

OTM CHEAT SHEET

YOUR GUIDE TO EVERYTHING OTMs!

Categories

INDIVIDUAL: Advisor, Hall Council E-Board Member, Hall Council GA Member, RA FYRE, RA Upper, Community, ProStaff, Faculty, RCA/OA, Spotlight

PROGRAM: Community Service, Diversity, Educational, Social, Passive

Write a Winning OTM!

How the OTM is written is just as important as who or what the OTM is written about.

1. **SUBMIT NOMINATIONS ON TIME:** OTMs are due on the last day of every month at 11:59PM and submitted online through our website: nyunrhh.org
2. **GIVE INFORMATION:** provide as many details about the event or individual as possible. It is the writer's responsibility to explain what the nominee has done- use specific examples and get quotes from people!
3. **BE MONTH-SPECIFIC:** you have to tell the reader what the person did for that specific month that makes them deserve this award! If you want to nominate a program that spans more than one month, pick an aspect of the program that occurred in the given month.
4. **DEFINE ACRONYMS:** they are not always universal.
5. **PROOFREAD** your nominations for spelling and grammar.
6. **COPY & PASTE:** we recommend writing all nominations in a Word document first.
7. **LENGTH:** Individual nominations should be between 400-600 words.
8. **PROGRAM NOMINATIONS:** Use the information from program planners to fill out a program nomination! The questions you will need to answer are:
 - Please describe the origin of the program. What originally sparked this idea?
 - Give a short description of the program.
 - What were the goals of the program?
 - What were the positive and lasting effects of the program?
 - Briefly evaluate the program.