

**NACURH 2015**

**Committee Member Information Packet**

Hey NDSU! We have the wonderful opportunity to host a conference on our very own campus! By hosting a conference, many new leadership opportunities and positions are created. This allows our student to advance their leadership abilities as an individual, in groups, and for their future career. Below you will find information about the NACURH conference that we will be bidding to host!

**WHAT IS NACURH?**

NACURH stands for the National Association of College and University Residence Halls. It is an organization for student leaders across the United States, Canada, and the globe. The largest student run organization in the world, NACURH’s mission is to “advocate for the interests and welfare of residence hall students, while also providing opportunities for their personal growth and development. It is an organization of students committed to developing leadership, honoring diversity, recognizing achievement, promoting scholarship, as well as stimulating engagement and involvement among students who reside in college and university residence halls. Through regional and national programs and services, NACURH provides leadership opportunities for students, shares residence hall programming resources and best practices, and coordinates activities with appropriate professional associations and business partners.”

Within NACURH, there are eight regional affiliates. North Dakota State University is part of the MACURH (Midwest Affiliates of College and University Residence Halls) region. The other regions include:

CAACURH (Central Atlantic Affiliate)

GLACURH (Great Lakes Affiliate)

IACURH (Inter-Mountain Affiliate)

NEACURH (North East Affiliate)

PACURH (Pacific Affiliate)

SAACURH (South Atlantic Affiliate)

SWACURH (South West Affiliate)

We are bidding to host the NACURH conference in 2015, which would bring people from all eight of the above regions to our very own campus!

To bid for and host a conference we NEED YOUR HELP. The Conference Bid Team will consist of over twelve chairs, which are listed and described below. The chairs will travel to the NACURH 2014 hosting site to present North Dakota State University’s bid and to convince the other regions as to why we should host the NACURH 2015 Conference.

Preparing for a bid requires a lot of work, but with each individual working together with the team, the result can be a very successful once in a lifetime opportunity! All committee chairs will need to commit to attending NDSU and living on-campus (including Bison Court) through the 2015 Spring Semester.

Below are the different areas that you can apply for, including a brief description of what will be expected. Please keep in mind that each position has the ability to enhance your talents and prepare you for your future career!

CONFERENCE BID CHAIR

The Conference Bid Chair oversees the entire conference process and will work in depth with each person on the team. As the chair, time will be spent working on team recruitment, development, and also serves as a representative to the NACURH organization. If you are organized, pay attention to detail, can hold people accountable, and want to help over 2,000 students have the experience of their life, this position is for you!

NBD Liaison

The NBD Liaison will work with the National Board of Directors and make sure they have everything they need (housing, meals, meeting spaces) when attending the semi-annual conference in January 2015 and the pre-conference prior to NACURH.

HOSPITALITY

The hospitality chair tasks include: contacting businesses to get donations or reduced pricing, working with the chair to figure out food schedule for hospitality rooms and being present at the hospitality rooms during the conference.

CEREMONIES

The ceremonies chair will help coordinate details pertaining to the speaker for the opening session along with all details for opening and closing ceremonies. This chair will also help with Roll Call at the opening ceremony!

REGISTRATION

The registration chair tasks will include: developing the registration for the conference and processing registration materials. This could include typing information into a database, answering questions, sending out confirmation emails, etc. It is a lot of paper pushing, so if you are detail-orientated, this is the position for you!

DINING

The dining chair will plan the details of the dining menu, work with Dining Services, and will execute a plan for all meals during the conference. This includes the meal for the closing banquet.

COMMUNICATIONS

The communications chair will work with all members of the team to create a newsletter that will go to the members of the NACURH Region. This chair will also work with the technology chair to enhance communication through the different social media networks.

FACILITIES

The facilities chair will book all of the facilities needed for the conference. They will make sure that the facilities are set up and ready when needed.

FINANCE

The finance chair, with the help of the advisor will put together the conference budget, process checks, work with the registration process from beginning to end and to understand and implement the financial procedures. A background in finances would help but this would also be a great resume builder for someone going into the finance field!

SPONSORSHIP

The sponsorship chair, will work to recruit sponsors for the conference to help keep the conference fee at a low cost.

PROGRAMMING

The programming chair will develop the set-up for the programming of the conference, recruit schools to submit programs and to determine what programs will be accepted and when they will be presented.

HOUSING

The housing chair will put together the logistics of where everyone will be staying during the conference. This person will work closely with registration and will ensure that special needs are met. This is another great job for someone who is detail-oriented.

TRANSPORTATION

The transportation chair will assist with various activities including, but not limited to: verifying reservations and use of communication devices (radios, pagers) and transportation (golf carts, vans, busses from airport).

SECURITY

The security chair will set up and oversee security at each facility being used, maintain contact with campus police. They will also need to recruit other people to help be around at each venue that is used.

TECHNOLOGY

The technology chair will work in depth on the website to make sure that it was continuously updated. The website is the main mode of communication with the rest of the schools. This committee chair will also put together and maintain different sources of social media including, but not limited to: Facebook, Twitter, and Guidebook (for conference schedule).

VOLUNTEER/PHILANTHROPY

The volunteer/philanthropy chair will look to find other people to help out with the conference. This person will also help plan and organize the volunteer rally that will take place before the conference. This committee chair will put together a schedule of when the volunteers need to work. This person would also work on putting together the philanthropy project.

ENTERTAINMENT

The entertainment chair will manage particular events and will book different venues to keep the delegates of the conference busy each night! Some entertainment events may include a dance, guest speaker, or a hypnotist.

SPIRIT

The spirit chair will create and implement different ways for schools to receive spirit points before and throughout the conference. Different ways may include submitting programs, a medallion hunt, or volunteering.

**How will helping in a conference bid benefit me?**

Being affiliated with the largest student run organization in the world will give you many opportunities for networking and leadership. In addition, you will make new friends and have a lot of fun while doing it!! With the many different committee member positions open, it gives you opportunities to gain valuable experience and not to mention gain a great résumé booster. You just have to make sure that you are living on NDSU’s campus through the Spring of 2015.

**How do I become a Committee Member for NACURH 2015?**

Easy! Just fill out the attached committee member application and submit it by email to **ndsunacurh2015@gmail.com** by **February 18th, 2013 at 11:59pm**. Applications will be reviewed to see where your skills and interests lie. From there you will be placed in the appropriate position.

If you would like more information about the organization, the conference, or getting involved, please contact Becky Bahe at Rebecca.bahe@ndsu.edu or the students listed below.

Amanda Christianson amanda.christianson@ndsu.edu

Samuel Wagner samuel.wagner@ndsu.edu

Alyssa Lipsiea alyssa.lipsiea@ndsu.edu

NACURH 2015

COMMITTEE MEMBER APPLICATION FORM

NAME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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MAJOR:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ACADEMIC STANDING: Fr So Jr Sn

T-SHIRT SIZE: S M L XL XXL XXXL

Will you be living in the residence halls through the 2014-2015 school year?

Y\_\_\_ N\_\_\_

Do you plan to apply to be a Resident Assistant or Complex Manager for 2013-2014?

Y\_\_\_ N\_\_\_

PLEASE INDICATE ALL COMMITTEE(S) YOU WOULD BE INTERESTED IN SERVING (1-10), RANKING IN PREFERENCE (1=Most Interested, 10=Least Interested):

\_\_\_Conference Bid Chair \_\_\_Hospitality \_\_\_Housing

\_\_\_Entertainment \_\_\_Technology \_\_\_ Spirit

\_\_\_Communications \_\_\_Dining \_\_\_Ceremonies

\_\_\_Finance \_\_\_Volunteer/ \_\_\_Registration

Philanthropy

\_\_\_Programming \_\_\_Transportation \_\_\_ NBD Liaison

\_\_\_ Facilities \_\_\_ Security \_\_\_ Sponsorship

\_\_\_ Any

**Please check the times that you are NOT available for this semester (Spring 2013)**

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**Please list any other time commitments and the approximate number of hours per week. (For Spring 2013 and possible future commitments)**

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| --- | --- |
| Activity or Organization | Number of Hours per Week |
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**Please write a short statement as to why you would like to be a committee chair and what skills you could bring to the position.**

By signing or initialing below, you are authorizing the Department of Residence Life to access your campus and academic standings with North Dakota State University.

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Signature Date

THANK YOU FOR YOUR APPLICATION TO NACURH 2015. IF YOU HAVE ANY QUESTIONS OR CONCERNS PLEASE CONTACT US BELOW