

NCHO



North Carolina Housing Officers

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North Carolina Housing Officer
Student Leadership Drive-In
Hosting Guide

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History

In the fall of 2023, the decision was made by the Executive Council to transition from the Resident Adviser Drive-In model to a Student Leadership model. With the decision of Association of Residence Halls for the Carolinas (ARHC) to soon dissolve, the Council wanted to look into ways to expand this opportunity to more student leaders. As of March 18, 2024, ARHC had officially dissolved and their funds had been transitioned over to assist with providing financial support for the drive-in. Our inaugural Student Leadership Drive-In was hosted in March of 2024 at Methodist University in Fayetteville, North Carolina

The official description of the Student Leadership Drive-In is:

“The NCHO Student Leadership Drive-In aims to create an opportunity for student leaders who work directly with or alongside Residence Life and Housing programs to come together to make connections, share ideas, and learn from other student leaders from across the state. Student leaders include, but are not limited to, Resident Advisers/Resident Assistants, Desk Assistants, Village Mentors, Residence Hall Association (RHA) members, and National Residence Hall Honorary (NRHH) members.”

This conference includes delegations from both North and South Carolina institutions.

Site Selection

The Site Selection process should start in late December or early January. The deadline for the Host Interest form should be submitted by the middle/end of February. Decisions about site selection should be communicated within 2 weeks of the submission deadline. The goal would be to announce the next site location at the drive-in for that year.

Host Interest Form

- Name of host institution(s)
- Please share why your institution(s) is/are interested in serving as a host for the (insert year) Student Leadership Drive-In conference
- SL Drive-In Chair (First and Last Name)
- SL Drive-In Chair Email
- Proposed Drive-In Date
 - Please list your date preference. You can also include back up dates. The goal is that the conference is held in late March/early April.
- Institutional Accommodations

- The Student Leadership Drive-In can attract anywhere between 150-220 participants. Please share with us the space on your campus that can accommodate the numbers for the conference. For example, sharing which room in your student union can hold everyone for meals/opening/closing events.
- Proposed Drive-In
 - The goal is to keep the cost of registration low for the drive-in. The entire budget of the drive-in should be based on the cost of early bird registration multiplied by the estimated 200 attendees. We ask that you upload a proposed budget for the drive-in. You can [use this document](#) as a guide when crafting your proposed budget.
- I confirm that I have members of my department who are willing to serve on the drive-in host committee.
 - Please [review this document](#) which outlines the roles and their responsibilities. The host committee can be a mix of professional students, graduate students, and undergraduate students from the host institution. There are 5 primary committees. Best practice is to consider pairing up a professional student or a graduate student with an undergraduate student to lead one of the committees.
 - While you should have 2 people per sub-committee, you can decide to have only 1 person lead a sub-committee. There can be cases where 1 person oversees 2 sub-committees, as long as the Drive-In Chair approves.
- I understand that any costs from hosting the Student Leadership Drive In will be covered by the price of registration.

Selection Criteria

- Consider the past locations and determine a location that may have not been used recently.
- Review the accommodations to ensure they meet the needs of the drive-in.
- Review the budget to determine if it would be a sound financial decision to move forward with that institution.

Selection Voting

The Presidential Trio, the Business Manager, and the Senior Housing Representative will serve on the committee to review the selects and determine the chosen site.

Leadership

Executive Council

Certain Executive Council members will work alongside the Student Leadership Drive-In Chair to assist and below are some of those responsibilities.

President-Elect: The President-Elect will be tasked with working to find the host for the following academic year. They will then continue working as the primary contact for the drive-in throughout their time in the President's role. The President-Elect should plan to have check-in's with the SL Drive-In host throughout the duration of the planning and execution of the event. They are expected to attend the drive-in for that respective year where they have provided guidance and assistance.

President: The President will provide any guidance and assistance to the President-Elect while also assisting that current year's drive-in host. They should plan to have check-in's with the SL Drive-In host throughout the duration of the planning and execution of the event. The President is expected to attend the drive-in for that respective year where they have provided guidance and assistance.

Past President: The Past President will run both the Drive-In scholarship process as well as the Drive-In award process. They will determine the timeline for the scholarship submissions and schedule the meeting with the Presidential Trio and the Business Manager to determine how many scholarships are awarded. The Past President will then communicate with those institutions/members and ensure they complete the proper registration form. With regards to the Drive-In award process, the Past President will determine the timeline for when award nominations are due, schedule the meeting with the Presidential Trio and the Drive-In awards committee to review the nominations and determine the award winner. They will then work to order the awards and ensure they are taken to the drive-in. The Past President will also assist the Drive-In awards committee with writing out the closing ceremony script to include short descriptions about the winner and the winner's information.

Business Manager: The Business Manager will be responsible for providing review of the host institution's drive-in budget to ensure proper spending decisions are being made. They will approve spending and close out any invoices at the conclusion of the drive-in. The Business Manager will also ensure that the NCHO's bank account is connected to the Zeffy registration form and monitor the money being paid. They will also assist if an institution reaches out requesting a refund.

Communications Coordinator: The Communications Coordinator will assist with sending out emails through the NCHO listserv based on the direction given of what the host institution would like to send out during a particular time period. They will also assist with posting on social media around key items related to the drive-in. The host institution can determine if they want to create the graphics themselves or if they would prefer the assistance from the Communications Coordinator. The Communications Coordinator will also assist with creating the email signature for the SL Drive-In host to use for their NCHO email

Technology Coordinator: The Technology Coordinator will assist with setting up the SL Drive-In chair with their respective NCHO email account and ensure those emails are forwarded to their respective institutional email. They will also assist with the transition of the email account from one Drive-In chair to the next at the conclusion of the Drive-In. The Technology Coordinator will ensure that the SL Drive-In chair has the respective passwords to the Zeffy account and the NCHO drive as needed. Host institutions can decide if they would rather share a folder with the NCHO drive that is then saved for access for future reference.

Assessment Coordinator: The Assessment Coordinator will provide guidance around the assessment process to determine the best program award and the feedback assessment around the drive-in experience. The assessment pieces will generally stay fairly standardized from year-to-year, but the Assessment Coordinator can connect with the SL Drive-In Chair if there are any minor changes that may need to be made. They will then provide any information received from the drive-in feedback assessment form to the current SL Drive-In chair, the upcoming SL Drive-In chair, and the Executive Council to determine if there are future considerations that should be made.

Student Leadership Drive-In Chair

- 1) The Student Leadership Drive-In chair shall serve a term of one year beginning and ending at the Student Leadership Drive-In. This individual is not a voting member of the Executive Council.
- 2) Position Responsibilities
 - a) General
 - i) Accountable for facilitating all tasks associated with the drive-in.
 - ii) Liaison between drive-in committee and Executive Council.
 - iii) Establishes communication and meeting protocols.
 - iv) Presents budget to the Executive Board for approval for drive- in registration rates.
 - v) Work with the Business Manager on the drive-in budget (revenue, expenditures, etc.).

- vi) Coordinates with the Business Manager to: review/sign contracts, acquire funds for payment of conference expenses, depositing income of various sorts.
 - vii) Serve as primary contact for the drive-in from the planning stage, through the drive-in itself, the fulfillment of contracts, and until business is concluded.
 - viii) Work with the Assessment Coordinator to distribute, collect and tabulate the program and drive-in evaluations.
 - ix) Ensure the drive-in budget is closed out correctly with the Business Manager.
 - x) Provide resources to the incoming drive-in chair.
 - xi) Perform other duties as necessary.
- b) Drive-In Committee
- i) Selects and assigns members to the drive-in planning committee from their institution.
 - ii) Schedules and facilitates drive-in planning committee meetings.
 - iii) Oversee the development of the drive-in schedule, considering needs and input from the drive-in planning committee and Executive Council in addition to including diversity, equity, and inclusion programming efforts.

Student Leadership Drive-In Chair-Select

- 1) The Student Leadership Drive-In Chair-Select shall serve a one year term beginning and ending at the state annual conference. At the end of their term, they will transition into the Student Leadership Drive-In Chair role. This individual is not a voting member of the Executive Council.
- 2) Position Responsibilities
 - i) General
 - (1) Works closely with the President-Elect regarding the next Student Leadership Drive-In
 - (2) Begins budget development with the Business Manager.
 - (3) Brainstorms theme options with host committee and President-Elect.
 - (4) Plans the site visit.
 - (5) Prepares the “Save The Date” promo items for the participants to distribute during the closing ceremonies at the SL Drive-In
 - (6) Perform other duties as necessary.
 - b) Drive-In Committee
 - i) Selects and assigns members to the drive-in planning committee from their institution.
 - ii) Schedules and facilitates drive-in planning committee meetings.

- iii) Oversee the development of the drive-in schedule, considering needs and input from the drive-in planning committee and Executive Council in addition to including diversity, equity, and inclusion programming efforts.

Student Leadership Drive-In Host Committee

The host committee can be a mix of professionals, graduate students, and undergraduate students from the host institution. There are 5 primary committee roles. Best practice is to consider pairing up a professional or a graduate student with an undergraduate student to lead one of the committees.

[Draft Host Team Information and Role Google Spreadsheet](#)

Venue and Conference Logistics Committee Description

- Coordinate a site visit with the Executive Council
- Coordinate the rooms needed for the drive-in (educational session, meal, opening/closing ceremonies)
- Assist with ensuring all technology needs are addressed in the rooms
- Coordinate the meals during the drive-in (grab & go breakfast, lunch, snacks)
- Create the schedule for the drive-in
- Hang signage throughout the drive-in as needed

Education Sessions Committee Description

- Create the program proposal and program proposal review timeline
- Help facilitate the program review committee
- Share feedback about the program proposals
- Work with Venue/Conference Logistics committee on the schedule
- Work with NCHO's Assessment Coordinator on the program evaluation form
- Determine the "Best of" Student Leadership Drive-In program based on evaluations

Spirit and Philanthropy Committee Description

- Determine the "Most Spirited" institution winner
- Create the banner submission form and timeline for qualification
- Provide guidance to institutions around creating clothes pins to swap and the SWAG swap activity
- Determine and arrange the philanthropy activity or organize a donation drive
- Work with Venue/Conference Logistics committee on the schedule

Marketing and Registration Committee Description

- Create drive-in logo and theme
- Create social media content

- Develop marketing timeline
- Create attendees name badges
- Determine and arrange the purchase of the SWAG giveaway during registration
- Coordinate the check-in table at the conference

Opening and Closing Ceremonies Committee Description

- Determine and organize the keynote speaker during the Opening Ceremonies
- Create the script for the Opening and Closing Ceremonies and arrange the speakers throughout
- Work with NCHO's Past President on the Student Leadership Awards during the Closing Ceremonies
- Ensure all technology needs are available during the opening and closing ceremonies

Logistics

Website

There is a designated webpage on the NCHO website that will include any information about the Student Leadership Drive-In. The SL Drive-In host should partner with NCHO's Technology Coordinator to ensure the webpage stays consistently updated with content surrounding the SL Drive-In. This also includes partnering with the Past President to ensure information is updated around the Student Leadership Awards and the Drive-In scholarship opportunities.

The following information should be included on this webpage:

- Registration information
- Program Proposal Submission information
- Scholarship opportunity information
- Student Leadership Drive-In Awards information
- Student Leadership Drive-In Spirit information
- Sample Schedule of events
- Once finalized, it should include a link to the Student Leadership Drive-In day of website
- SL Drive-In chair contact information

The host institution can determine the direction they would like to go in regards to information that pertains to the day-of drive-in events. In the past, institutions have created a Google Website that can be easily updated by the host committee in real time. However, if an institution has access to create a Guidebook option for the drive-in, they may do so as well.

The following information should be included on this webpage:

- Student Leadership Drive-In official schedule of events
 - Includes times, locations, program session titles/descriptions, etc.

- Parking information
- Meal information
- Student Leadership Drive-In Spirit information (to serve as a reminder)
- Assessment links (program evaluation and drive-in overall feedback)

Communication

The primary forms of communication about the Student Leadership Drive-In will occur through the NCHO Listserv and NCHO's social media accounts. However, the SL Drive-In chair can make the determination to send out targeted emails to Senior Housing Officers after connecting with the NCHO Senior Housing Officers Representative.

The SL Drive-In chair should work in partnership with NCHO's Communications Coordinator around a communication schedule that includes when they want certain emails sent out to the listserv and when they want certain content posted on social media. The host committee can create email drafts and social media images to share with the Communications Coordinator or they can ask for help from the Communications Coordinator on those pieces.

Registration

The registration fees from each delegate will cover the cost of the drive-in. The Student Leadership Drive-In should be a zero loss conference with only a minimal gain to cover any unforeseen costs and provide scholarship opportunities. The cost per delegate has typically covered meals (breakfast/lunch), swag items, parking passes and activities. We ask that institutions look into ways for their department to make room reservations on behalf of the conference to hopefully reduce the cost of room reservations.

NCHO uses a platform called Zeffy for registration. NCHO will provide a document that explains Zeffy once a host institution has been selected and how to set up registration through this platform. This platform does allow registration for multiple people to happen under one purchase and for the adviser to submit individualized information for each person they are purchasing for to reduce the need for a second form for registration. The host committee will be able to download the data from Zeffy to then create the name tags and attendance tracker for check-in.

Room Needs

When determining room reservations, the following should be considered:

- Banquet/Ballroom type space
- 5-7 classrooms or educational room spaces
 - 1 space should be reserved for the Professional Staff programming sessions only
 - Can consider a space for a snack room and/or quiet room

Meals

The Student Leadership Drive-In should provide a grab and go breakfast, lunch, and snacks.

Educational Sessions

There are 2 different types of educational sessions at the Student Leadership Drive-In. There are Student Program sessions that are geared toward undergraduate students and then there are Adviser Program sessions that are geared toward graduate students and professional staff.

The Executive Council made the decision in 2024 to move forward with program session topics that stay consistent each year. The intention was to reduce the workload of the host committee having to determine program topic areas each year and provide consistency to ensure that session topics could relate to all the correct audience attending the drive-in.

Student Program Session Topics

1. *Professional and Leadership Development*: Building essential skills and preparing student leaders for future roles.
2. *Navigating Identity as a Leader*: Exploring how personal identities shape leadership approaches and experiences.
3. *Leadership Through a Wellness Lens*: Helping leaders balance the demands of the role with their personal well-being.
4. *Engagement and Community Building*: Strategies for fostering active participation and strong connections in residence halls.
5. *The Art of Collaboration*: Strengthening partnerships and teamwork skills.

We have [created an additional document](#) that lists potential topic areas that can help when crafting these program proposals.

Adviser Specific Program Session Topics

- There is a bit more flexibility around the topics for the adviser specific program sessions. We would encourage potential presenters to consider topics that tie into one or more of [ACUHO-I's core curriculum](#).

Program Session Length

With many students, this may be the first time they are presenting in a conference setting and keeping that in mind, it is best to keep those sessions to a 30 minute time length.

For the adviser specific program sessions, they can be 30 minutes or they can be the full 50 minutes. When scheduling these, keep in mind that the adviser sessions that are 50 minutes long would happen during 2 student programming blocks.

Program Proposal Form

Please reference the [Sample: Program Proposal form](#) and update as needed.

Program Proposal Timeline

- Launching Proposals: Ideally when conference registration goes live, but that latest it should be open is early January
- Proposal Submission Deadline: 5 to 4 weeks before the Drive-In
- Program Notifications: 4-3 weeks before the Drive-In

Program Selection

The educational session sub-committee and the SL Drive-In Chair should meet to review the submissions to determine who will be selected to present. Keep in mind the number of session blocks available based on the sample schedule. Include some sessions that serve as back up sessions in case a presenter drops out.

Each educational session block should have 4-5 sessions that a student can choose from. However, there may only be 1 session to choose from for the adviser specific sessions.

Program Evaluations

Please reference the [Sample: Program Evaluation form](#) and update as needed.

Moderators

The importance of having a room monitor in each educational session is for the presenter to have someone they can ask questions to and receive assistance from. The moderator should also make a count of how many people were in the educational session and share that information with the educational session sub-committee to be used when determining the “Best Of” program for the Student Leadership Drive-In.

Determining the “Best Of” program winner

More information to come!

Spirit and Activities

Cheers and Chants: Each institution will be given up to 30 seconds during the Opening Ceremonies to show off their cheer or chant. These can be ones your institution already does or a unique one created just for the Student Leadership Drive-In.

Banners: The Student Leadership Drive-In Banner Competition is an opportunity for delegations to create a creative digital banner that ties in their school spirit and the theme of the conference. The size of the image should be no larger than 1920px by 1080px which is the average size of a presentation slide. The Spirit and Philanthropy subcommittee will determine the deadline for

submissions which tends to be one week prior to the drive-in. This is a sample of the [submission form](#) that should be used.

Clothes pins: Delegations are encouraged to decorate clothes pins with your institution's colors to trade throughout the day. This is a great icebreaker as you meet new people during the drive-in. Delegations should plan to create about 10 clothes pins per delegate, but the more the better! [Click here to get some ideas.](#)

SWAG Swap: This is an opportunity for delegations to bring promotion items or "swag" from their institution that they can trade with other institutions. Pretty much anything branded to your institution can be traded. Examples include shirts, hats, pens, stress relief balls, lanyards, you name it! If it has your school's name on it, please bring it to trade!

Philanthropy: This opportunity allows attendees to either donate items to a specific cause or participate in an activity in which the items will be later donated to a specific cause. There is plenty of flexibility about what this may look like at the drive-in.

Campus Tours: Students love exploring other students' campuses so this should be included as part of the schedule. It is best to have this occur during the lunch period to avoid taking away from Education Session attendance.

Sponsorships

While not required, conference hosts can look into opportunities of sponsorships to help keep the cost of the conference low for each delegate. This can include department, student organization, local and/or corporate sponsors. For example, there have been times in the past where the RHA on that respective campus has donated one of the swag items given at the drive-in check-in.

Assessment

The two forms of assessment that should be created include an educational session assessment which will be used to determine the "Best of" and an overall drive-in feedback assessment.

This is the link to the [Sample: Program Evaluation form.](#)

This is the link to the Sample: Drive-In Assessment form (*More information to come!*)

Data collected from both assessments should be shared with the President and the Assessment Coordinator to use that data moving forward.

Sample Schedule

8:30am - 9:20am	Check- In
9:30am - 10:15	Welcome and Keynote
10:30am - 11:00am	Educational Session 1
11:10am - 11:40am	Educational Session 2
11:50am - 1:00pm	Lunch, Campus Tours
1:10 pm- 1:40pm	Educational Session 3
1:50pm- 2:20pm	Educational Session 4
2:30pm- 3:00pm	Round tables/ Educational Session 5
3:40pm - 4:10pm	Swag Shop, Philanthropy
4:15pm - 4:45pm	Closing Ceremonies

Conference Resource Links

[Sample Student Leadership Drive-In Budget Spreadsheet](#)
[Sample Host Team Information and Description Spreadsheet](#)
[Sample Student Leadership Drive-In Materials Google Folder](#)

Suggested Planning Timeline

More information to come!