



Michigan Organization of Residence Hall Associations

Awards/Bid Requirements and Restrictions

SECTION ONE – GENERAL BID INFORMATION

- A. All bids are to be typewritten.
- B. Page limits (a page is defined as a side of type/text) excluding the cover page are as follows:
 - 1. RHA of the Year = 30 pages
 - 2. Program of the Year = 30 pages
 - 3. Most Improved RHA of the Year = 16 pages
 - 4. Student of the Year = 16 pages
 - 5. Advisor of the Year = 16 pages
 - 6. First Year Experience Award = 16 pages
 - 7. President of the Year = 16 pages
 - 8. Family Member of the Year = 10 pages
 - 9. Resident Assistant of the Year = 16 pages
 - 10. Distinguished Service Award = 16 pages
 - 11. Focus on Diversity Award = 10 pages
 - 12. Commitment to Philanthropy Award = 10 pages
 - 13. MARHH Chapter of the Year = 16 pages
 - 14. MARHH Member of the Year = 16 pages
 - 15. Executive Board Member of the Year = 16 pages
- C. All award bids are to be year specific (from the close of MORHA Conference to the start of MORHA Conference), excluding the Distinguished Service Award.
- D. If bids are not submitted in a particular category, there will not be a recipient that year.
- E. The MORHA Executive Board reserves the right to disqualify or not consider all submitted bid for issues of unconstitutionality.
- F. Plaques will be awarded and purchased with MORHA funds.
- G. Recipients for all MORHA awards must be from member schools in good standing with MORHA.
- H. All bids, excluding bids for the Distinguished Service Award, must be sent via email to the Director in PDF format at least fourteen days prior to the annual conference only by the University's MOCC or a representative appointed in writing by the MOCC and will be strictly enforced. If the Director does not receive the bid at least fourteen days (14) in advance from the MOCC or appointed representative the bid will be disqualified.
- I. Bids for the Distinguished Service Award must be sent via email to the Advisor in PDF format at least twenty-one days prior to the annual conference and will be strictly enforced. If a bid is not received by the Advisor at least twenty-one days in advance, the bid will be disqualified.
- J. All letters of intent, excluding those for Distinguished Service Award, are due to the Director by the date indicated during the Pre-Conference MOCC Training.
- K. Letters of intent for the Distinguished Service Award are due to the advisor by the date indicated by the director during Pre-Conference MOCC training.



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- L. MORHA promotes academic and disciplinary excellence and therefore, anyone wishing to bid for an award must submit a letter of good academic and disciplinary standing with their bid and will count towards the total page count. This letter can be from any University or College official having access to academic records. In order to be eligible for an award or position, you must have at least a 2.3 cumulative GPA, on a 4.0 scale.
- M. Any bid regarding a current MORHA Executive Board Member that is submitted will be immediately disregarded
- N. Current MOCCs or anyone who has served in that capacity during the current year for more than 3 months that is nominated for an award will be immediately disregarded, and will not be eligible, excluding the Distinguished Service Award.

SECTION TWO – DATES FOR BIDS

- A. All bids to be submitted for the MORHA Conference require a letter of intent.
- B. All letters of intent for bids are due to the Director at least four (4) weeks prior to the annual conference, as directed during the pre-conference MOCC training.
- C. All award bids, excluding the Distinguished Service Award, MORHA Executive Board bids, and Conference Host site bids must be sent via email in PDF format at least fourteen (14) days prior to the annual MORHA Conference to the Director.
- D. All bids, excluding the Distinguished Service Award, will be checked for constitutionality, and then posted on the BOARD/MOCC listserv website by the Director and/or AD of Technology & Administration no later than seven (7) days before the annual conference for Board/MOCC viewing.
- E. All bids for the Distinguished Service Award are due twenty-one (21) days prior to registration at the Annual MORHA Conference, through email in PDF format to the Advisor. The bids will be checked for constitutionality, and then distributed to the Selection Committee by the Advisor no later than fourteen (14) days before the annual conference as outlined in Article XI, Section 4.

SECTION THREE – MORHA EXECUTIVE BOARD DECIDED AWARDS

- A. Each year, the MORHA Executive Board shall be responsible for selecting the following awards recipients: Outstanding MOCC of the Year Award, Advisor of the Year Award, Student of the Year Award, First Year Experience Award, Family Member of the Year Award, and the Executive Board Member of the Year award.
- B. The recipient of each of these awards shall be decided by a 50% + 1 majority of the MORHA executive board.
- C. Outstanding MOCC of the Year Award
 1. Any MOCC who has served a minimum six (6) month term at a member school in good financial standing during the past year may be considered for the Outstanding MOCC of the Year Award.
 2. The MOCC must have letters of support from his/her school's Residence Hall Organization Advisor.
 3. The MORHA advisor shall solicit letters from the respective Residence Hall Organization advisors after the board makes their MOCC of the Year nominations in January.
 4. Judging Criteria:
 - a) State correspondence.



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- b) Recognition through awards: state and campus activities.
 - c) Participation in campus and state services.
 - d) Participation in conferences: delegation building, spirit, attendance and participation in meetings and programs.
 - e) Participation in monthly Business Meetings.
 - f) Assistance to residence hall organization Executive Board.
- D. Advisor of the Year Award
- 1. The recipient must be a member of the housing profession at a MORHA member school in good standing.
 - 2. The recipient must have served at least one year as an advisor to a residence hall related organization.
 - 3. The recipient must receive letters of support from both students and their housing professional(s).
 - 4. Judging Criteria:
 - a) Campus involvement.
 - b) Recognition received through awards: campus and state.
 - c) Participation in conferences: attendance, presenting programs, etc.
 - d) Participation in monthly Business Meetings and state involvement.
 - e) Involvement with regional and national affiliates.
- E. Student of the Year Award
- 1. The recipient must be a student in good academic and disciplinary standing from a MORHA member school in good financial standing.
 - 2. The recipient must have letters of support from his/her school's Residence Hall Organization and Advisor.
 - 3. The following shall be included in the bid: organizations involved in, offices held, MORHA involvement, conference attendance, programs presented, and significant contributions to RHA.
 - 4. The nominee may not be an MOCC in the current year.
 - 5. Judging Criteria:
 - a) Service to RHA, campus, and state.
 - b) Recognition through awards: campus and state activities.
 - c) Participation in conferences: spirit, attendance, and participation in meetings and programs.
 - d) Participation in monthly Business Meetings.
 - e) Involvement with regional and national affiliates.
- F. Family Member of the Year
- 1. The Family Member of the Year Award shall be presented to a family member from a MORHA member school in good financial standing.
 - 2. Any Family Member, who has come to any Business meeting prior to the December MORHA Business Meeting of the same academic year, may be considered for the Family Member of the Year Award.
 - 3. A Bid should contain, but not limited to, commitment to MORHA, assistance to the MOCC, and programs presented throughout the year.
 - 4. Judging Criteria:



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- a) State correspondence.
 - b) Recognition through awards: campus, state, regional, and national activities.
 - c) Participation in campus and state services.
 - d) Participation in conferences: spirit, attendance and participation in meetings and programs.
 - e) Assistance towards their own RHA/URA on campus.
- G. First Year Experience Award
1. The recipient shall be completing their first academic year of activity with their school's RHA/URA.
 2. The bid should include, but is not limited to, the following: campus involvement, RHA and/or Hall involvement, and letters of recommendation and academic accomplishments.
 3. Judging Criteria:
 - a) Involvement on campus through RHA, individual hall council, and any other form of campus involvement.
 - b) Recognition through awards: campus, state, regional, and national affiliates.
 - c) Participation in state services.
 - d) Participation in conferences: spirit and attendance and participation in meetings and programs.
 - e) Academic accomplishments.
- H. Resident Assistant Of the Year Award
1. The recipient must be a student currently employed for at least a one full semester as a Resident Assistant or role similar (i.e. Resident Advisor, Community Assistant, Mentors, Multicultural Assistant, etc.)
 2. The recipient must be a student in good academic and disciplinary standing from a MORHA member school in good financial standing.
 3. The recipient must have at least two (2) letters of support. One letter must be from his/her direct professional/paraprofessional staff supervisor. The other letter must be from a fellow staff member, or resident(s).
 4. The following shall be included in the bid: position description (as described by nominee's campus housing office), number of residents they directly supervise, programs presented, extracurricular activities, and significant contributions to campus residential community.
 5. The nominee may not be an MOCC in the current year.
 6. Judging Criteria:
 - a) Service to campus residential community: programming, community building, mentoring.
 - b) Campus involvement, extracurricular activities.
 - c) Recognition through awards: campus and state.
 - d) MORHA involvement.
- I. Executive Board Member of the Year
1. The recipient must be a current executive board member in good academic and disciplinary standing from a MORHA member school in good financial standing.



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2. Individuals cannot concurrently bid for this award and the Family Member of the Year Award.
3. The recipient must have letters of support from his/her school's Residence Hall Organization and Advisor.
4. The bid shall include, but is not limited to, the following: position held, significant contributions to their Residence Hall Organization, fulfillment of constitutional duties, assistance to other executive board members, and MORHA involvement.
5. Judging Criteria
 - a) Service to residence hall organization.
 - b) Fulfillment of constitutional duties.
 - c) Recognition through awards: campus and state activities.
 - d) Participation in conferences: spirit, and participation in meetings and programs.
 - e) Participation in state services
 - f) Presentation of the Information.
 - 1) Correct grammar and spelling, neat, concise, clear and readable?

SECTION FOUR – DISTINGUISHED SERVICE AWARD

Each year, a selection committee of no less than 6 judges composed of the MORHA Advisor, MORHA Alumni, and delegation advisors shall be responsible for the selection of the Distinguished Service Award. The Alumni member must have been actively involved with MORHA for 3 years of their undergraduate education. This can consist of being a Family member, MOCC, Annual Conference Staff member, or Board member. The Distinguished Service Award selection committee shall be made up of the MORHA Alumni and conference delegation advisors and shall be chaired by the MORHA Advisor. The MORHA Advisor will solicit advisor volunteers from a list of registered conference delegation advisors received from the Conference Chair(s) no later than twenty-one (21) days prior to the annual conference. The MORHA Advisor will distribute the bids to the Advisors no later than fourteen (14) days prior to the annual conference. The selection committee will meet during the annual conference to discuss and vote on the award recipient at a time in the agenda set by the Director.

A. Distinguished Service Award

1. The recipient must be a student in good academic and disciplinary standing from a MORHA member school in good financial standing.
2. The award recipient must have been involved with MORHA for at least three years in some capacity including, but not limited to, MORHA Family member, Conference Staff, MOCC, or MORHA Executive Board member.
3. The following should be included in the bid: organizations involved in, offices held, MORHA involvement, conference attendance, programs presented, and significant contributions to campus housing organizations.
4. The recipient must have letters of support from his/her schools Residence Hall Organization and Advisor.
5. The Distinguished Service Award recipient shall be determined by a 50% + 1 majority of the selection committee.
6. The award recipient will automatically be inducted into the MAA with the induction fee being waived upon graduation from their undergraduate institution.

B. Judging Criteria



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1. Service to residence hall organizations, campus, and MORHA.
2. Recognition through awards: campus, MORHA, regional, and national affiliates.
3. Participation in conferences: spirit, attendance, presentation of programs.
4. Participation in monthly MORHA Business Meetings (i.e. attendance/committees/round-tables).
5. Involvement with regional and national affiliates.

SECTION FIVE – MOCC Decided Awards

- A. Each year, the MOCCs shall be responsible for selecting the following awards recipients: President of the Year Award, Program of the Year Award, Focus on Diversity Award, Most Improved RHA Award, Commitment to Philanthropy Award, and the School of Year Award.
- B. The recipient of each of these awards shall be decided by a 50% + 1 majority of the MOCC's
- C. President of the Year Award
 1. The President must be a student in good academic and disciplinary standing, relative to each member school's residence hall organization requirements.
 2. The President must have letters of support from his/her school's residence hall organization and Advisor.
 3. The following shall be included in the bid: significant contributions to their residence hall organization, goals met, MORHA involvement, and programs presented.
 - a) Service to residence hall organization(s).
 - b) Organizational goals outlined and completed.
 - c) Recognition through awards: campus and state activities.
 - d) Participation in conferences: spirit and attendance and participation in meetings and programs.
 - e) Participation in state services.
 - f) Involvement with regional and national affiliates.
- D. Program of the Year Award
 1. Any program sponsored within the past year by a Residence Hall group may be considered for the Program of the Year Award.
 2. Judging Criteria:
 - a) Relatedness to residence hall students:
 - 1) For who is the program designed?
 - 2) How does it relate to residence hall settings?
 - 3) Is it practical and applicable to other residence hall settings?
 - 4) What were the goals of the program?
 - b) Proven effectiveness:
 - 1) How successful was the implemented program?
 - 2) How was the evaluation of the program or concept carried out?
 - 3) How was the program marketed?
 - c) Creativity and uniqueness:
 - 1) How new is the concept of the program in dealing with general residence hall programming?



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- 2) How unique is the program in presentation style --new twists to old concerns (not to be judged on the uniqueness of the program to a particular campus or residence hall system)?
 - 3) How were program costs met?
 - d) What methods were used in developing the program?
 - e) Level of student input and involvement:
 - 1) Did students conceive the program?
 - 2) How many students were involved in the actual planning and implementation of the program?
 - 3) Who benefited from the program?
 - f) Presentation of the Information:

Correct grammar and spelling, neat, concise, clear and readable?
- E. Focus on Diversity Award
1. Any member school in good standing is eligible to bid for the MORHA Focus on Diversity Award.
 2. Any school wishing to be considered for this award must submit a maximum of ten (10) programs related to Diversity Issues and a brief description of each.
 3. Any school wishing to be considered for this award must also submit an essay, as part of the bid that is to be no longer than four (4) sides of type. The essay is to include the bidding school's diversity philosophy, how their RHA has contributed to this philosophy, and any plans for improving future diversity programming.
 4. Participation in the yearly surveys will also be considered in judging for this award.
 5. Judging Criteria:
 - a) Essay
 - 1) Philosophy on diversity
 - 2) How RHA has contributed to this philosophy?
 - 3) Goals and plans related to diversity and diversity issues.
 - 4) Active response, including programming, to diversity and diversity issues.
 - 5) Describe the possible lasting effects of diversity programming based on RHA contributions.
 - b) A Statement of Diversity
 - 1) Your campus' perspective on diversity (may include a campus need's assessment on diversity).
 - 2) Diversity of your campus community
 - 3) Your campus' approach to its diversity and to diversity issues.
 - c) Program evaluations
 - 1) Maximum of 10 programs
 - 2) Evaluations should not exceed two pages each and should contain:
 - a. Target population
 - b. Approximate number of participants
 - c. Number of people needed to organize
 - d. Cost of program
 - e. Goals of the program
 - f. Brief description of the program



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- g. Effects of the program
- h. Other pertinent information

F. Most Improved RHA of the Year Award

1. Any member school in good standing is eligible for the Most Improved RHA of the Year Award.
2. Any school bidding shall include in its bid the following (both previous and current): institutional description, RHA involvement, number and quality of events sponsored on campus, number of people in organization, amount of funds available, and new ideas and events added to campus. The bid shall also include letters of support from three (3) of the following RHA President, RHA Advisor, Student Life Office, Housing Department, and/or a non-executive board member RHA student member.
3. Judging Criteria:
 - a) Previous and Current descriptors of the following areas
 - 1) RHA involvement on campus.
 - 2) RHA involvement with state.
 - 3) Number and quality of RHA events sponsored on campus.
 - b) Participation with other affiliates.
 - c) RHA budget.
 - d) Institutional description

G. Commitment to Philanthropy Award

1. Any member school in good standing is eligible to bid for the Commitment to Philanthropy Award.
2. The recipient shall show outstanding commitment to the MORHA Philanthropy through MORHA and their member school throughout the year.
3. Any school wishing to be considered for this award must submit a maximum of ten (10) programs related to Philanthropy Issues (whether school initiated or MORHA participation) and a brief description of each.
4. Any school wishing to be considered for this award must also submit an essay, as part of the bid that is to be no longer than four (4) sides of type. The essay is to include the bidding school's philanthropy philosophy, how their RHA has contributed to this philosophy, and any plans for improving future philanthropy programming.
5. Participation in the MORHA Philanthropy will also be considered in judging for this award.
6. The Student Resource Consultant at the Pre-Conference MOCC Training may submit additional criteria.
7. Judging Criteria:
 - a) Involvement of MORHA philanthropy on campus
 - b) Involvement in Philanthropic programs not related towards the current MORHA Philanthropy
 - c) Program evaluations
 - 1) Maximum of 10 programs
 - 2) Evaluations should include but not limited to the following:
 - a. Goal of the program
 - b. Amount of money raised



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- c. Approximate number of participants
- d. Number of people needed to organize
- e. Brief description of the program
- f. Effects of the program
- g. Other pertinent information

H. RHA of the Year Award

1. Any member school in good standing is eligible to bid for the RHA of the Year Award.
2. Any school wishing to be considered for the RHA of the Year Award shall submit a typewritten bid via email in PDF format to the Director fourteen (14) days (14) prior to the annual business meeting.
3. The bid should cover all information from the previous conference to the present one.
4. All supplements (flyers, constitutions, etc.) are included in the thirty (30) page count.
5. No more than two representatives from the participating school may deliver the oral presentation, which shall not exceed ten (10) minutes.
6. Any school bidding shall include in its bid the following: institutional description, governmental description, facilities description, campus involvement, MORHA involvement, quantity and quality of OTM submissions and RHA budget.
7. The RHA of the Year Award recipient shall be determined by a 50% + 1 of the voting member schools in attendance at the time when the votes are presented by secret ballot.
8. Judging Criteria:
 - a) Campus Level
 - 1) Structure and organization of residence hall government
 - 2) RHA Budget
 - 3) Description of campus facilities
 - 4) Goals and programs accomplished (emphasis on new programs and organizational growth)
 - 5) Perceived student benefits from the residence hall government
 - 6) Community service
 - 7) Addressing challenging issues
 - 8) Other residence hall groups
 - 9) Communication of state information to the RHA, residence life staff and administration budget.
 - b) State Level
 - 1) Representation at state conferences
 - 2) Communication with state member schools
 - 3) Bids for state awards
 - 4) Number of state OTMs submitted/winners
 - 5) Representation at state business meetings
 - c) Miscellaneous
 - 1) Letters of support
 - 2) Adherence to format
 - 3) Appearance/neatness
 - 4) Conciseness



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- A. Each member school with a chapter of the Michigan Association of Residence Hall Honoraries (MARHH) shall designate a representative to attend the annual MORHA Conference to vote on MORHA MARHH Awards.
- B. The recipients shall be determined by a 50% + 1 majority of the MARHH representatives present.
- C. MARHH Chapter of the Year Award
 1. Any member school in good standing with a MARHH Chapter is eligible to bid for the MARHH Chapter of the Year award.
 2. Any chapter bidding shall include in its bid the following: institutional description, constitution, goals and objectives, campus and RHA involvement, state, regional, and national involvement, quantity and quality of OTM submissions and MARHH budget.
 3. Judging Criteria:
 - a) Participation in reinforcing the purpose of MARHH and MORHA
 - b) Implementation of goals and objectives of the chapter
 - c) Campus & RHA involvement
 - d) State, regional, and national involvement
 - e) OTM submissions
- D. MARHH Member of the Year Award
 1. The recipient must be a student in good academic and disciplinary standing from a MORHA member school in good financial standing.
 2. The recipient must have been a member of MARHH for at least two consecutive semesters.
 3. The following should be included in the bid: significant contributions to MARHH, organizations involved in, offices held, MORHA involvement, conference attendance, and academic honors.
 4. Judging Criteria:
 - a) MARHH specific involvement
 - b) State, regional, and national involvement
 - c) Participation in conferences & monthly business meetings
 - d) Academic achievement
 - e) Campus & RHA involvement

SECTION SEVEN – MORHA FOUR YEAR SERVICE AWARD

- A. The recipient must be a student at a MORHA member school in good standing to be eligible.
- B. The recipient must have been active in residence hall life for at least four years at the conclusion of the current semester. For example: Hall Council member, desk receptionist, MORHA Executive Board, or MARHH member.
- C. The recipient must have attended two state conference/business meetings. These need not be consecutive, just total conferences/meetings attended. Please note the recipient must have attended at least one MORHA Annual Conference.
- D. Only fully completed nominations on the official MORHA Four Year Service Award Application will be accepted.



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- E. A representative from the recipient's school may receive the award (MORHA 4 Year Service Pin) if the recipient is not at the MORHA Annual Conference where it will be presented.