



A Step-by-Step Guide to Campus Award Bids

UNC Residence Hall Association

2016-2017



What is a Campus Award Bid?

- Nomination for a program, community, or person who you feel deserves recognition
- Write the story of a person, program, or community that has made a huge impact on the UNC campus
- Use various forms of graphic formatting to create a visually appealing bid
- Describe the contributions of the person, program, or community that deserves to be recognized on the campus level.



Why Write Campus Bids?

- One of the privileges of being a member of Community Council
- In a simple layout, thank the people who make a difference in your hall/UNC campus
- Gain necessary skills to write bids at IACURH/NACURH levels



Award Types

- Robert Mann Student of the Year
- Advisor of the Year
- Student Staff Member of the Year
- Community Council Member of the Year
- Eric Hashberger Distinguished Service Award
- Program of the Year
- Small Community of the Year
- Community of the Year
- Commitment to Community



First Steps

- Review award guidelines and make decisions about how many awards you want to write, who should get awards, etc.
- Submit Intents to Executive Board
- Begin to gather information. This will vary depending on the kind of bid, but having more information that you have to cut is better than not having enough and having the bid look lazy
- Decide on a theme – the theme should reflect the person or program, but be careful it doesn't overwhelm the bid



Steps (Cont.)

- Request letters of recommendation from appropriate sources
- Gather pictures, theme elements, quotes, and other information
- Compile all of the information you have gathered and organize it based on pages (see past bids for ideas on what should be on the pages)
- Begin formatting your bid!
 - I like using PowerPoint, but Publisher is really convenient and user-friendly as well.



Requirements for Bids

- Page Numbers
- Must be year-specific (had to happen between August and April of bidding year)
- Include all relevant information
 - If it is not in the bid, it won't be judged – be POSITIVE you have everything you need in it
- Make sure author's name is included in cover of the bid
- Bids MUST end up in PDF format and sent to Exec Board



Tips

- Make sure to read ALL judging criteria
- Be detailed
- Be creative, but not overwhelming
- Bid nominees do not have to be from your own community. You can write bids for other halls!
- Do not overload yourself



Common Mistakes

- Too overwhelming – keep the theme simple so the message doesn't get lost
- Details – too many or too few. Have a good balance
- Content unrelated to category – make sure listed achievements are relevant
- Opinions and unfounded claims – justify claims (think English class)
- Page numbers!



Resources

- RHA website
- IACURH website
- Previous Community Council Members
- Previous Executive Board Members

A decorative graphic of a feather, rendered in a light beige or tan color, is positioned on the left side of the slide. The feather is oriented vertically, with its base at the bottom and its tip pointing upwards. It has a central rachis with numerous fine, radiating barbs. A horizontal line in a dark teal color extends from the right side of the feather's base across the width of the slide.

Any Questions?