphs  
It is easier to read short paragraphs than long ones - your voters will thank you!
3. Define all of your acronyms  
Your voters may not know the acronyms you're using. The only acronyms you do not need to define are as follows: NRHH, RHA, PACURH, NACURH
4. Submit the nomination on time  
Late submissions will not be considered to win. OTMs are due on the 4<sup>th</sup> of each month at 11:59PM (i.e. February OTMs are due on March 4).
5. Proofread the submission  
OTMs with spelling or grammar mistakes will likely not win. Try typing your submission in a word processor with spell-check before copying it into the web nomination form.
6. Ensure to use the correct category  
If you are unsure about what category to use, contact an NRHH member for help! (nrhh@mail.housing.ubc.ca)
7. Submit OTM in the correct month  
OTMs are month-specific. How did the nominee make an impression in this particular month?
8. Show, don't tell  
Your voter may not know the nominee - try including quotes, specific examples and clear detail.
9. Make the reader care  
Emphasize the outstanding accomplishments and avoid sweeping statements - make your nominee stand out!
10. Get creative  
Format is up to you! Try including a poem or some other creative means of getting your point across!





QUICK REFERENCE: [CLICK FOR PAGE](#)

[ACRONYMS](#) | [OVERVIEW](#) | [TIMELINE](#) | [CATEGORIES](#) | [CATEGORY DESCRIPTIONS](#) | [SUBMISSIONS](#) | [EXAMPLES](#) | [RESOURCES](#)

## SUBMITTING YOUR OTM

Once your OTM is written, you can submit it directly to the NRHH OTM website ([otms.nrhh.org](http://otms.nrhh.org)). On the left sidebar of the website, there are two options:

Submit OTMS  
General Category  
Program Category

### NO ACCOUNT:

You can submit OTMs with no account by clicking on the correct category on the website sidebar. This will re-direct you to the submission form.

Search OTMS

Advanced Search

Quick Report Links

NACURH Winners  
Regional Winners  
3/2016 NEACURH OTMs

Sign into OTMS.NRHH.org

Username:   
Password:   
  
Create Account  
Lost Password?

### CREATE ACCOUNT:

Creating an account will allow you to edit your OTM up until the deadline, view all past OTMs, and serve on an OTM selection committee.

Accounts must be verified by a campus administrator prior to their activation. Please allow up to 48 hours for this process.

When submitting an OTM, please select "University of British Columbia" from the dropdown menu.

### Please select your University

University of British Columbia ▼

Once you click submit, you will see the appropriate form. Please fill out all of the required categories prior to submitting the nomination.

Once you submit the OTM, your recipient will receive a notification (if you provide their email address) and will be able to read the OTM you have written for them. Stay tuned for the results later that month - your OTM could be a NACURH winner!



QUICK REFERENCE: [CLICK FOR PAGE](#)

[ACRONYMS](#) | [OVERVIEW](#) | [TIMELINE](#) | [CATEGORIES](#) | [CATEGORY DESCRIPTIONS](#) | [SUBMISSIONS](#) | [EXAMPLES](#) | [RESOURCES](#)

## NACURH-WINNING OTM EXAMPLES

Click on the links to view UBC OTMs that have won at the NACURH level.

All submitted OTMs are archived, and available upon request. If you would like to see more examples in a specific category, please contact [nrhh@mail.housing.ubc.ca](mailto:nrhh@mail.housing.ubc.ca).

- Diversity Program, May 2013 ([Bengali and South Asian New Year Celebration](#))
- Diversity Program, November 2014 ([I am, I am Not](#))
- Executive Board Member, February 2016 ([Bree Fraser](#))
- Organization, November 2009 ([Place Vanier Equity Committee](#))
- Residential Community, October 2010 ([Korea-UBC House](#))
- Residential Community, December 2010 ([Hamber 3<sup>rd</sup>](#))
- Residential Community, September 2012 ([Third Floor Sherwood Lett](#))
- Social Program, June 2011 ([Summer Adventure Series](#))
- Student, February 2015 ([Emma Bucks](#))

## RESOURCES & ADDITIONAL INFORMATION

### UBC NRHH RESOURCES:

Website: [www.rha.housing.ubc.ca/nrhh](http://www.rha.housing.ubc.ca/nrhh)

Email: [nrhh@mail.housing.ubc.ca](mailto:nrhh@mail.housing.ubc.ca)

Facebook: [UBC NRHH Thunderbird Chapter](https://www.facebook.com/UBCNRHHThunderbirdChapter)

Instagram: [@UBCNRHH](https://www.instagram.com/UBCNRHH)

### NACURH & PACURH WEBSITES:

OTM DATABASE: [www.otms.nrhh.orh](http://www.otms.nrhh.orh)

PACURH: [www.pacurh.nacurh.org](http://www.pacurh.nacurh.org)

NACURH: [www.nacurh.org](http://www.nacurh.org)

NRHH: [www.nrhh.nacurh.org](http://www.nrhh.nacurh.org)

You can request a visit from NRHH to come and talk to your organization about NRHH or OTMs at any time, whether you are on RHA, you are a paid staff person, or you are a resident looking to become more involved.

For more information about OTMs, help writing, or more examples of submitted OTMs, please contact the NRHH Thunderbird Chapter executives at the above email address.

Follow UBC NRHH on Facebook for updates on monthly OTM winners!