

TARH Bid Writing Guide

This document is intended to serve as a guide for creating bids and is an updated version of the requirements listed in the TARH Constitution. Note that these changes were made by the executive board in order to simplify the bidding process and to be fair to all member schools. For help and assistance with building your bids, please contact the Director at director.tennessee@gmail.com or the Associate Advisor at assoc.advisor.tennessee@gmail.com.

Awards

The following awards are presented at each TARH Conference:

- A. TARH School of the Year
- B. TARH RA of the Year
- C. TARH Student Leader of the Year
- D. TARH Professional of the Year
- E. TARH Program of the Year

Positions

The following positions are up for bid at each TARH Conference:

- A. Director
- B. Associate Director for Administration and Business
- C. Associate Director for Publications and Recognition
- D. Associate Director for Residential Leadership Development
- E. Advisor
- F. Associate Advisor

Conference

The following conferences are up for bid at each TARH Conference:

- A. TARH 2020 Host Site (to be held Spring 2020)

Timeline

- A. First Drafts of bids (not required but recommended) may be submitted for feedback via email to the TARH Director and Associate Advisor by January 19th, 2019 at 11:59 pm.
- B. Final Bids shall be submitted via e-mail to the TARH Director by January 31st, 2019 at 11:59 pm. They will then be distributed to the school representatives for review.

Executive Board Position Bid Requirements

Descriptions of each position can be found in the current TARH Constitution

- A. Explanation of:
 - a. Leadership Experience/Qualifications
 - b. Why you are running for the TARH Board
 - c. What you hope to get out of being on the TARH Board
 - d. Goals for the position(s) you are running for
 - e. Your time commitments (current and future)
- B. Any student from a member school may bid for a position on the executive board
- C. Students may bid for multiple positions, but may only occupy one position
- D. All Bids shall be submitted in PDF format
- E. Bids are limited to five (5) pages, excluding cover page.
- F. All student bids must include a letter of support from a full-time/professional staff member within the Residence Life Department at your school. This letter should include both moral and partial financial support. It **MUST** state that the candidate is in good standing at their institution.
- G. All advisor bids must include a letter of support from the advisor's direct supervisor within the Residence Life Department at your school. This letter should include both moral and partial financial support. It **MUST** state that the candidate is in good standing at their institution
- H. All officers, with the exception of the Advisor, must reside in a residence hall and be in good standing as determined by that school throughout the entire term of office.
- I. The Advisor must be employed by a college or university that is a member school of TARH.
- J. No TARH officer may serve as a voting representative for his/her host school in the TARH boardroom.
- K. Bids must be standalone presentations – all information to be presented should be on the bid.
- L. All nominated candidates shall be present at the TARH conference

TARH 2020 Conference Bid Requirements

- M. The bid must include a proposed budget that shall be planned to minimize costs as much as possible and the amount of fees must be included in the conference bid.
- N. The proposed budget should include the costs for the summer retreat of the executive board and attendance of executive board at TARH conference.
- O. If necessary, the conference chair will set limitations on delegate size.
- P. All bids must include the State Conference Host School Responsibilities Acknowledgement Form, which can be obtained from the Director.
- Q. The bid should include the theme of the conference, as well as tentative dates, venues, and other details.

Award Bid Requirements

- A. Only one nomination may be submitted per award per school per year.
 - a. One person may not be nominated for both RA of the Year and Student Leader of the year.
- B. Any member school may nominate someone or some program for an award.
- C. All Bids must be year specific, from TARH 2018 to TARH 2019.
- D. Bids shall be submitted in PDF format.
- E. Page limits include all pages with text, including cover page
- F. Bids must be standalone presentations – all information to be presented should be on the bid.
- G. Bids may not include regional and national awards or other associations.

TARH School of the Year

The School of the Year award recognizes an institution's accomplishments, growth, and presence within the state from the opening of the previous year's TARH conference to the opening of the current year's TARH conference.

- A. Bid may not exceed ten (10) pages not including cover page.
- B. The bid shall include a list of collegiate accomplishments and involvement.
- C. How the needs of the residents were met.
- D. Perceived student benefits from living on campus.
- E. Goals for the year and outcomes
- F. Types of programs offered within on-campus housing (social, educational, diversity or community service)
- G. Challenging issues addressed
- H. The leadership development opportunities on-campus.
- I. Involvement in TARH (regional and national involvement will not be accepted)
- J. Efforts made to recognize individuals, housing/halls, and organizations
- K. Bids must include one letter of support from a professional staff member in the Department of Residence Life.

TARH RA of the Year

- A. The Resident Assistant (RA) of the Year Award recognizes a residence hall leader for outstanding and continuous service to their school and state from the opening of the previous year's TARH conference to the opening of the current TARH conference.
- B. Bid may not exceed five (5) pages not including cover page.
- C. The bid shall include a list of collegiate accomplishments and involvement.
 - a. Service in leadership roles to the residence halls, campus, campus community, and state, including offices held.
 - b. Good academic standing according to institution guidelines.
 - c. One challenging issue the person has overcome as an RA.

- d. Recognition received through awards: campus and state.
 - e. Other activities (i.e. community service, employment).
- D. Bids must include one letter of support from a professional staff member in the school's Department of Residence Life

TARH Student Leader of the Year

- E. The Student Leader of the Year Award recognizes a student leader for outstanding and continuous service to their school and state from the opening of the previous year's TARH conference to the opening of the current TARH conference.
- F. Bid may not exceed five (5) pages not including cover page.
- G. The bid shall include a list of collegiate accomplishments and involvement.
 - a. Service in leadership roles to the residence halls, campus, campus community, and state, including offices held.
 - b. Good academic standing according to institution guidelines.
 - c. Participation through state conferences.
 - d. Recognition received through awards: campus and state.
 - e. Other activities (i.e. community service, employment).
- H. Bids must include one letter of support from a professional staff member in the school's Department of Residence Life

TARH Professional of the Year

- A. The Professional of the Year Award will recognize a Residence Life Professional who has made a significant contribution to students in residence life.
- B. Bid may not exceed five (5) pages, not including cover page.
 - a. The bid shall include a list of collegiate accomplishments and involvement.
 - b. Involvement/contribution to students
 - c. Position with institution of employment and responsibilities.
 - d. Contributions to the institution in regard to programming, advising, support, etc.
 - e. Other activities (i.e. community service, professional association involvement, campus involvement, etc.).
- C. Involvement/contributions must take place while nominee is employed in the state of Tennessee.
- D. Bids must include: A letter of support from the professional's current supervisor describing the professional's current contribution to the institution.

TARH Program of the Year

- A. The Program of the Year Award will recognize an outstanding program developed by student leaders that took place between the open of TARH of the previous year and the opening of the current TARH.
- B. Bid may not exceed ten (10) pages not including cover page

- C. A summary of the program.
- D. The program type (educational, community service, diversity, or social).
- E. Relevance to residence hall students.
- F. Target audience of the program.
- G. Development and marketing of the program.
- H. The goals of the program.
- I. Impact and effectiveness of the program.
- J. Evaluation of the program.
- K. Creativity and uniqueness of the program.
- L. Level of student input and involvement.
- M. Feasibility for this program to be executed on other campuses.
- N. The finance report/budget for the program.
- O. A letter of support from a professional staff member in the school's Department of Residence Life