



# NRHH

NATIONAL RESIDENCE HALL HONORARY  
NATIONAL ASSOCIATION OF COLLEGE  
& UNIVERSITY RESIDENCE HALLS, INC.

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TO: Chapters of the National Residence Hall Honorary  
FROM: Rick Cazzato Jr., NACURH Associate for NRHH  
SUBJECT: COVID-19  
DATE: March 29, 2020

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Dear Chapters of the National Residence Hall Honorary,

I hope you are doing well! Please find the plan that the National Residence Hall Honorary has in response to COVID-19 below. We recognize the challenges that this situation may have on chapters but are excited about the opportunities that may come from this as well.

### **General Transition To Virtual Platforms:**

- Hold Chapter and Executive Board meetings utilizing virtual platforms
- Hold events with Chapter members and residents within your community
  - Virtual Service Hours
  - Virtual Recognition
- Hold elections for the incoming Chapter leadership
- Create transition material for your incoming Chapter leadership
- Submit an order with the NACURH Corporate Office (NCO) for the graduation stoles, membership certificates & pins, bronze pins, and outstanding service pin/ leadership award
  - Be sure to collect personal mailing addresses for graduating members so you can ship them their stoles once you receive the materials from the NCO
- Host a virtual OTM party

### **Spring 2020 Inductions:**

- Determine how many individuals you can induct this spring term:
  - Membership Cap: 1% of your on-campus housing population or 20 members, whichever is larger
  - *Please remember that graduating seniors do not count towards your cap*
- Transform Membership Applications from paper applications to virtual form (Google, Jotform, In-House Software, Etc.)
  - Utilize Residence Life Professionals, Resident Assistants, Etc. to submit potential new member names and emails to you

- Email potential new members with the virtual form link to apply, indicating the due date
  - Email potential new members a reminder about the application due date
  - Once the application deadline has passed, distribute membership applications to the individual(s) that select the inductees
  - Utilize a virtual form to have selection committee submit their nominees for the Spring 2020 induction class
  - Send out an e-mail communication to individuals who have applied informing them of their status
  - Conduct Candidate Member Education for individuals selected to be a part of the honorary:
    - Send Out An Email To Candidate Members:
      - Welcome to the Honorary
      - Introduction of the Executive Board
      - Explanation of the Candidate Member Status/Role Within Chapter
      - Overview of the Candidate Member Manual
      - Schedule of Virtual E-Learning Candidate Member Sessions
        - Turn those in-person presentations into virtual meetings
          - Remove/change the activities to make them virtually friendly
        - Record the sessions for future chapter use and to share with members who are unable to attend the scheduled sessions
  - Send out an email to those selected to be a part of the Spring 2020 induction class with the date/time of the virtual induction ceremony
    - Individuals to consider inviting:
      - Graduating members
      - Candidate Members
      - On/Off-Campus Members
      - Lifelong Members
      - Advisor(s)
      - Residence Life Professionals
      - Residence Hall Association Executive Board Members
      - Families/Friends
      - Regional ADNRHH
- Develop a virtual induction ceremony:
  - Determine how you will be hosting the induction virtually:
    - Platform: Google hangout, Skype, Zoom, etc.
  - Write your induction script:
    - Introductions
    - History of NRHH
    - Reading of New Members Names

- New Member Oath
- Recognition of Graduating Members
- Any Chapter Traditions that can be adapted to an online platform
- Determine your dress code
  - Casual
  - Chapter merchandise
  - Business Casual
  - Pajamas
- Determine your virtual meeting etiquette
  - Who speaks and when
  - What someone should do if they have a question
  - Expectations for non-members attending the induction ceremony
- Presentations
  - Determine if you are utilizing a powerpoint/presentation/visual aid as a part of your induction
  - Determine who, if at all, is sharing their screen so attendees can follow along - and whether the platform you are utilizing is capable of having someone's screen shared
- Length
  - Most virtual softwares cost money; when provided for free there is usually a time cap, which can impact the length of your induction ceremony
  - Share your virtual induction ceremony plan with your Advisor(s) and make any necessary edits
- Send a reminder about your virtual induction
- Host your virtual induction ceremony
  - Take a snapshot picture of your virtual induction and send it to nan@nacurh.org to be featured on the NRHH Website
- Fall Follow-Up
  - Plan to also host an in-person celebration in the fall as well where you hand out the membership pins/certificates - combine this with a welcome back social to celebrate being back together!

**NRHH Day of Service:**

- Scheduled for Saturday April 25th, Chapter Members will be encouraged to conduct passive service/engage in philanthropic efforts
  - Cards for Doctors/Nurses/Health Care Providers
  - Cards for Grocery/Retail Employees
  - Go through your belongings while social distancing and put together a donation pile/bin to donate once regular operations resume

- Participate in initiatives such as Freerice
- Donate money to relief funds, local charities, etc.
- Still submit service completed to the NRHH Service Tracker
  - <https://www.nrhh.nacurh.org/service-tracker>

### **Of The Month Awards:**

- Please plan to conduct OTMs as normal.
  - The summer months typically see a decrease as many individuals are not physically on-campus, so this interim period will be fairly similar.
  - We will see a sharp decrease, but campuses are still active - whether students are there or not.
  - Many chapters still have requirements for their members to complete
  - There is a lot to be thankful for and recognizing those who are going above and beyond is so important right now
- Promote the following categories:
  - Advisor
    - Individuals who are going above and beyond in supporting their leadership organizations virtually
  - Educational Program
    - Any webinars/roundtables/virtual sessions that individuals are doing to promote learning while in a virtual setting
  - Executive Board Member
    - Individuals who are continuing to perform their roles responsibilities virtually
  - Institution Faculty or Staff Member
    - Individuals who have done a great job converting their classroom from a physical space to a virtual one
  - Organization
    - Organizations that are continuing to meet virtually or communicate via electronic communications
  - Passive Program
    - Social media campaigns, virtual newsletters, etc.
  - Residence Life Professional Staff Member
    - Individuals who re going above and beyond during this unprecedented event
  - Social Program
    - Any virtual spaces that residence hall community members are using to hangout, stay connected, etc.
  - Spotlight

- COVID-19 Task Forces, Institutions In Totality (For Their Response to COVID-19), Etc.

Should you have any questions regarding the information outlined in this response plan please do not hesitate to reach out to myself ([nan@nacurh.org](mailto:nan@nacurh.org)) or your Regional Associate Director for NRHH:

Central Atlantic Affiliate	<a href="mailto:ca_adnrhh@nacurh.org">ca_adnrhh@nacurh.org</a>
Great Lakes Affiliate	<a href="mailto:gl_adnrhh@nacurh.org">gl_adnrhh@nacurh.org</a>
Intermountain Affiliate	<a href="mailto:ia_adnrhh@nacurh.org">ia_adnrhh@nacurh.org</a>
Midwest Affiliate	<a href="mailto:ma_adnrhh@nacurh.org">ma_adnrhh@nacurh.org</a>
Northeast Affiliate	<a href="mailto:ne_adnrhh@nacurh.org">ne_adnrhh@nacurh.org</a>
Pacific Affiliate	<a href="mailto:pa_adnrhh@nacurh.org">pa_adnrhh@nacurh.org</a>
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Thanks so much and we look forward to assisting you in this transition period.

Diamond Love,  
Rick Cazzato Jr., *NACURH Associate for NRHH*