How to write an outstanding OTM!

Go to http://otms.nrhh.org

- Create an account or log in
- After logging in, there are 2 links on the lefthand side
  - General Category – Advisor, Bulletin Board, Community, Executive Board Member, Faculty/Staff, Organization, Resident Assistant, Spotlight, Student
  - Program Category – Community Service Program, Diversity Program, Educational Program, Social Program
- Make sure your information is in the appropriate category
- Make sure you have the CORRECT contact information for Nominator & Nominee
- Define all acronyms – they are not always universal
- Explain how the nominee went above & beyond
- Include lots of details!
- What lasting effects did the nominee have on the campus? Floor? With residents? Faculty? Administration?
- Check spelling & grammar
- Do not go over the word count!
- Nominations must be month specific

Questions: E-mail otms@udnrhh.org

OTMs are due at 11:59 pm on the first day of the month for the previous month

WE ALL KNOW PEOPLE WHO DESERVE TO BE RECOGNIZED! : )