

The Joy of OTMs

What are OTMs?

OTM stands for “Of the Month” and OTMs are awarded to recognize outstanding *Community Members, Executive Board Members, First-year Students, Professionals, Resident Assistants, and Students* within our halls. Also, there are Program OTMs that have subcategories of: *Community Service; Educational; Diversity; and Social.*

These total **TEN** different OTMs that can be used to recognize excellent work!

Why OTMs?

As a student or professional staff member who works hard, you know that one of the things that seems to be lacking is the recognition and appreciation for all the hard work, time, energy, blood, and sweat that you put into your programs, your positions and your work. OTMs are used to help bridge the gap so that you, and the person you are nominating, will feel like you are making a difference, and that people notice and appreciate you and your nominees for all that they do. No matter who you are, you deserve to be recognized and appreciated and this is one of the many ways that we can do that for you!

How Do I Fill Out an OTM?

Filling out an OTM is actually quite easy and there are two ways to do it:

1. Forms are available on RAIN (<http://housing.uiowa.edu/rain>) – simply type in the requested information and be sure to follow the word count limits defined on the page.
2. RAs may self-elect to submit an Event Reflection Form for an OTM. The boxes are found at the bottom of the Event Reflection Form.

How Do I Submit the OTM and What Happens Then?

OTMs are due on the 4th of the month that directly follows the month for which you are writing the OTM. For example, if you are writing OTMs for September they would be due by 12:00 Noon on October 4th. To submit them, fill out and print the form and send it to: *June Severson, 260 Stanley*. Once the forms are received by June Severson, a designated team will meet to choose the winners from all of the OTM forms that were submitted for that month. Hall Coordinators will be told the winners and certificates will be created and sent to all of the OTM winners.

Of the Months exist to Help YOU Recognize Each Other!