



An Outline of the Bid Writing Guide:

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What is a Peach Award?

Peach Awards are student, faculty, and staff nominated monthly awards that recognize the outstanding achievements of individuals and organizations on campuses across Georgia. They are a fantastic way to acknowledge the hard work of others. They are very similar to the campus, regional, and national level Of the Month (OTMs).

Nominations for Peach Awards will begin in October 2018. We will start with recognizing recipients from September 2018! Peach awards are a fantastic way to recognize outstanding parts of Georgia Residence Hall life. Nominations are due by the 5th of the month following the month of nomination. Winners for the preceding month will be announced on the Georgia Residence Hall Association Facebook page and be awarded certificates at GRHO 2019!

Peach Award	Description
Advisor	Any individual who directly advises a residence life organization and has made outstanding contributions to the organization(s). The individual may be the main advisor or the graduate advisor.
Community Service Program	A service or philanthropic program that benefits a group, charity, or other organization. This could include drives, fundraising, charity runs and/or book fairs, or other specific events. The program should focus on the importance of the residents giving back to their broader communities in which they live.
Diversity Program	A program that promotes and educates about diversity and understanding. This program illustrates the importance of promoting diversity in the residence halls as well as embracing diversity in the everyday lives of the residents.
Educational program	A program meant to educate residents about a topic, issue or idea. Programs nominated in this category can range from academic success programming, learning a new skill or promoting global citizenship, etc.
Executive Board Member	This category recognizes the outstanding contributions of an Executive Board member of a member school's residence life organization and the work of the board member within the Executive Board and across residence halls on their campus.
First Year Student	Any student first year student leader (freshman, transfer student, non-traditional, etc) who excels in adapting to a new environment within their residence hall and taking an active role in their

	<p>communities and positively impacting those around them. Submissions in this category may emphasize academics, leadership, involvement, contributions to community, floor, hall, residence life organizations, etc. Individuals that would be eligible for nomination in any other category are ineligible for nomination in the First Year Student category.</p>
Institution Faculty/ Staff	<p>Individuals who aid students in their academics, which includes professors, instructors, teaching assistants, counselors, and other academic affairs staff. This category is intended to recognize institutional faculty who have made a contribution to the residence life community both in and out of the classroom.</p>
Organization	<p>Any organization that has actively contributed to the student leadership, recognition, or other aspects of residence life during the month of nomination. This is for recognition of the organization as a whole and not just the accomplishments of a few members. Emphasis should be placed on the successes of the organization as well as how they have helped the campus in general and the residence life community.</p>
Passive Program	<p>Any program that does not require anyone to actively run it for people to participate in it. This category is intended to recognize residential programming that occurs through bulletin boards, newsletters, pamphlets, etc.</p>
Residence Life Faculty/ Staff	<p>Individuals who aid residents within the housing campus community. This category is intended to recognize the Residence Life Faculty/Staff who are not eligible for the Resident Assistant category and who have made contributions to the residence life.</p>
Resident Assistant	<p>Any individual within a residence hall student staff who has worked with/impacted residents on their floor or in their hall, gone above and beyond the duties of their job, supporting residents in the communities in which they work, supported their residence life organizations, and/or made outstanding contributions to the hall in which they work during the month of nomination. The Peach Award should focus on the nominee's accomplishments within the RA role but may also include other roles or responsibilities taken on during the month of nomination, such as supporting the above-mentioned organizations.</p>
Residential Community	<p>Any residential community, such as wings, halls, floor, complexes, etc. This award should emphasize what this community has done as well as how it has supported others (both within and outside their community). This community being recognized must not be an official campus organization. Should illustrate what brings a group</p>

	<p>of individuals together and how they worked together as a group to accomplish their goals during the month of nomination. Communities that would be eligible for nomination in any other category are ineligible for nomination in the Community category.</p>
Social Program	<p>Any social program that focuses on resident interaction and their ability to meet new people and socialize. Programs in this category can range from being a floor social program to a campus wide program.</p>
Spotlight	<p>Anything that does not fall under any of the other categories that you feel is worthy of a Peach Award recognition. Individuals or groups that would be eligible for nomination in any other category are ineligible for nomination in the Spotlight category.</p>
Student	<p>Any individual enrolled as a student at the institution who has made outstanding contributions to the residence halls during the month of nomination. Things to consider may be students who have made a contribution to their floor, hall, residence life organization, etc. through leadership, motivation, programming, volunteering and/or being a role model for other residents during the month of nomination. This Peach Award may address several areas of student life, such as academics, leadership, involvement and more. Also, of importance is how the nominee has balanced their roles as a leader and a student and the display of good academic choices. Advisors, executive board members, first year students and anyone that can be classified as being in the resident assistant category are not eligible for an award in this category.</p>
Go Green	<p>This award is presented to a school that has shown an initiative to "Go Green". GRHO is focused on going green. This award can be presented as a single person doing something for the community or a program that promotes going green.</p>

What are the Bids at GRHO?

- Only one nomination may be submitted per award per school per year.
- Any member school may nominate someone or a program for an award.
- All bids must be year specific, from GRHO to GRHO.
- Bids should be submitted in PDF format.
- Page limits include all pages with text, excluding title page.

Previous Winning Bids can be found on grho.org!

<i>Award</i>	<i>Description</i>	<i>Page Maximum</i>	<i>Letter(s) of Support</i>
<i>School of the Year</i>	The School of the Year Award will be given annually to recognize an outstanding GRHO institution.	Bids may not exceed twenty (20) pages, excluding title page.	Campus Housing Organization President, & Primary Advisor Director of Residence Life (Please note that ALL THREE individuals must write a letter of support for the bid to be valid)
<i>Program of the Year</i>	The Program of the Year Award will recognize an outstanding program developed by student leaders that took place between the open of GRHO of the previous year and the opening of the current GRHO. Planning can occur no longer than two GRHOs before the upcoming GRHO.	Bid may not exceed twenty (20) pages, excluding title page.	Campus Housing Organization President, Primary Advisor, & individual directly in charge of the program (Please note that ALL THREE individuals must write a letter of support for the bid to be valid)
<i>Emerging Student Leader of the Year</i>	The Emerging Student Leader of the Year will recognize the student who has made outstanding progress in leadership skills and involvement between the previous and current year's annual GRHO conference.	Bid may not exceed eight (8) pages, excluding title page	Two Letters of Support

<p><i>Student Leader of the year</i></p>	<p>The Student Leader of the Year Award recognizes a student and their institution for outstanding and continuous service to their school and state from the opening of the previous year's GRHO conference to the opening of the current GRHO conference.</p>	<p>Bid may not exceed eight (8) pages, excluding title page</p>	<p>Two Letters of Support</p>
<p><i>Advisor of the Year</i></p>	<p>The Advisor of the Year Award will recognize the advisor who has made a significant contribution to a student organization, in particular a residence life/housing student organization.</p>	<p>Bids may not exceed eight (8) pages, excluding title page</p>	<p>Advisor's current supervisor & the President of the Campus Housing organization describing the advisor's current contribution to the institution and/or particular group MUST accompany the bid</p>

Bid-Specific Checklists

School of the Year Award

- Description (including structure and organization) of the Campus Housing organization and its subsidiaries (ex. Hall Councils, NRHH Chapter, etc.)
- How the needs of the residents were met
- Perceived student benefits from residence hall government
- Goals for the year and outcomes
- Types of programs offered within on-campus housing (social, educational, diversity or community service)
- Challenging issues addressed
- The leadership development opportunities on-campus
- Efforts made to recognize individuals, housing/halls, and organizations
- Relationship with GRHO
- Representation of school at the state conference (GRHO)
- Involvement in statewide projects and programs
- Submission of and recognition of Peach Award nominations

Program of the Year Award

- The program type (educational, community service, diversity or social)
- Relevance to residence hall students
- Target audience of the program
- A summary of the program
- Development and marketing of the program
- The goals of the program
- Impact and effectiveness of the program
- Evaluation of the program
- Creativity and uniqueness of the program
- Level of student input and involvement
- Feasibility for this program to be executed on other campuses
- The finance/budget report for the program

Emerging Student Leader of the Year

- The recipient must currently be living in a residence hall or university housing
- Nominee must have less than 60 credit hours from affiliated institution
- Leadership roles taken by the student in their residence hall organization, campus, and campus community
- A list of collegiate accomplishments
- Involvement in campus organizations
- Good academic standing according to institutional guidelines
- Other service to Campus Housing organization
- Other activities (ex. community service or employment)

Student Leader of the Year

- Service in leadership roles to the residence halls, Campus Housing organization, campus, campus community, and state including offices held
- Good academic standing according to institution guidelines
- Participation through conferences
- Recognition received through awards: campus, state, regional, and national
- Other activities (ex. community service or employment)

Advisor of the Year

- Involvement contribution to student organization(s)
- Position with institution of employment and responsibilities
- Contributions to the institution or group in regard to programming, advising, support, etc.
- Other activities (ex. community service, professional association involvement, campus involvement, etc.)
- Involvement & Contributions must take place while employed in the State of Georgia

How to Start Writing a Bid

Once you have an idea of a which bid(s) you want to write, form a committee or a group within your organization to delegate responsibilities. Bids can be intimidating but with communication and preparation they can go a lot smoother! To ensure your bid is successful read some of the tips below:

1. Start reaching out for Letter of Supports early
 - What is Letter of Supports?
 - Letters of Supports add additional content about the nominee in a more in-depth look. They add credibility and a new personal perspective on the matter. They are required for all Bids.
2. Gather Information on the Nominee and Start an Outline for Content
 - Divide sections of the bid per person within the committee and start writing!
3. Add a Theme!
 - Allows for more organization within the bid itself
 - Helps the audience gain a better understanding of the nominee
 - Adds a level of creativity
4. Don't forget Graphics like Photos, Bulleted Lists, Tables etc.
 - Bids can be tedious to read through adding graphic features will make yours stand out
5. Make sure your Font and Text Color are Readable
 - Never use colored font unless the background is making black font impossible to read
 - Be cautious of which fonts you use; some may be hard to read after 4 pages of writing
6. Always add Headers, Footers and Page Numbers
7. Proof Read, Proof Read & Proof Read Again!
 - Don't be afraid to ask friends, advisors or whomever to read over and give feedback!
 - Make sure your bid is within the GRHO guidelines!
8. Submit by the Deadlines and Get Ready for GRHO 2019!
 - A timeline is posted below for your convience

Bid to Host Annual GRHO Conference

- The bid must include a proposed budget that shall be planned to minimize costs as much as possible and a tentative amount of fees must be included in the conference bid
 - The proposed budget should include costs for the summer retreat of the Executive Board
 - If necessary, the Conference Chair will set limitations on delegate size
- All bids must include the State Conference Host School Responsibilities Acknowledgement Form, which can be obtained from either the AD of Recognition or the State Director.
- The bid should include the theme of the conference, tentative dates, venues, and other details

GRHO Executive Board Position Bids

The following positions will be up for bid at the GRHO 2019 Conference:

- Executive Director
- Associate Director of Promotions
- Associate Director of Recognition
- Associate Director of Administration
- Advisor-Elect
- Annual Conference Host Institution

Their responsibilities can be found on the GRHO Constitution on grho.org

Officer Requirements

- All officers shall be from a member school
- No member school may nominate more than one student candidate at the annual GRHO Conference, but schools may nominate one additional student candidate at the next state meeting, or two if they submitted no student nominations at the annual GRHO Conference.
- All officers, with the exception of the State Advisor and Advisor-Elect, must reside in a residence hall and be in good standing as determined by the school throughout the entire term of office
- No GRHO officer may serve as a voting representative for his/her school in the GRHO boardroom
- No GRHO officer may hold another position on the GRHO Executive Board
- A GRHO officer must have attended at least one state meeting prior to his/her election and must be able to attend at least one regional conference in the duration of his/her term

- These offices (except for Advisors) can only be held for a maximum of two terms in the same position.
- The Director, Associate Director of Promotions, Associate Director of Recognition, and Associate Director of Administration shall be elected at the annual GRHO conference for a term of one year.

Officer Bidding Procedures

- Bids for positions should be no more than eight (8) pages, excluding title page
- Bids shall be submitted in PDF format no later than two weeks before the conference
- All nominated candidates shall be present at the GRHO conference
- Bids must include the following:
 - Qualifications & Resume of the candidate
 - Goals for GRHO
- Letter of support from the administrator directly responsible for the member school's Campus Housing organization. The letter should include both moral and partial financial support. It MUST state that the candidate is in good standing at their institution

GRHO 2019 Bidding Timeline

All Due Dates are by 11:59PM

11/30

- Conference Host Intent to Bid

12/14

- General Award Bids: Preliminary Drafts

1/18

- General Award Bids: Final Drafts
- Conference Host: Final Drafts
- Executive Board Position Bids Due

1/31

- NCCs Must Submit Their Bid Review Sheets to AD of Recognition