



Louie's Award Bidding Guide

2018-2019

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Award Bidding Guide

Introduction



Hey SAACURH!

Louie is excited to bring you this bidding guide to assist our region in continuing the long standing legacy of recognition, achievement, and success that comes through award bidding. Award bidding is an excellent way to recognize the achievements of others on your campus and at other institutions!

This guide is meant to outline all parts of the bidding process in a detailed manner.

- What is award bidding?
- What purpose does award bidding serve?
- How do I start the award bidding process?
- How do I select bid nominees?
- What information should I gather?
- What goes in a bid?
- What are the requirements for each bid?

A message from your CO-NBD:

Hey SAACURH!

My name is Clair Bailey and I have the privilege to serve as your Coordinating Officer for NRHH and Bid Development (CO-NBD). I am excited to coordinate and oversee the bidding process throughout the Pride of NACURH! Please use this bidding guide as a main resource for any questions you may have about bidding, but do not be afraid to reach out to me with any other questions or to seek clarification. I want to help you and other institutions within our region write the best bids! I am happy to talk to you, provide new resources, offer feedback, or answer questions that you may have about anything regarding bids. Below you will find my contact information if you need to reach me!

sa_bidding@nacurh.org



Award Bidding Guide

Bid Basics

Overview

Awards

Policy Overview

Bid Process

Overview

What is award bidding?

Award bidding is the process through which member schools of SAACURH and NACURH may bid for various regional and national awards to recognize outstanding achievement individuals, groups, or programs on our respective campuses. Through the process of bid submission, evaluation, and selection, we are able to recognize the best of the best.

What is a bid?

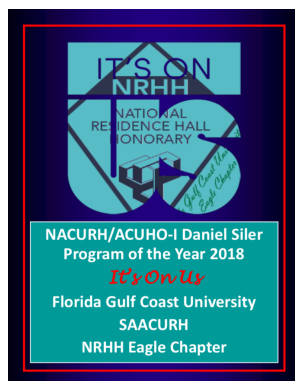
An award bid is your nomination for an amazing person, program, or organization from your school that you feel deserves recognition. In a set amount of pages, you have a chance to outline the accomplishments, write the story, and explain the outstanding person, program, or organization that has made an impact on the residential experience at your institution.

A bid is a combination of a resume, scrapbook, and OTM!

Bid writers should utilize effective writing skills, crafty layout techniques, and successful recognition methods to describe the contributions of the person, program or organization nominated for the award.

What does a bid look like?

Bids are typically colorful, graphically orientated, visually appealing, and organized with a cover page and various content pages. On the next few pages you can see a snapshot of a bid from the university of that was recognized on the regional level. Below you can see snapshots of a bid from Florida Gulf Coast University that was recognized on the nation level:



Regional Leadership Conference Awards

At the regional conference, schools can bid to become the SAACURH Regional Winner for the following awards:

School Bids
Program of the Year
Sustainability Award
Conference Host Bid
SAACURH Regional Leadership Conference

Regional Leadership Conference Awards

At the regional business conference, schools can bid to become the SAACURH Nominee for the following awards:

Individual (Professional)
Evelyn A. Wallington Advisor of the Year
Hallenbeck Service Award
Individual (Student)
Distinguished Service Award
OCM First Year Experience Award
NCC of the Year
SEAHO Student of the Year
RHA President of the Year
School
Building Block RHA of the Year
SAACURH School of the Year
Outstanding Advocacy Initiative Award
NRHH
NRHH Building Block of the Year
NRHH Outstanding Chapter of the Year
Outstanding NRHH Member of the Year
NRHH President of the Year
NRHH Representative of the Year
Conference Host Bid
SAACURH Regional Business Conference

SAACURH Awards

Award	Type	Pages/Letter of Support	Purpose
Regional Leadership Conference Host & Regional Business Conference Host	Conference Host Bid	N/A Signed host acknowledgement form & a letter of support from a housing professional at	This bid is designed to select our regional leadership conference host site for our region to have a location to gather for the upcoming year .
Evelyn A. Wallington Advisor of the Year	Individual—Professional	8 1 letter from an RHA and/or NRHH non-advisor student member of the e-board & 1 from a residential pro-staff member.	This award recognizes outstanding service by an individual advisor who has gone above and beyond their job description while serving in an advising capacity to a residence hall leadership group.
Distinguished Service Award	Individual— Student	16 1 from resident impacted and 1 from a residential pro-staff.	This award was designed to recognize distinguished student leadership while serving NACURH, its affiliates, and member schools over a several year period.
Hallenbeck Service Award	Individual— Professional	16 1 from resident impacted and 1 from a residential pro-staff.	This lifetime achievement award is named after a former NACURH advisor. It recognizes outstanding and continuous service to NACURH of a full-time housing or student affairs professional.
OCM First Year Experience	Individual— Student	8 1 from an RHA and/or NRHH non-advisor student member of e-board & 1 from a residential pro-staff.	This award recognizes outstanding contributions of a first year student. It encourages involved first year students to remain active in leadership positions & to continue to improve the residence hall environment on their campus.

SAACURH Awards

NCC of the Year	Individual— Student	8 1 from an RHA and/or NRHH non-advisor student member of e-board & 1 from a residential pro-staff.	This award recognizes outstanding service to NACURH by an individual who has been directly affiliated with the organization as an NCC.
SEAHO Student of the Year	Individual— Student	8 1 from an RHA and/or NRHH non-advisor student member of e-board & 1 from a residential pro-staff.	This award recognizes outstanding service to NACURH by an individual who has been directly affiliated with the organization (but non-SEC member).
RHA Building Block of the Year	School	20 1 from an RHA and/or NRHH non-advisor student member of e-board & 1 from a residential pro-staff.	This award is designed to honor the RHA, which displays tremendous effort and improvement from the previous academic year to the current.
SAACURH School of the Year	School	30 1 from an RHA and/or NRHH non-advisor student member of e-board & 1 from a residential pro-staff.	This award is the highest honor a member school can attain. The award recognizes outstanding achievements on the campus level by a residence hall government & associated groups as well as contributions on the state, regional, and NACURH levels.
Outstanding Advocacy Award	School	15	This award is designed to recognize a member institution that has demonstrated a student-initiated commitment to advocating for their students.
NRHH Building Block of the Year	NRHH— School	20 1 from a chapter advisor, 1 from an RHA President, and 1 from a residential pro-staff member	This award is given to a chapter, which shows outstanding growth & development during the year of nomination.

SAACURH Awards

NRHH Outstanding Chapter of the Year	NRHH— School	30 1 from an RHA/NRHH non-advisor student member of e-board & 1 from a professional staff member	This award is the highest regional honor an NRHH chapter can attain. The award recognizes outstanding achievements of an NRHH chapter on the campus, regional, and NACURH level.
NRHH Member of the Year	NRHH— Individual	8 1 from an RHA and/or NRHH non-advisor student member of e-board & 1 from a residential pro-staff.	This award recognizes outstanding service to SAACURH through NRHH by an individual who has been directly affiliated with the organizations.
NRHH President of the Year	NRHH— Individual	8 1 from an RHA and/or NRHH non-advisor student member of e-board & 1 from a residential pro-staff.	This award is designed to honor the RHA, which displays tremendous effort and improvement from the previous academic year to the current.
NRHH Representative of the Year	NRHH— Individual	8 1 from an RHA and/or NRHH non-advisor student member of e-board & 1 from a professional staff member.	This award recognizes outstanding service to NACURH through NRHH by an individual who has been directly affiliated with the organization as an NRHH representative
Program of the Year	School	20 1 from an RHA/NRHH non-advisor student member of e-board & 1 from a professional staff member	This award was designed to recognize the most outstanding student-implemented program concerning residence halls. It was created in an effort to recognize the high level of initiative and professionalism that exists on the student level.
Sustainability Stewards Award	School	20 pages 1 from RHA/NRHH President or Advisor, or Director of Housing or EcoReps Advisor/President	a school that demonstrates a yearlong commitment to sustainability at their institutions and the surrounding community.

Policy Overview

This section provides an overview of the policy in the SAACURH governing docs in Section D: 1- 11 that pertains to bidding for regional awards:

Policies Affecting all Bids:

- ◆ Body Text: The body text for any award bid shall be 10-12 point type.
- ◆ Page Numbers: All pages in bids shall be numbered for easy reference.
- ◆ Page Count: All bids have a specified maximum page count. A page is defined as a side with print. Covers, title page, and citation pages are not included in the page count. Dividers are included in the page count.
- ◆ Multimedia Material: No award bid shall include links or references to material outside of the bid file, embedded audio, animation, or video, etc.
- ◆ Title Page Requirements:
 - ◆ Award Name
 - ◆ Nominee Name
 - ◆ Institution (if different from the nominee name)
 - ◆ Region
 - ◆ Chapter Name (for NRHH Awards)
 - ◆ Conference Title at Conference Institution
- ◆ Letters of Support:
 - ◆ Letters of support must occupy the same page size as if they were placed in the bid as text.
 - ◆ Letters of support are included in the page count unless otherwise noted.
 - ◆ Any awards without proper letters of support if required will not be considered for the award.
- ◆ Copyright Materials:
 - ◆ All content not created by the bidding school must be accompanied by proper citation on a citation page at the end of the award bid which shall not be counted in the page limit.
 - ◆ Copyright material must be altered by 20% or more to be considered original material. It is recommended that the link to the original image still be cited.

Policy Overview Cont...

♦ Bid Ineligibility:

- ♦ The following may result in the disqualification of an award bid at the discretion of the Coordinating Officer for NRHH & Bid Development:
 - ♦ Failure to submit a bid by the deadline outlined in policy.
 - ♦ Failure to submit a bid in the proper file type.
 - ♦ Failure to meet eligibility requirements as outlined in policy.
 - ♦ Failure to include required elements as outlined in policy.

♦ Citations:

- ♦ Object or Image [Location in Bid]: Name of Source/Source Link

Example: NACURH Logo [Page 1]: www.nacurh.org

♦ Policy Checks:

- ♦ Section D, b 1-5

1. All submitted bids will undergo a check for policy violations conducted by the Coordinating Officer for NRHH & Bid Development or their designee

Policy checks must be completed and bids with violations returned to institutions within five (5) days of final bid submission. Corrected bids must be submitted to the CO-NBD within two (2) days of being returned.

2. Any submitted bid with policy violations shall be returned to the bidding school to be corrected by the deadline outlined in policy. Bidding schools may only adjust material in violation of policy.

3. The following items may be cited in a policy check:

1. Content criteria outlined in Policy
2. File type of submission

4. If a bidding school fails to make all necessary corrections or fails to resubmit by the deadline, the bid may be disqualified at the discretion of the Coordinating Officer for NRHH & Bid Development

5. Policy checks are a service provided to bidding schools. Failure of the policy check process to identify a policy violation does not excuse the violation may result in subsequent bid disqualification at the discretion of the CO-NBD.

Bid Process

Completing a bid is a simple process with seven steps. Below shows the steps to successfully going through the SAACURH bidding process!

Find a
Nominee

Submit an
Intent

Research

Write

Layout

Review

Submit



Award Bidding Guide

Timeline

2018-2019

*currently only includes timeline
for RLC*

Timeline 2018-2019

SAACURH Regional Leadership Conference: POY

Intents Due: September 6th

Drafts Due: September 13th

Bids Due: September 20th

Policy Checks: September 21st-
24th

Bid Editing: September 25th 9am-
September 27th 9am

Bids Released: October 1st

SAACURH Regional Leadership Conference: RLC Host 2019

Intents Due: September 13th

Drafts Due: September 20th

Bids Due: September 27th

Policy Checks: September 27th—Oct.
1st

Bid Editing: Oct 2nd @9a— Oct. 4th
@9a

Bids Released: October 5th

SAACURH Regional Business Conference 2019

Louie is working on this!



Award Bidding Guide

Preparation

Selecting Recipients

Submitting Intents

Gathering Information

Creating an Outline

Forming Groups & Assigning Tasks

Requesting Letters of Support

Selecting Bid Recipients

The first step is deciding what to bid for and whom you are going to be nominating. It is a very important process and you can have the best written bid with the best layout, but if your nominee isn't deserving of the award, then it will have a hard chance.

Selection Guides

- ◆ Category Assignment:
 - After brainstorming some nominees, it is then time to find the right category. Make sure you review all award criteria when selecting the category. When you think you found the right fit, ask:
 - Does the nominee fit the criteria outlined in policy?
 - Is the nominee particularly outstanding in the role specific to the category?
 - What specific tangible achievements and accomplishments can you outline for this nominee?

- ◆ Picking Nominees:
 - Brainstorm a list of potential nominees before looking at the award categories. To do this, ask the following questions:
 - What student leaders stood out and were outstanding this past year?
 - What professional staff members went above the call of duty this past year?
 - What programs or initiative were particularly successful and beneficial for residents?

Submitting Bid Intents

Once you have decided you want to bid, the next step is to submit a bid intent.

What is a bid intent?

- ♦ A bid intent is a statement that says that you are interested in/may be submitting a bid for a certain category.
 - *it is important to know that if you submit a bid intent you do NOT have to submit a bid, but you MUST submit a bid intent in order for your bid for that category to be considered*
- ♦ Submit Intents
 - ♦ The person who will be in charge of the bidding process will submit a bid intent for each bid that they plan on bidding for.
 - ♦ What information goes in the intent?
 - ♦ The categories
 - ♦ Person responsible for submitting each bid
 - ♦ The contact information for that person
 - ♦ Fill out the google form that gets submitted to the CO-NBD

Gathering Information

You already know that your nominee is outstanding, but there's a whole world of information you may not know about them. Gathering information on your subject can be the most time consuming step in the bid writing process since it's impossible to start writing without knowing the details about your nominee. You may find yourself stuck in this phase for a while but here are some tips on how you can gather all the details you'd need for your body text.

- Interviews:
 - ⇒ Interview people who have first hand knowledge about your nominee
 - Some great interviewees include advisors, co-programmers, Resident Assistants, peers, community members, residents, etc.
- Quotes:
 - ⇒ Using quotes obtained through interviews is a great way to gain a better sense of who the nominee is
 - Utilize quotes that best help you understand the growth & development of the nominee
 - Include quotes that may not be portrayed in the body text that add a layer of experience to your nominee
- Photos:
 - ⇒ Collecting photos from events both for individual school awards can help you come up with content for writing
- Talking Directly to your Nominee:
 - ⇒ If you are writing a nominee for an individual award, consider collecting some info about their personal life
 - Ask questions about their personal life, involvement & on-campus experiences, awards they've won, goals, community service, their achievements, etc.
- Look for Past OTM's
 - ⇒ An OTM can possibly provide you with some factual info about your nominee that you can use in your bid
 - Make sure the OTM was written within the year
 - If the OTM was a region and/or NACURH winner, think about using it in your bid
- Evaluations:
 - ⇒ An evaluation whether directly from the nominee themselves or from someone else provides you with info about the result of their growth

Creating an Outline

One of the most important parts of preparing your bid is to create an outline.

This is the best way to figure out the most cohesive order of the sections of your bid. Creating an outline before you start crafting your bid is essential to ensure that your bid is not only visually cohesive, but also best tells the story of why your chapter, program, or that person deserves this prestigious award.

Creating an Outline:

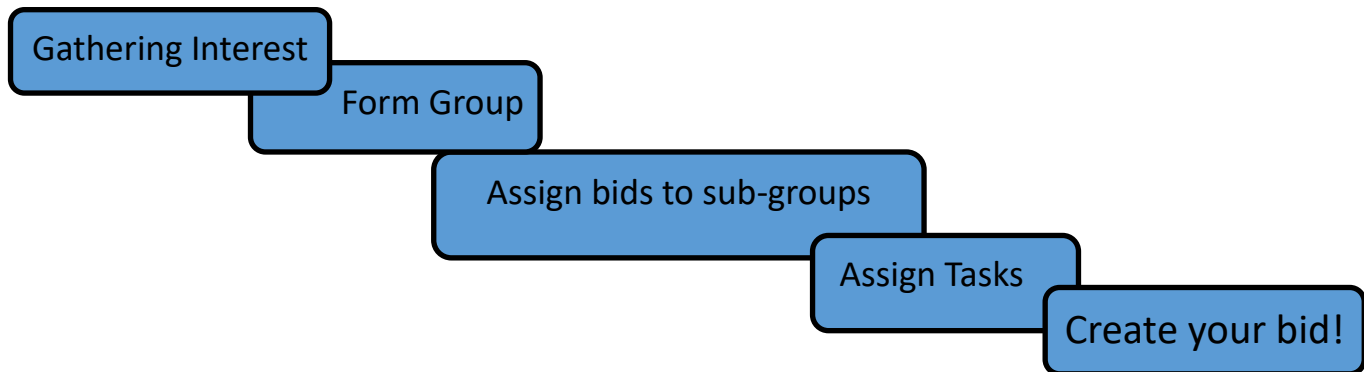
- You should already have some ideas about what you would like to highlight in your bid. Brainstorm:

- What did your nominee do this past year that makes them deserving of this award?
- Do you have specific details you would like to highlight or just general information?
- Write everything that you want to include in your bid in a list.
 - Any points or topics that are similar, mark them or group them together; this could help you save valuable page space in the future.
 - Once you have a list of what you would like to include in your bid, start figuring out the order that you would like these topics to go in

The Basic Outline of all Bids:

1. The beginning of your bid should include introductory information to familiarize the reader of the bid with the nominee
2. Transition the bid into why your nominee deserves the award
3. The bid should then conclude with letters of support
 - Ensure that you double check the guidelines to verify that you have the correct letters needed for the certain bid

Forming Groups & Assigning Tasks



To ensure a successful bid writing process, it is best to work as a team to craft your bid. You can do this as an executive board, as a committee of your general members, or as a group effort between your RHA and NRHH chapter (a great way to strengthen the bond between your two organizations!). It is essential to make sure that your team is balanced and that responsibilities are equally distributed amongst group members.

Once you decide to bid, ask members of your executive board if they will help you in crafting the bid. If there are too few hands or you feel that you are lacking in an area of bid creation (i.e. writing, graphic design), reach out to general members and to the executive board of your sister organization to gauge interest from them in assisting you craft the bid. If possible, form a joint bidding committee between your RHA and NRHH chapter; this will not only help “build the bridge” between your two organizations, but you will be able to connect with people who could help you create an award-winning bid!

Once you have your team established, it’s time to divvy up responsibilities! As a team, establish what you will be bidding for and who your nominees will be. Assign people who are familiar with the nominee to create their bid; for instance, if you will be bidding for Student Of The Year, make sure that the people writing this bid are familiar with or personally know the nominee to ensure a quality bid. From there, each bidding sub-team should assign tasks. Who will write which section? Who will do the graphic design / layout of the bid? Who will gather pictures? Who will request letters of support? Make sure that each team member is given a task, but be careful not to overburden someone. Once tasks are assigned, get started on your bid!

Requesting Letters of Support

Another important task to bid writing is having letter supports. It is policy that bids include letters of support and that they are by sources who are close to the nominee or who are required by policy.

What is a letter of support?

A letter of support is additional content about the nominee on a more personal level. They are authored by individuals who have been directly affected by the nominee. They also discuss the character of the nominee at hand.

Are letters required?

Yes, letters of support are required for each bid and the types of letters of support can be found in policy and/or on pages (9-11) of this guide.

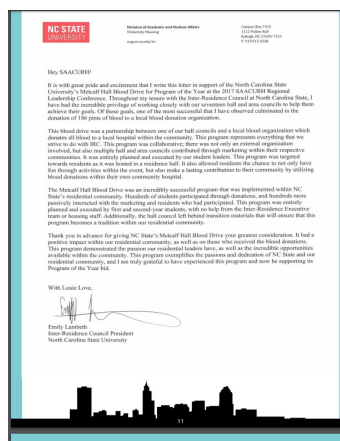
Letter of Good Standing

The intent of these letters is to ensure that individual student nominees are students in good standing with their university. Good standing is defined by the nominee's host institution and may include academic standing, judicial standing, or financial standing.

Regional Letters of Support

Regional letters of support are written by the SAACURH Executive Committee for the bids that win on the SAACURH level either at the regional leadership conference or the regional business conference.

Getting a regional letter of support shows on the NACURH level, that the bid has support from the region as a whole since it was a winning bid on the regional level.





Award Bidding Guide

Writing

Writing Overview

Writing Body Text

Writing Captions & Sidebars

Writing Overview

Bid writers should utilize effective writing skills and crafty layout techniques to describe the person, program or organization that is nominated.

1. What bid are you bidding for ?
 - Picking what bid you will be bidding is the first step of writing a bid.
2. What / who is your bid going to be about?
 - This is the fun part, deciding who or what you will be recognizing in your bid is where you will get most content for your bid.
3. Get input from members of your organization for the bid
 - You should talk to people who worked closely with whoever you are writing the bid about to get good information that can help your bid stand out.
4. Read the guidelines!!
 - Make sure you understand what your bid needs to have/look like – you don't want to have your bid disqualified because you didn't understand the guidelines.
5. Start an outline with all of the main aspects of your bid
 - Doing an outline will make adding other details and photos easier further into writing the bid.
6. Add the small details to your bid
 - Side bars and captions can make your page more interesting but you have to do them right. Make sure your side bars are always readable and not upstructing any of the text. Sidebars can be quotes or little fun facts relating to the bid.
7. Give your bid some pizazz ! It really makes it really stand out
 - Having a aesthetically pleasing bid is a key part of your bid and helps keeps the reader interested in what the bid has to say.
8. Add photo, fun things, and lots of color to your bids
9. Proof! Proof! Proof!
 - Re-read everything, have someone else re-read it, and then have another person re-read that. Typos do not look or read well.

One great way to get a better understanding of what a bid is and how to write a great bid is to get familiar and look at other bids.

SAACURH Bid Vault

<https://drive.google.com/drive/u/0/folders/0B3t2if34ZkbKQzdiQIA3QzltY0k>

Writing Body Text

90% of your bid is going to be body text. While this may seem boring, the body text is **crucial** as content speaks louder than any other element you could add into your bid. The body text should read like a creative essay and there are four essential tricks to creating body text that highlights the accomplishments of your nominee while making the information pop!

1) Using Topic Sentences:

In elementary school we all learned the importance of topic sentences and that importance carries into bid writing. Make sure you define precisely what you're talking about, especially if it isn't too clear or common to readers.

Example: "As a Resident Assistant, Funk E. has excelled in providing diversity programming to educate and connect his residents and community."

2) Providing Information

The best way to allow readers to get to know your nominee is to explain their important achievements objectively. This can be done by Your next step is to providing information about your nominee that details the foundation established in your topic sentence.

Example: "The community in which Funk E. resides has had problems in the past related to diversity and acceptance, which has encouraged his endeavors in this area." or "Funk E. has planned and implemented 12 diversity programs in the past year with focuses on sexual identity, religion, and body image."

3) Recognizing Your Nominee

The key to this step is to focus on recognition without actually saying "because of this, so and so is deserving of recognition/this award." Simply state the accomplishment(s) and reason(s) why they are outstanding and leave it up to the reader to interpret the connection.

Essentially, you want to emphasize how your nominee is special, goes above and beyond in their duties, or has made more significant achievements than any other nominee for the award.

Writing Body Text Cont...

Example: "The fact that Funk E. held more than three times the number of required diversity programs demonstrates his commitment to providing education in this critical area and meeting an important community need."

The general thought process for this section can be described as followed:

"[Accomplishment] is outstanding because of [reasons]" ← author writes

"which is why [nominee] should win [award]" ← reader interprets

4) Framing your Writing

Nobody said your formatting has to be dull. After all your hard work writing the body text, you can format it in a way that the content matches the creativity of your bid. You can break away from the monotony of paragraphs by using the following:

- Writing to the theme: Including thematic elements in the content of your bid is a great way to liven up the writing style and convey a better sense and understanding of your nominee

Example: Club Theme: "For the first time in chapter history, we held a VIP information session for prospective members to learn about NRHH and ask any questions."

- Using Numbers: Numbers are the most effective tool for impressing readers; it's important to remember, however, that in order to impress, the numbers need to be impressive

Example: "More than 100 residents attended the community service program."

- Careful Formatting: For example, format important statements in bold and underline program names. Use sparingly; no more than once in a paragraph or twice in a section

Example: "The recognition committee hosts monthly recognition socials, where campus OTM winners, along with those nominated from General Council, come and are recognized for all their hard work."

***For examples on how the body text of a bid should look visit:**

<https://www.saacurh.nacurh.org/boardroom>

→ SAACURH Bid Vault

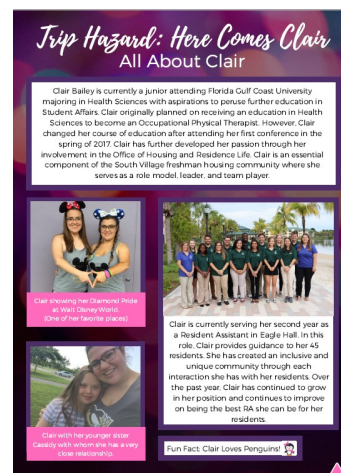
→ Bid Vault by Category or Year

Writing Captions & Sidebars

Often times in bids you will find supplementary information about the nominee in forms of captions & sidebars.

Captions:

1. Image
 - When selection an image to use within the bid make sure it
2. Main Idea & Location
 - Include the main idea of the picture and where the picture was taken.
 - Is the group doing something?
 - Is the picture who the bid is written about?
 - Example:
3. Description & Action
 - Make sure that the action of the picture is able to add value to the page that is on within in the bid or that it adds value to the bid as a whole.
 - What is the group or individual doing in the picture?
4. Polish & Review
 - Review the sentence, correct grammatical mistakes and get it ready to place in your final bid!



Sidebars:

Sidebars are important in bid writing because they accompany and relate to the associated body text. Sidebars may include:

- Facts
- Lists
- Resources Used
- Quotes
- Descriptions

The sidebar should be something that grabs the reader's attention, but it should not be distracting from the rest of the page.



Award Bidding Guide

Layout

Layout Overview

Layout Process

Layout Tools

Common Layout Mistakes

Layout Overview

What is a bid layout?

- A bid layout is how the information within a bid is organized. The layout includes organizing the text in different ways per page to maximize each page of a bid since a lot of information must included and sometimes it is hard to make it all fit.

Why is the layout important?

- The layout is important because it allows for the bid to truly represent the nominee who/what it is written about. The layout exposes the audience to the theme, and helps them to get a better understanding of your nominee.

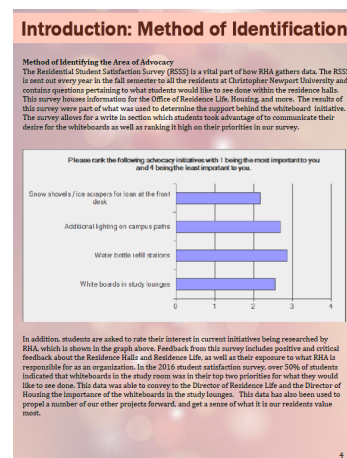
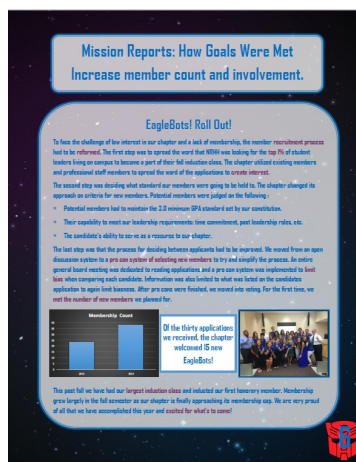
- The information that is provided within the bid, should be easy to read, understand, and find for all those who are reading the bid.

- Overall, make sure that you have fun creating a bid that you are proud of and that is easily readable!

Remember the point of bidding is to recognize the good workings of your RHA's and NRHH's and the members involved!

Layout Methods

- Paragraphs
- Bulleted List
- Text boxes
- Graphics
- Pictures
- Backgrounds
- Highlighting important



Layout Process

1) Select a theme

- a. The first step of the bid process is to select a theme. Your theme should help the audience gain a better understanding of your nominee and showcase your creativity.
- b. Examples of themes include: decades, television shows, movies, artists/bands, hobbies, animals, food, or anything that relates to the nominee.
- c. Find ways to form the layout of your bid in a way that complements your theme. (Pictures, Backgrounds, Fonts, Textboxes, etc)

2) List Topics

- a. The next step is to list all of the information that you want to cover in your bid. This should already be covered during the writing process. This list will help you in effectively placing information in the layout of the bid.
- b. Divide & Subdivide
 - When laying out your bid, it is more helpful to break down your information comprehensively. For example, in an eight page bid, having eight broad topics will not aid much in planning a stunning layout. Instead, 8-12 broad topics, each broken down into 2-6 subtopics based on the information you'd like to cover.
- c. Displays/Formatting
 - There are different methods that can be used to display the information for your bid. These include:
 1. Bulleted articles
 2. Paragraphs
 3. Charts/Graphs
 4. Pictures

Layout Process Cont...

3) Layout the Bid

- a. Include as many of the following as possible in order to add some variation to your bid layout:

- i) Body Text, Bulleted Lists, Sidebar Text, Charts/Tables, Photos & Photo Captions, Borders, Font Variation

- ii) Steps to a Successful Layout

1. Select your layout software (publisher, Photoshop, canva, etc.)
 2. Set up your document (# of pages, margins, etc.)
 3. Set up your background (colors, images, themes, etc.)
 4. Add page headings/section titles
 5. Insert Graphical Elements (Pictures, clipart, etc.)
 6. Insert Bulleted Lists, Sidebars, Charts, Tables

4) Review

- a. Finally, the most important step is to review your bid thoroughly to ensure that everything is properly formatted, visible, legible, and that no information is missing or cut off.,
- b. Ask Yourself:
 - Did all the information make it into the layout?
 - Is it well organized and free of clutter?
 - Is the text simple and easy to read?
 - Is it pleasing to the eyes?
- c. Have someone else critically review the layout for a different perspective.
- d. Give yourself time to work on the bid; working on a project for a long period can make it easier for mistakes to slip through. Finish your bid and revisit it after a few days so that you can look at it with a refreshed perspective.

Layout Tools

There are lots of ways to make your bid stand out and one of the most important is its layout. The first step of creating a bid layout is choosing a theme. Now themes can be just about anything from movies to social media to books – it can even just be a shape! What's important is that there is a common theme throughout all the pages of your bid. By doing so, your bid will look clean and organized, all of which will help you when it comes time for the region to vote on it.

Depending on your experience with layout design, you can choose between a number of different programs to create your bid. If layout isn't your strong suit, Powerpoint, Canva, and Adobe Spark are all good tools to look into for designing it. For those of you who are adventurous with design and want to pay attention to the smallest details, you may want to consider using Adobe InDesign or Microsoft Publisher.

SAACURH has several policies regarding layout, so it is important to consult those specifications in the Policy Book. Some of these relate to page numbers, approved fonts, and page numbers so make sure you fit within those requirements. If you violate any of the design policies, you will be notified during policy checks after submission.

Common Layout Mistakes

Text

1. Unreadable Font

- Once you have placed/chosen your backgrounds and the pictures that will be used within your bid, ensure that your font is still clearly readable. Be cautious of the types of fonts that you use throughout the bid because while it may look nice it may end up being hard for your readers to read through the text which can make it less appealing.

Color

1. Colored Body Text

- Black text is your friend. Never use colored text for your primary body content unless you have a good reason and it is the only way that it looks good. Any non-black text adds strain to the eyes to read. Save colored text for cover pages, headings, and tables/charts. Also, use darker colors wherever possible.

2. Poor Color Pairings

- Avoid placing orange text on a red background, or blue text on a black background. Always check that your color pairing doesn't lead to poor visibility and readability

Graphics

1. HUGE Graphics

- It's a common mistake but a graphic should never be the main focus of a page. You need to ensure that you have room to include on the page that is relevant to the graphic that is being used.

2. Poor Quality Graphics

- Don't use low quality images.



Award Bidding Guide

Submission

Bid Submission

Bid Submission

You've made your bid and are now ready to turn it in! For AT LEAST the past month, the Coordinating Officer for NRHH and Bid Development has been sharing the timeline for bid submissions on the SAACURH Facebook and Listservs. If you're submitting a bid for the Regional Leadership Conference at NC State University, it MUST be emailed as a PDF to sa_bidding@nacurh.org by **11:59p EST on Sep. 20th**. Unfortunately, no bids submitted after this time will be accepted. All the PDFs should be submitted in separate emails and be labeled as SchoolBidding_BidCategory.pdf (example: UniversityofFlorida_POY.pdf). A few days after turning in your bid, the CO-NBD will inform you of any violations of SAACURH bidding policy and allow you to re-submit it by [insert date here]. And that's how you submit a bid for RLC awards!

The full timeline for bid submission is as follows:



All bids to be considered at RLC must be submitted by 11:59p EST on Sep. 20th.

***Submit to sa_bidding@nacurh.org in .pdf format.**

***Bid file names should be the following formats:**

SchoolBidding_BidCategory pdf

Ex: SAACURH_POY.pdf



Award Bidding Guide

Bid Reviews

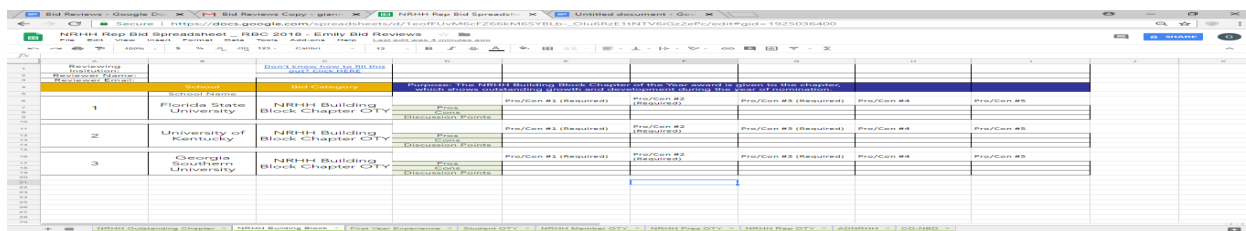
Bid Review Information

Bid Review Information

You've submitted your bid to the CO-NBD, so now you're done right? Not exactly... After all the bids are submitted to the region, each school **must** complete bid reviews in order to have voting rights at RLC and RBC.

What is a bid review?

A bid review is a Google Sheets document where your institution will list pro's and con's for each award bid that is submitted per category. In order to have voting rights in boardroom, your institution **must** fill out at least 3 pro's and 3 con's per bid (there is space to provide 5 pro's and con's but again, only 3 of each are **required** for voting rights). There is also a section for discussion points in which it is **highly encouraged** that you provide at least 2. While it is not mandatory to fill out the discussion points, we **strongly recommend** your institution includes them in your bid reviews.



Reviewing Institution Name	School Name	Bid Category	Pro/Con #1 (Required)	Pro/Con #2 (Required)	Pro/Con #3 (Required)	Pro/Con #4	Pro/Con #5
1	Florida State University	NRHH Building Block Chapter OTY	Pro/Con #1 (Required)	Pro/Con #2 (Required)	Pro/Con #3 (Required)	Pro/Con #4	Pro/Con #5
2	University of Kentucky	NRHH Building Block Chapter OTY	Pro/Con #1 (Required)	Pro/Con #2 (Required)	Pro/Con #3 (Required)	Pro/Con #4	Pro/Con #5
3	Georgia Southern University	NRHH Building Block Chapter OTY	Pro/Con #1 (Required)	Pro/Con #2 (Required)	Pro/Con #3 (Required)	Pro/Con #4	Pro/Con #5

What is a pro?

A pro should mainly be about the bid's **content** rather than appearance. While a clearly written, cleanly designed bid is easier to read and understand, we want to make our decisions based on content.

Example of a pro: Good, RHA sustainability practices (for a Building RHA bid), Great conference attendance (for a RHA President OTY bid)

What is a con?

Like a pro, cons should also be about the bid's **content** rather than appearance.

Example of a con: bid did not contain goals for the year (NRHH President OTY bid), very little detail on transition practices (School OTY bid)

When are bid reviews distributed?

Bid reviews are released at the same time bids are. They should be completed prior to arrival at RLC/RBC.

Tips for completing bid reviews:

It can be challenging to write cons for our peers, especially when we know how hard they have worked on their bids. However, thoroughly reading bids and having substantial feed back on each one will help the region choose the best nominee for the award!

All bid reviews are due at check-in for each conference in order for institutions to have voting rights! They can be emailed in, on a flash drive to be downloaded at check-in or printed out and handed in.



A special thank you to those that helped create this guide!

- Bid Guide Ad-hoc Committee
 - Adam Turner: UF
 - Christina DeAngelis: FGCU
 - Gia Rivellin: USF
 - Stanley Pierre: UCF
 - Maddie Greenberg: FSU
 - Casey Weaver: SAACURH NRHH Advisor
 - Mariah Neibert: SAACURH AD-NRHH
- Thank you to IACURH bidding guide for the reference.

Thank you for all your hard work to make this bidding
guide for the South Atlantic the best it could be!