

How to be a...

P.A.C.U.R.H.

N.C.C.



Presented by the
Pacific Affiliate
Regional Directorship



"The Most Jumpin' Region in the Nation"



Developed/Updated – September 2002



What is a NCC?

NCC stands for National Communications Coordinator. But what does it mean to be a NCC?? What exactly does it mean to communicate with the rest of the nation??

The NCC is the voting representative of each college and university at the regional level of RHA - in other words, the NCC is the person who sits at the table of national and regional conferences representing their school and voting on issues in a way that benefits their host institution the most.

The Five Parts to a PACURH NCC

1. Affiliation:

- Completes Affiliation Form.
- Submits dues at or before the NACURH Conference.
- Compiles NIC Report for entry to the Resource Files Index (RFI).
- Updates officer & address changes.
- Submits proposals and policies for regional and national approval.

2. Recognizes:

- Submits at least one "Of-The-Month" (OTM) Award: Advisor, Community, Executive Board Member, NCC, NRHH Chapter, Social Program, Educational Program, Community Service Program, Diversity Program, Residential Assistant, Spotlight, Faculty and Student (sent to Associate Director for NRHH/Recognition postmarked by the 15th of each month).
- Establishes an Honorary recognition program; a chapter of the National Residence Hall Honorary (NRHH).
- Bids for Regional and National Awards.

3. Program Source on-campus:

- Orders at least 100 pages (free) from the Resource Files Index (RFI).
- Encourages delegates to attend and perform programs at state, sub-regional, regional and national conferences (if applicable).

4. Organizes:

- Builds delegations for conferences.
- Arranges registration and travel plans for conferences.

5. Represents:

- Your school to the PACURH Regional Board of Directors and the National Board of Directors.
- Your school at the PACURH Regional Business Meetings (PACURH & No-Frills).
- Your school and the PACURH region at the NCC Corporate Business Meeting.

The Big Picture:

The amount of benefits which you and your entire school/organization receive from PACURH and NACURH will be in direct proportion to the time and work that you as NCC put into the organization. Great potential must be converted in order to make a difference.

You make the difference!



NACURH, INC. - Fact Sheet

- NACURH is the largest student-run organization in the world.
- NACURH is composed of eight affiliates: Great Lakes, Intermountain, Midwest, North East, Central Atlantic, Pacific, South Atlantic, and South West.
- Each NACURH school selects at least one National Communications Coordinator (NCC). NCCs serve as the communications link between their RHA, other schools and the regional and national offices.
- NACURH is an incorporated, non-profit organization, with a National Board of Directors (NBD) made up of eight Regional Directors (voting), three National Executives, two office Directors, NACURH Advisor, Conference Resource Consultant, NACURH Conference Chairperson, and Regional Associate Directors (ex-officio). Each member school, through its NCC, has a vote in the corporate body.
- NACURH is funded by membership dues, corporate contracts, and the interest from the reserve accounts.

Alphabet Soup (Acronyms)

- NACURH - National Association of College and University Residence Halls
- *NACURH has eight Regional Affiliates:*
 - CAACURH - Central Atlantic Affiliate of College and University Residence Halls
 - GLACURH - Great Lakes Affiliate of College and University Residence Halls
 - IACURH - Intermountain Affiliate of College and University Residence Halls
 - MACURH - Midwest Affiliate of College and University Residence Halls
 - NEACURH - New England Affiliate College and University Residence Halls
 - PACURH - Pacific Affiliate of College and University Residence Halls
 - SAACURH - South Atlantic Affiliate of College and University Residence Halls
 - SWACURH - Southwest Affiliate of College and University Residence Halls
- *NACURH has two National Offices:*
 - NIC - National Information Center
 - NRHH - National Residence Hall Honorary
- One of NACURH's major services is the: RFI - Resource Files Index (database of all programs collected since the 50's)
- Awards are major recognition tools for NACURH member schools:
 - OTM - Of The Months Awards
 - OTY - Of The Year Awards
 - POY - Program of the Year
 - SALT - Student Award for Leadership Training
 - SOY - School of the Year
 - AAFN - Association of Alumni and Friends of NACURH
- Many of our positions have acronyms too:
 - AD - Associate Director
 - CRC - Conference Resource Consultant
 - NBD - National Board of Directors
 - NCC - National Communications Coordinator
 - RBD - Regional Board of Directors
 - RCC - Regional Communications Coordinator
 - RAD - Associate Director of NRHH/Recognition
 - RHA – Residence Hall Assembly
 - HC- Hall Council





NACURH Benefits & Services

- The National Information Center (NIC) serves as the NACURH National Office, and is home of the NACURH Resource Files, containing thousands of programs in over 30 categories ranging from alcohol awareness to leadership training. NCCs may order up to 100 pages from the RFI free.
- Three major conferences are held each year. The PACURH Regional Conference is usually held in November, the Mini No-Frills Conference is usually held in February/March and the National Conference is held in May. Additionally, many states and some sub-regions may host conferences as well. A variety of sessions are presented, giving new insights into programming, policy changes, personal leadership skills, and much more. Conferences are extremely motivating.
- Corporate Contracts: NACURH endorses the services of Student Advantage (SA, formerly On-Campus Marketing (OCM)) and USA Today. Both organizations are experts in the area of no-risk fund-raisers for your Resident Hall Association.
- Communication: The NACURH Network (national newsletter), the PACURH Wave (regional newsletter), NCC Letters/Newsletters, Web Sites, List Serves, Phone Calls and Electronic Mail are all ways in which NACURH communicates.
- Recognition: Outstanding students who have contributed to their RHA, Region, and NACURH as a whole are recognized through OTM's, PACURH and NACURH awards, entry into the Association of Alumni and Friends of PACURH (AAFP) and entry into the Association of Alumni and Friends of NACURH (AAFN).
- Program Development and Leadership Training: By way of conference attendance, idea and information sharing, cooperation and communication between NCCs of member schools, and use of the RFI.
- Professional Affiliations: NACURH is represented well with the Association of College and University Housing Officers-International (ACUHO-I) and with the American College and Personnel Association (ACPA).
- Intangibles: Motivation, group unity, sense of identity, involvement, pride, recognition, and reward.

PACURH - Fact Sheet

- The Pacific Affiliate is comprised of the following states and countries: Alaska, California, Hawaii, Nevada, Oregon, Washington, Australia, Canada-British Columbia, and Canada-Yukon.
- The Directorship consists of the Regional Director, Associate Director for Finance and Administration, Associate Director of NRHH/Recognition, Regional Communications Coordinators (Northern, Central and Southern), Presidential Resource Coordinator (PRC) and the Regional Advisor.
- Each member school is represented by an NCC at regional and national business meetings.
- PACURH is divided into 3 sub-regions in which RCC's are responsible. They are : **Northern Sub-Region:** Alaska, Canada, Washington & Oregon; **Central Sub-Region:** Schools in California from the Oregon border to the 35.5 degree latitude and the University of Nevada Reno and any other international schools that fall within the sub-region; **Southern Sub-Region:** Schools in California from Cal Poly, San Luis Obispo to San Diego. It also includes schools in Hawaii, Las Vegas, Nevada and any other international schools that fall within the sub-region.



PACURH AWARDS

Conference Awards

- **Most Spirited Delegation (large and small school)** is based on spirit, sportsmanship, and enthusiasm displayed at the conference.
- **Best School Roll Call** is awarded at conferences to the schools that have the best 3 Roll Calls: 1st Place, 2nd Place and 3rd Place. Two schools are partnered up to perform their roll call.
- **Best School Display** is based on creativity/originality, relation to conference theme, esthetic value and general appearance, general information about school, relevant information for delegates.
- **Top Ten/Five Programs** are determined by delegates at the conference. The Top Ten/Five (Ten at PACURH and Five at No-Frills) Programs are brought back for an encore on the Sunday of the conference.

Individual Awards

- + **NACURH Gold Pins** are awarded each year by the NACURH Chairperson to up to eight people whose continued service, dedication, and support have helped the organization excel. This is the highest possible award in NACURH, inc. This award is selected at the NACURH Conference.
- **Silver Pins** are awarded by the Regional Director to no more than eight individuals who have contributed to the success of the organization. This is the highest honor bestowed by each of the eight Regional Directors. This award is selected throughout the Director's term in office.
- * **Student Advantage NCC of the Year** is awarded to the NCC who was most active in and supportive of PACURH, NACURH, and his/her school during the previous year. This award is selected at the No-Frills Conference.
- * **Student Advantage CFR Distinguished Service Award** recognizes the outstanding lifetime achievement of a student (non-NCC or NBD) who has provided distinguished student leadership to his/her school, PACURH & NACURH. This award is selected at the No-Frills Conference.
- * **Hallenbeck Service Award** is awarded to an advisor or student affairs professional with outstanding lifetime service to their region(s) or the nation. This award is selected at the No-Frills Conference.
- * **Student Advantage Student of the Year** recognizes the efforts of an outstanding student (non-NCC or NBD) over a one-year period who has made significant contributions to their school, their community, and their region. This award is selected at the No-Frills Conference.
- * **First Year Experience Award** recognizes the outstanding contributions of a first year student to their campus, the region and the nation. This award is selected at the No-Frills Conference.
- * **PACURH/NACURH Four Year Outstanding Service Award** recognizes individuals who have contributed to their member institution's residential community, the PACURH Region and NACURH during a four year period (symbolizing the four years of attending college). This award is selected at the No-Frills Conference.
- **PACURH Three Year Outstanding Service Award** recognizes individuals who have contributed to the member institution's residential community and the PACURH region. This award is selected at the No-Frills Conference for the PACURH Award and at NACURH for the national award.
- + **Association of Alumni and Friends of NACURH (AAFN)** recognizes individuals that have made major contributions and service to their school and NACURH. This award is nominated by the individual's member school and is paid for induction into the organization by the individual's school. The award is selected before the NACURH Conference.



PACURH AWARDS

(continued)

Individual Awards

- **Association of Alumni and Friends of PACURH (AAFP)** recognizes individuals that have made major contributions and service to the region or PACURH and its member schools. This award is selected at the No-Frills Conference.
- **Certificate of Excellence** recognizes individuals who have made outstanding contributions to PACURH, specifically individuals that have helped the Associate Director of Administration and Finance in their position. This award is selected at the NACURH conference.
- **Certificate of Excellence – NRHH** recognizes individuals who have made outstanding contributions to PACURH, specifically individuals that have helped the Associate Director of NRHH/Recognition in their position. This award is selected at the NACURH conference.
- **President of the Year** recognizes outstanding contributions made by a president of an affiliated residential life programming board and governing body of PACURH. This award is selected at the NACURH conference.
- **Executive Board Member of the Year** recognizes outstanding service to the residence halls by an executive board member. This award is selected at the NACURH conference.
- **Advisor of the Year** recognizes outstanding contributions made by an advisor of an affiliated residential life programming board and governing body of PACURH. This award is selected at the NACURH conference.
- **NRHH Outstanding Member of the Year** recognizes outstanding service to PACURH and NACURH through NRHH by an individual who has been directly affiliated with the organization. This award is selected at the No-Frills conference.
- **Residential Assistant of the Year** recognizes outstanding service to the residence halls by staff members who live within the residence halls. This award is selected at the NACURH conference.

School Awards

- * **School of the Year** recognizes outstanding achievements on the campus level by a residence hall organization and associated groups, as well as contributions on regional and national levels. This award is selected at the No-Frills conference.
- * **RHA Building Block Award** recognizes those RHAs that are still growing. It recognizes outstanding achievement and growth on a campus, regional and national level. This award is selected at the No-Frills conference.
- * **NRHH Outstanding Chapter of the Year** is presented to the NRHH Chapter that has best exemplified the criteria, service and character of NRHH.
- * **NRHH Building Block** recognizes an NRHH Chapter which shows outstanding growth and development during the year of nomination. This award is selected at the No-Frills conference.
- + **NACURH/ACUHO-I Program of the Year Award** recognizes the program chosen as best in NACURH by the National Board of Directors. Schools submit written bids to the Conference Resource Consultant by December 1. In January, the NBD chooses two finalists who will present the program at the NACURH Conference. The NBD then selects the winner. The winner receives a \$2000 grant from ACUHO-I, the runner-up receives \$500.

- **PACURH Program of the Year Award** recognizes outstanding student-implemented programs in their residence halls of PACURH member schools. This award is selected at the PACURH conference.



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PACURH AWARDS

(continued)

School Awards

- + **NACURH/ACPA Student Award** Leadership Training (SALT) recognizes innovative leadership development programs initiated, and developed by students. Schools submit written bids to the Conference Resource Consultant by December 1. In January, the NBD chooses the winner who will present the program at the NACURH Conference. The winner receives a \$1000 grant from NACURH and ACPA and attends the ACPA national convention.
- **PACURH Student Award for Leadership Training (SALT)** recognizes outstanding and innovative leadership development programs initiated, developed, and completed by PACURH member schools in their residence halls. This award is selected at the PACURH Conference.
- **Community of the Year** recognizes the contributions of residential life communities and the impact they have on their students and the rest of campus. This award is selected at the NACURH conference.

* denotes awards that go on to compete for the national award.

+ denotes awards that are national individual awards.

What is a Bid?

When a school, program, organization, or person deserves to be recognized at the regional or national level, they are nominated for an award at the conference. The process, which may include a written and/or an oral portion, is called a bid. Also, the process of running for an elected position on regional or national board is bidding. A school may also bid, to host a conference the next year. You can nominate bids for:

- **Position Bid (on the Regional Board of Directors)**
- **Conference Host Bid**
- **Award (all awards listed below) The first step for considering what to write for a bid is to read through the documentation of what is required for the bid.**
- The candidate must fit all requirements for the award or position.
- The next step is to submit a Letter of Intent (basically a statement that a bid will be written for this award, usually e-mailed to the director).
- Written bids are always typed. Bids include specific content and format that must be followed.
- Beyond the basic requirements, bids are made more fun with clip art, color, and/or a fun theme that is included throughout.
- Bids for awards must be DATE specific - if bidding at PACURH the time frame of the content must be from the previous NACURH to the up-coming NACURH conference. The same is true for the other conferences.
- The bids are written and reproduced in a set number of copies. The copies are then mailed to the Regional Board (depending on the bid) before the conference, so that they are given a chance to review them.
- Content of bids vary greatly depending on the award, but there are common components. Many bids require letters of recommendations, cover pages, budgets, and/or lists of experience. Bids can range from 30 page limits (bids like school of the year or conference bids) to only a couple of pages.

- Position bids usually include three main components- previous experience, goals to improve the position, and letters of recommendation.



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What is a Bid?

(continued)

- Oral bids require a timed presentation, followed by time for NCCs to ask questions of the presenters (only position and conference bids require oral presentations).
- Examples of bids are available from the Resource File Index through NACURH.
- Requirements for bids are found in governing documents.

Voting on Bids

A short guide on what to look for in a bid

- **Position Bids (3 main parts):**

- Knowledge of Position- this doesn't necessarily mean experience, but it includes experience, research (reading Robert's Rules, knowledge of the policy books, speaking with previous position holders and current board of directors).
- Goals- Improvements on the position. Things that the person is promising to do that have never been done before. Steps to make the position function better. In other words, what they are going to do to revitalize the organization.
- Enthusiasm- in any volunteer position someone who is going to participate has to want to do it. They have to show their love for the organization and for the goals that we try to accomplish. They have to want the position for the right reasons- to improve life on campuses around the nation. They also have to have the energy to put up with the taxing parts of the job.

- **School of the Year and other award Bids:**

- Look for what makes them outstanding. To deserve an award the school must have worked hard to see that things improve on their campus.
- Presentation counts. More often than not, the deciding factor of a bid is the presentation. How clear is the message that they are trying to communicate? Is their speech well rehearsed and easy to understand? Does their bid flow well and can you pick out main points and major things that they did? The sum of a bid shouldn't be judged on how entertaining it is, but when you're comparing schools of equal programming and policy and enthusiasm, the better displayed school usually wins.
- Go with your heart. It may be that your friend is up there speaking, but what should matter the most is the content and presentation of the bid.

- **Conference Bids:**

- A bid is a rough draft. The bid team will work to improve the conference- including trying to reduce costs, changes to the theme, budget work, and a ton of other details that may not be foreseen while they were preparing for the presentation. A conference won't be perfect, but any conference is better than no conference- remember why we go to them.
- Budget is important- PACURH doesn't have a lot of money, and if something major goes wrong the organization might suffer.
- Size means trouble- PACURH is constantly growing, and we'd like to bring as many people as we want to conferences. However, not very many schools can host a huge conference. Quality is just as important as quantity.
- Don't vote No Confidence- you have an important decision to make. If only one school is bidding, then the only time you vote no confidence is if you believe that the school cannot host- that problems in their bid are too hard to fix.



Voting on Bids

(continued)

- **General Guidelines for Question and Answer:**

- Be Consistent- ask the same questions of all the candidates. How can you compare one person's response to another's if you don't ask them the same question?
- Put yourself in their shoes. They are up in front of a large group of people. Their involvement is voluntary. Before you ask them a question, make sure it would be one that you would want to be asked. And always phrase it in a non-accusing way.
- The purpose of Q&A is to extract information that wasn't put in the oral or written bid. Don't ask to repeat what was already said or written. You can ask for people to elaborate on something.
- While getting enough details from the presenter is important, remember that the longer Q&A goes on, the more stressful it is for a presenter. The more questions and the number of times Q&A is extended will have a negative effect on the presenter.

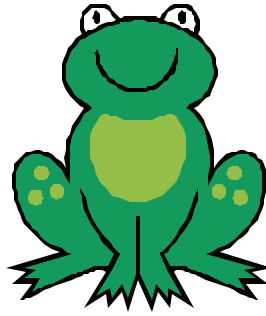
NRHH

What is an OTM???? NRHH?? How do these crazy acronyms affect my job as an RHA representative?

The National Residence Hall Honorary (NRHH) is an organization like National Honor Society in High School. It's made up of the top 1% of all on-campus leaders throughout the nation. Part of their goals is to recognize those people who do outstanding things around campuses. One of the ways they recognize people is by the Of the Month Awards. OTMs as they are commonly known, are given out each month to people who have been nominated for different categories like:

- Advisor
- Executive Board Member
- NRHH Chapter
- Program – Social, Educational, Community Service, Diversity/Multi-cultural
- Resident Assistant
- Spotlight- (generic)
- Student
- Community
- Faculty
- NCC

Say, for example, that someone puts on an outstanding program that you feel deserves an award. You could nominate them for an OTM by filling out a simple form that describes the program. The OTM is then turned into the NRHH chapter at your school. If you do not have an NRHH Chapter, you can still send in OTM Nominations to the Associate Director of NRHH/Recognition by the 15th of each month for the month prior. The winner from your campus level is then sent to the regional, and finally the national level to compete. It's definitely a feeling of accomplishment when an OTM you have written (or received for that matter) wins on a national level. As an RHA Representative, you have the opportunity to see the great accomplishments of those who live in your hall- why not take a small amount of time and recognize them for it, so that they are encouraged to keep doing good work.



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How Do I Write An OTM?

- **Writing OTMs are easy. For each category there is a simple form that you fill out. The form includes:**
 - School
 - Region (PACURH -see alphabet soup)
 - Nominee: (who's the award for)
 - Nominator: (who's writing it)
 - Address (of both)
 - Phone (of both)
 - E-mail: (of both)
 - On Campus Population
 - Word Count

 - Program OTMs also include:
 - Target Population: # of people that they hoped would attend
 - Number of people in attendance
 - Number of people needed to organize
 - Time needed to organize
 - Dates
 - Cost
 - Origin- where it came from
- **What do I write about?**
 - Each OTM is a short essay about what makes the nominee worthy of the award. Common things to include:
 - How they fulfilled their job
 - What they did above and beyond their job
 - What makes them unique
- **What if I want to nominate someone who doesn't fit in the categories?**

That is why the Spotlight OTM was created- it allows you to nominate anyone that doesn't fit into the typical OTM categories.
- **Where can I find more information about NRHH?**

Contact national office through their web page at <http://www.msstate.edu/org/nrhh/>.



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How To Affiliate With PACURH & NACURH

- **There are 3 easy steps to keeping your school in good standing each year with PACURH and NACURH.**

- Pay Affiliation Dues- for small schools (under 1000 population) the yearly fee is \$70. For Large schools the fee is \$90. Part of the fee goes to NACURH, part of the fee goes to PACURH.
- Turn in Filled out Registration form, available at www.nacurh.net
- Submit Resource File Index Report (RFI).

- **How to submit to the RFI.**

Your submission for the Resource File Index (RFI) promotes the exchange of ideas among member schools. This is one of the most important things that you will do as an NCC. Your RFI Submission serves as a valuable tool for other schools. With this in mind, your submission should not be a wrap-up report of what your RHA did during the past year. Instead, it should showcase something successful that your RHA did, preferably during the past year that made your RHA proud. Submissions can be written or submitted on videotape!

Five Easy Steps To Writing An RFI Submission

I. Select a Topic:

Select an aspect of your residence hall system that your school is proud of. Be creative! Your submission should cover a topic of interest that proves useful and helpful such that other schools will want to order a copy. Possible topics that you may wish to cover include policy revisions, student/staff training programs, judicial systems, and fundraisers. Don't limit yourself!

Once written, you should be able to answer yes to the following questions:

- Would I order the information that I am submitting?
- Would I be able to duplicate the program with the given information?
- Are there enough details given?
- Is my submission creative and interesting?

II. Formatting your RFI Submission:

Before you begin writing, your submission should adhere to the following format.

- **Written Format:**

- A. Typed, double space, on white 8 1/2 x 11 paper.
- B. All charts and illustrations must be done on white paper and in black ink for duplication purposes.
- C. Include a **cover page**. This should include a title, the date, your school name, the number of pages including the cover page, and an abstract or short description (3 -8 sentences long)

- D. Number all pages.
- E. If possible, include a disk version or check the web site for other submission opportunities.

- **Video Tape:**

- A. Use a standard VHS ½" Video Tape
- B. Include a **cover page**. This should include a title, the date, your school name, the number of pages including the cover page, and an abstract or short description (3 -8 sentences long)
- C. Don't be afraid to be as creative as possible! We look for creative and unique presentations on videotape.
- D. Contact the NIC if you would like more information or suggestions.

III. Writing your RFI submission or Making A Video Tape:

Now that you are ready to start writing your submission or making the videotape, there are five main components that need you need to make sure are included:

1. When completed most submissions tend to be **five (5) or more pages** in length or 30 minutes for a videotape.
2. Include a **cover page**. This should include a title, the date, your school name, the number of pages including the cover page, and an abstract or short description (3 -8 sentences long)



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Five Easy Steps To Writing An RFI Submission (Continued)

3. **An Introduction** to your submission that explains why this particular program, revision, etc. was undertaken. Some sample questions that you may want to cover in this section include:

- What were your goals?
- What brought about this program/project?
- What were the effects of the change or program?
- What was needed to complete the program, revision, etc.?
- Has anything similar ever been attempted?
- What preliminary plans were made?
- Has anything similar ever been attempted on your campus or by your organization?
- Where did the idea come from originally (another school, organization, etc.)?

Videotape Suggestions:

- Tape the overview paragraph used as an abstract (maybe on large print cards)
- Tape someone stating the goals and objectives. Use presentation materials if possible!
- Get an idea of the perceived student needs and explain them!
- Be creative! Use all of your resources!

4. Now you should discuss **the general procedure or the general aspect of the submission**. Generally this section is the bulk of the report. Here you should describe everything you did to complete the program, make the policy revision, etc. in detail. Such questions to answer include:

- What concrete plans were made and why?
- What was the time frame for planning and implementing the program/change.
- How was the project financed?
- How many people were needed to complete the task set forth?

5. **Don't forget to give a complete evaluation!** Be open and honest while completing this section. This is the most important section! Enough insight into your program should be given so that the next organization that attempts such a program or project will not make the same errors and in fact may expand on the ideas found in YOUR RFI submission. The following are important aspects that you may wish to cover while the evaluating your program, project, etc.:

- Did the project succeed or fail and if so to what degree?
- What led to the success or failure of the program/change?
- What things were done correctly or incorrectly?
- Were any unnecessary steps taken?
- What unforeseen costs were encountered?
- What do you wish you had known going into the program/project?
- What was the overall cost of the program (ratio to residents planned for)?
- If you had to do the program again, what would you do differently?

Videotape Suggestions:

- Tape the students that attended the program and get their feelings and suggestions on tape
- Tape your evaluation of the program
- Tape an evaluation session of the people involved in the program

IV. Double-check your submission before submitting!

You are almost done now! Double check that you have followed the guidelines and can answer yes to all of the following questions. If you can't go back and take just a little extra time on your RFI submission to make it the best that it can be.

- Is the RFI submission reader friendly or easy to watch?
- Does the RFI submission follow the correct format?
- Is the submission creative and interesting?
- Are there enough details given so that any school could duplicate the program or project that has been highlighted?
- Would I order the information that I am submitting?

V. Submit your work (with 5 copies if a written report and only one if a videotape) to the National Information Center!



Transition & Legacy Notes

Remember when you got this job? Did you get transitioned? Didn't it feel good to know what you were doing? You didn't get transitioned? Didn't you hate the feeling to not know what to do? Whatever your circumstance was, it is very important to transition the person taking your position. Make sure that they know what they are doing. I know you get busy, but they will ultimately represent your school as well as all the residents in your halls.

- **What to Include in Transitioning**
 - Passing of materials- NACURH NCC Handbook, NACURH Board of Directors Policy Book, Regional Policy book, RFI index, RBD addresses, 5 Steps to Writing an RFI submission
 - List Important Dates- conferences (PACURH, No Frills, NACURH), bid deadlines, major on campus events, traditions, etc.
 - List of Goals that were Accomplished
 - List of Goals Not Accomplished
 - Traditions- Why We Did What We Did
 - Keep a collection of Bids- especially Winning Bids

- **Suggestions:**
 - Keep everything on computer if possible, especially things like school reports
 - Start Early
 - Keep a page of history - of who held the position, what they did, and what events occurred during their term.
 - Keep a centrally located collection of bids- useful reference for future conferences.

PACURH NCC In Review

These questions should help clarify your position and responsibilities to your school, your region, and NACURH.

- Have I passed around NACURH info and newsletters at general RHA meetings and to executive board members, making sure everybody gets plenty of time to read them?
- Do I give an oral or written report at general RHA meetings to help increase understanding and awareness of PACURH, NACURH and my role?
- Have I encouraged our Advisor to read PACURH/NACURH info and newsletters?
- Have I actively solicited input from RHA and the Advisor on PACURH/NACURH issues?
- Have I responded to other schools who request information and help?
- Has our school taken advantage of the 100 free pages from the RFI?
- Has our school considered establishing an National Residence Hall Honorary Chapter (NRHH) on campus?
- Am I making every effort to encourage attendance at conferences and explore alternatives of financing and fundraising?
- Does our school go out of its way to promote spirit and fellowship at conferences (through cheers, personal contacts, banners, stickers, t-shirts, display)?
- Do I encourage and solicit members of my delegation to present programs?
- Do I volunteer to take charge of committees and/or special projects if I am able?
- Are we submitting a Program of the Year (POY) or Student Award for Leadership Training (SALT) bid?
- Do I submit OTM nominations to the Associate Director of NRHH/Recognition monthly?
- Is our school looking into the possibility of hosting a National, Regional, or No-Frills Conference?
- Is our school looking into the possibility of hosting the NIC or NRHH Offices?
- Do I initiate contact with the Regional Directorship when I am in doubt about something?
- Do I make suggestions to PACURH when I have ideas?
- Have I been communicating regularly on the regional list serve?



PACURH NCC In Review (continued)

- Have I sent my NCC newsletter each month to let the region know what is happening with our RHA?
- Am I taking advantage of NACURH's contact with Student Advantage & USA Today to help raise funds?
- Does our school have worthy applicants for regional and national awards? Are we bidding?
- Are all my files organized and updated so that I can find important information when I need it?
- Am I helping the RBD contact non-PACURH affiliated schools urging them to join the organization?
- Am I considering running for an RBD position? Would my school and RHA support me?
- Have I planned to transition all of these ideas to the next NCC?
- Have I passed on the RFI, NCC, Advisor, Policy Book and all other resources to the new NCC?

Keys to An Awesome NCC Newsletter

- Use your school or RHA stationary.
- Introduce yourself (and co-NCC if applicable) to the region.
- Tell what has gone on with your RHA over the past month:
 - Programs, Contacts/dealings with other campus organizations, Conference Preparations
- Issues that other RHAs may be dealing with or have dealt with
- Have your RHA President, or other Exec Board member write parts of the letter.
- Send your letters to all PACURH NCC's, the RBD, National Executive Officers, and non-PACURH affiliated schools (in order to begin communication with those schools).

Web Pages

- NACURH: www.nacurh.com
- PACURH: www.nacurh.com/pacurh (in construction, coming soon)
- NRHH: <http://www.msstate.edu/org/nrhh/>

