YOU TRYNA RECOGNIZE?

Listed below are a few requirements and tips:

1. 400-600 Words
	* 1. Shoot for 600 words, lengthier OTMs show that you are passionate
		2. Avoid repeating yourself repeating yourself, if you are struggling to reach even 300 words, you may want to consider writing about something else.
2. Always state the **month**, **university**, **nominee**, and your **relation**.
	* 1. Assume the read has no prior knowledge, if your OTM reaches regional level they will not know what you are talking about.
		2. Spell out acronyms. Example: San Jose State University (SJSU).
		3. Personal experience is good and gives an OTM validity. If you can include a short anecdote to keep the reader enticed.
3. Appropriate Category
	* 1. If your OTM is found in the wrong category, it will become invalid!
		2. We have a file titled “OTM Categories” and “OTM Category Flow Chart”, check them out!
4. Be Month Specific
	* 1. Be sure to focus the OTM on the specific month, do not get carried away with what happened last month or two months ago.
5. Be Creative (But Not Excessive)
	* 1. It helps to separate ideas into paragraphs.
		2. Incident Reports are boring and to the point, OTMs need to keep the reader entertained.
		3. Talk up whoever/whatever you are writing about, don’t be modest.
		4. Write every OTM as if it were a National OTM Winner, we want to represent SJSU and the outstanding residence halls we have here!
6. Watch Your Grammar
	* 1. Use word or another word processing program to write your OTM.
		2. A causal writing style is acceptable and easier to read, but don’t make grammar and syntax errors.
		3. Proofread, peer review, and exercise your college level     writing skills.
		4. Consistent capitalization and spelling errors shows you do not care if your OTM wins either way.