

Affiliate Annual Report Delay Sheet

BY JULY 15, RETURN THIS FORM WITH AFFILIATE DUES TO:

Director of Affiliate and Member Services
NCTE
1111 W. Kenyon Road
Urbana, Illinois 61801-1096
Fax: 217-278-3761
[Email: affsec@ncte.org](mailto:affsec@ncte.org)

NAME OF AFFILIATE:

SUBMITTED BY:

POSITION IN AFFILIATE:

ACADEMIC YEAR:

If it is not possible to send all the information requested, please fill out this form and send it in with at least the **Affiliate Dues and Dues Form by July 15**. PLEASE TAKE A LOOK AT ANNUAL AFFILIATE REPORT CHECKLIST.

Check Item Delayed / Give Reason / Give Date to Be Sent

- (1) ____ Annual Dues (send form and dues by July 15)
- (2) ____ Affiliate Roster Statement
- (3) ____ Current Roster of Affiliate Officers and Governing Board
____ NCTE Liaison Officer Information
____ SLATE Representative Information
____ Publications Editors' information and copies of affiliate publications not already sent to NCTE
____ NCTE Directors Form
(memo sent to affiliate after June 15 and due to NCTE no later than September 15)
- (4) ____ Information Sheet on Affiliate Activities
____ Two copies of membership form
____ One copy of strategic plan/annual goals
____ Additional information on special affiliate projects, standards, events, website, etc.
- (5) ____ Literary Map and Resource Materials list initialed and, if necessary, updated
- (6) ____ Most recent copy of your affiliate's constitution, by-laws, and policy handbook
- (7) ____ Current membership list or statement of membership and explanation if NOT already sent to NCTE this spring
- (8) ____ Copy of annual budget and/or financial statement
- (9) ____ Policy on Involvement of People of Color
- (10) ____ Minutes from academic year's affiliate board meetings