

Student Affiliate Annual Report Delay Sheet

If it is not possible to send all the information requested for the annual report, please fill out this form and send it in with at least the **Student Affiliate Dues and Dues Form by September 15 to:**

Affiliate Office
NCTE
1111 W. Kenyon Road
Urbana, Illinois 61801-1096
Fax: 217-278-3761
Email: affsec@ncte.org

NAME OF STUDENT AFFILIATE:

SUBMITTED BY:

POSITION IN STUDENT AFFILIATE:

ACADEMIC YEAR:

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

- Current Roster of Student Affiliate Officers and Governing Board
(include names, contact information, term dates for all roles within your group)
- Student Affiliate Roster Statement (include with current roster)
- Minutes from academic year's student affiliate board meetings
- Annual Report on Student Affiliate Activities
(include brief summary of activities and accomplishments for the past fiscal year)
- A copy of the student affiliate's membership form
- Additional information on special affiliate projects, affiliate website, etc.
- Student Affiliate's constitution, by-laws, and policy handbook (most recent copies)
- Current membership list or statement of membership and explanation
- Policy on Involvement of People of Color
- Copy of annual budget and/or financial statement

National Council of Teachers of English
1111 W. Kenyon Road
Urbana, Illinois 61801-1096

Phone: 217-328-3870 • 800-369-6283
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