

**PROGRAM OF THE YEAR
2004-2005**

BID GUIDELINES

1. Groups wishing to nominate a program for Program of the Year must make sure it is eligible according to the criteria outlined for Program of the Year qualification.
2. Written bids for the Program of the Year Award will be accepted until April 14th, 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 Program of the Year Award shall be no more than 8 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 Program 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

For a program to qualify for nomination, it must meet the following criteria:

- Must have been presented between April 16th, 2004 and April 14th, 2005
- Subject matter should be Social, Community Service, Diversity, or Educational in nature.
- Should have some educational purpose or value that the participants benefited from.
- Should be student implemented (Hall Government, Programming Board, etc.)
- Must take place within a residence hall or otherwise be directed primarily at residence hall students.
- Should be implemented by an ARH-affiliated group (NRHH, hall government, ARH, etc.)
- Only one nomination will be accepted from each hall and board.

To nominate a program, a formal bid must be submitted for evaluation by the OTY Committee. In the bid, there are several questions that should be answered to give the committee members a detailed idea of the program and its impact on those involved. Those questions are listed below. It is not necessary to list the questions in the bid or to answer them in order, as the committee will assign points based on their reading of the bid as a whole. Each question area is worth 5 points with an additional five points set aside for the committee member's overall evaluation of the program and bid presentation.

- Describe the program in detail including everything from planning, to presenting, to post-program evaluation. (5 pts)
- How did the program assess and/or fulfill a need of the target audience? (5 pts)
- How could this program be adapted and used in other residence hall settings (other halls, ARH-wide, other campuses, etc.)? (5 pts)
- How was the program evaluated? What was the outcome of the program based on the evaluation? (5 pts)
- How was the program advertised? (5 pts)
- How many students were involved in the program? How many students comprise the target population? How many attended? (5 pts)
- Is this an original idea or an adaptation of an established program? (5 pts)
- What was the program's budget and how was it spent? (5 pts)
- Where did the idea for the program originate? (5 pts)

OVERALL EVALUATION (5 pts)

Total of 50 points possible

Drafted October 2, 2003