

**HALL OF THE YEAR  
2004-2005**

**BID GUIDELINES**

1. Any residence hall at the University of North Dakota is eligible to bid for Hall of the Year.
2. Written bids for the Hall of the Year Award will be accepted until April 14<sup>th</sup>, 2005.
3. Five (5) paper copies of the bid must be turned in to the NRHH President on or before the date they are due.
4. Written bids for the Hall of the Year Award shall be no more than 10 pages in length. This limit does not include the cover page or appendix.
5. The written portion of the bid shall cover the topics outlined in the Hall of the Year Criteria.
6. The appendix does not have a page limit. It can include items such as the hall constitution, monthly reports, hall budget, etc. It cannot be an extension of the written bid itself, only provide supplemental information.
7. Letters of support can be included in either the written portion or the appendix of the bid.
8. Bids shall be typed in an easy to read, 10-12 point font with standard margins and page numbers.

The bid guidelines for this award shall be set and approved by NRHH on a yearly basis, during the fall semester. If the guidelines are not reviewed by the end of the fall semester, the guidelines from the previous year shall remain in effect.

*2004-2005 Guidelines Approved: September 9, 2004*

**AWARD CRITERIA**

- 1) Policy Board Representation (5 points)
  - a. One point deducted for every meeting missed without a proxy.
- 2) Mid and End of the Month Reports (5 points)
  - a. ½ point deducted for every mid or end of the month report not submitted.
- 3) Programs (10 points)
  - a. Minimum of one documented program per month to qualify for points.
  - b. Social, Educational, Community Service, Diversity (2 points each)
  - c. Completion of one program in each of the above categories (2 bonus points)
- 4) OTM's (10 points)
  - a. Minimum of 14 OTMs submitted by the hall to earn points in this category.
  - b. One point for every two OTMs submitted beyond the required 14.
- 5) Adopt-a-Lot (2 points)
  - a. Must perform a lot cleanup once per semester to qualify for points.
  - b. One additional cleaning per semester (1 point each)
- 6) Philanthropy (3 points)
  - a. Must raise outside funds to qualify for points (not hall government account money)
  - b. Up to three points based on amount or value raised and donated (\$25=1 pt; \$50=2 pts; \$100+=3 pts)
- 7) Common Damage (5 points)
  - a. Up to five points awarded in this category. Points are based on per resident totals at the end of the fall semester. Highest wing or floor plus hall total is used in calculation.
  - b. Under \$1.00 (5 pts); \$1.00-1.99 (4 pts); \$2.00-2.99 (3 pts); \$3.00-3.99 (2 pts); \$4.00-4.99 (1 pts); \$5.00+ (no points)
- 8) Written Bid (10 points)
  - a. Up to 10 points awarded for the written bid. Based on discretion of the OTY Committee.
  - b. Appearance/presentation (3 pts); Content (goals, effective programming, effective hall government) (6 pts); Letter of Recommendation (1 pt).

Total of 50 points possible.

-Failure to meet minimum requirements for categories 3-5 results in no points for the respective category.

-Ties will be broken based on a vote of the OTY Committee.

*Drafted October 2, 2003*

*Amended March 31, 2004*