

RFI Submissions

Your submission of an NIC Report to the Resource File Index (RFI) promotes the exchange of ideas among member schools. This is one of the most important things that you will do as an NCC! Since your report should serve as a resource for other schools, it should not simply be a recap of everything that your RHA did over the past year. Rather, it should showcase something that your RHA has done (preferably within the past year) that has made your RHA proud.

Five Easy Steps to Writing an NIC Report

I. Select a Topic:

Select an aspect of your residence hall system that your school is proud of. Be creative! The report should cover a topic of interest that proves useful and helpful, so that other schools will want to order a copy. Possible topics can include policy revisions, student leadership training programs, judicial systems, fundraisers, even how your RHA helped in the design of a new residence hall! Don't limit your self just to social program reports! For an idea of the categories that your report can cover, check out the [RFI page](#).

Once written, you should be able to answer yes to the following questions:

- Would I order the information that I am submitting?
- Would I be able to duplicate the program with **only** the given information?
- Are there enough details given?
- Is my submission creative and interesting?
- If my program has been presented before (i.e., Mardi Gras, Lil' Sibs Weekend, Haunted House, etc), does my school put a twist on it or demonstrate it in a different light?

Remember, NIC Reports are to benefit all of the members of NACURH, so try to find something that hasn't been written about before, or at least add a new idea on an old subject. The most successful (and interesting!) reports are those that cover new ground.

II. Formatting your NIC Report:

Before you begin, your report must adhere to the following format to be accepted.

Written Format:

- Typed, double spaced, on white 8 1/2 x 11" paper
- Type size: 10-12 point, no larger or smaller.
- All charts and illustrations must be done on white paper and in black ink for scanning and copying purposes.
- Include a cover page. This must include a title for the report, the affiliation year (such as 2004-2005), your school's name, the number of pages (including the cover page), and an abstract or a short description

(3-8 sentences long). The abstract will be what schools see when they go to order files, so make sure it's descriptive enough to make schools want to order your report, but not too long that it becomes boring.

- Number all pages, preferably in the top right corner. A page number printed on the title page is not necessary.
- **You should have no less than 5 pages of typed information**

Video Tape Format:

- Use a standard VHS 1/2" Video Tape
- Include a cover page. This must include a title for the report, the affiliation year (such as 2004-2005), your school's name, the number of pages (including the cover page), and an abstract or a short description (3-8 sentences long). Please adhere this to the side of your video tape.
- The tape must include at least 30 minutes of material
- Don't be afraid to be as creative as possible! We look for creative and unique presentations on videotape.
- Contact the NIC if you would like more information or suggestions!

If any of these requirements are not met, the report will likely be rejected, with comments sent back to you by the NIC. Please double check your report before submitting it to the NIC to avoid any last-minute issues. If you have any questions, don't hesitate to contact the office!

III. Writing your NIC Report or Making a Video Tape:

Now that you are ready to start writing your report or making the video, there are components that you need to make sure are included.

1. The Cover Page

- **The Title**

This is the first part an NCC will see. Your title should be descriptive and enticing. A program title could just be "Mud Fest", but things like constitutional revisions may require more complex names, such as "Redefining Membership: Constitutional Revisions 2002." Your school name is indexed separately, so you don't need to include it in the title.

- **Your School Name**

Let everyone know that it was your school that wrote this fantabulous report!

- **The Abstract**

This is the meat of the cover page. This abstract is what goes into the RFI to describe your report and why someone should bother to order it. Keep it short and sweet (the NIC has to type in hundreds of these!). You should have between three and eight sentences, with most reports having 3.

2. Introduction

Explain why this particular program, revision, or action was undertaken. Some sample questions that you may want to cover in this section include:

- What were your goals?
- What brought about this program/project?
- What were the effects of the change or program?

- What was needed to complete the program, revision, etc?
- Has anything similar ever been attempted on your campus?
- What preliminary plans were made?
- Where did you get the idea from? (another school, campus organization, another NIC report, NACURH Forum, etc)

Videotape Suggestions:

- Tape the overview paragraph used as an abstract (perhaps on large print cards)
- Tape someone stating the goals and objectives. Use presentation materials if possible.
- Get an idea of the perceived student needs and explain them
- Be creative! Use all of your resources!

3. Procedure

Now you should discuss the general procedure or aspects of the submission. This section should make up the bulk of the report. Here you should describe everything you did to complete the program, make the policy revision, etc, in detail. Such questions to answer include:

- What concrete plans were made and why?
- What was the time frame for planning and implementing the activity?
- How was the project financed?
- If any expenses were incurred, what was your budget?
- How many people were needed to complete the task set forth?
- What happened?
- What discussions were led? Were any minutes taken (include, if possible)
- How could the project be adapted for other schools?

Videotape ideas for procedure section:

- Tape 15-20 minutes of various planning meetings showing committee members their actions.
- Tape a presenter who overviews the planning process and shares the group's timeline
- Tape information about the funding of the program
- record the publicity used for the program or event and how you got your residents involved
- Record the event itself happening
- Spotlight aspects of the event or category being submitted
- Be creative!

4. Evaluation

This is the most important section of the report, so be open and honest when evaluating. Give enough insight into your program so that an organization attempting to replicate it will be able to avoid making the same errors. Here are some important aspects that you may wish to cover:

- Did the project succeed or fail, and if so to what degree?
- What led to the success or failure?
- What things were done correctly and incorrectly?
- Were any unnecessary steps taken?

- What unforeseen costs were encountered?
- What do you wish you had known when starting the program/project?
- What was the overall cost of the program, and what was the cost per attendee?
- If you had to do it again, what would you do differently?

Videotape Suggestions:

- Record the students that attended the program and get their feedback on what could be improved on and what they enjoyed most
 - Tape your evaluation of the program
 - Record an evaluation session of the people involved in the program
5. Double check your submission

You're almost done! Double check that you followed all the guidelines and can answer all of the following questions. If you can't, go back and take just a little extra time on your report to make it the best that it can be.

- Is the report reader friendly or easy to watch?
 - Does the report follow the correct format?
 - Is the report creative and interesting?
 - Are there enough details given so that any school could duplicate the program or project that you describe?
 - Would I order the information I am submitting? (Does my abstract make me interested, and adequately describe the report?)
 - Last but not least, am I proud of what I have created?
6. Submit your report to the NIC

You can submit your report to the NIC representative at conferences, via email in PDF format **only** at nicreport@nacurh.org, or by sending a single-sided, black and white copy to the NIC's mailing address.:

National Information Center
 Tolbert Area Office
 Gainesville, FL 32612