

Assembly Annual Report Delay Sheet

BY JULY 15, RETURN THIS FORM WITH ASSEMBLY 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 ASSEMBLY:

SUBMITTED BY:

POSITION IN ASSEMBLY:

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 **Assembly Dues and Dues Form by July 15**. PLEASE TAKE A LOOK AT ANNUAL ASSEMBLY REPORT CHECKLIST AND CALENDAR OF ASSEMBLY DEADLINES AND EVENTS.

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

- (1) _____ Annual Dues
- (2) _____ Assembly Roster Statement
- (3) _____ Current Roster of Assembly Officers and Governing Board
_____ Publications Editors' information and copies of assembly 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 Assembly Activities
_____ Two copies of membership form
_____ Additional information on special assembly projects, assembly website, etc.
- (5) _____ Approved or Revised Copy for the Special Interest Group Brochure
- (6) _____ Most recent copy of your assembly'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 assembly board meetings

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

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