



## **Program of the Month Guidelines**

1. Original Idea
  - a. Your program needs to be something original and done by you.
  - b. A program done by another club or organization cannot be submitted for Program of the Month.
  
2. Program Evaluation Completed
  - a. Please fill out the program evaluation out in detail. This is what the committee will look at to get an idea about the program and determine a winner.
  
3. Engage Residents
  - a. Make it a fun, interesting and/or educational program that engages residents!
  
4. Extra Materials
  - a. Submit extra materials: flyers, pictures, resident/RA testimonials, videos, etc.
  
5. Submit on Time!
  - a. Tell your Residence Director that you would like to submit the program for Program of the Month.