

## NCTE Assembly Annual Report Check List

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- \_\_\_\_\_ Annual Dues (include payment with dues form)
- \_\_\_\_\_ Publications Editors' information and copies of assembly publications (NOT ALREADY SENT TO NCTE)
- \_\_\_\_\_ Current Roster of Assembly Officers and Governing Board (include names, contact information, term dates for all roles within your group)
- \_\_\_\_\_ Assembly Roster Statement (include with current roster)
- \_\_\_\_\_ Minutes from academic year's assembly board meetings
- \_\_\_\_\_ Assembly Directors Form (memo sent to assembly after June 15 and **due back by September 15**)
- \_\_\_\_\_ Annual Report on Assembly Activities (include brief summary of activities and accomplishments for the past fiscal year)
  - \_\_\_\_\_ Two copies of membership form
  - \_\_\_\_\_ Additional information on special assembly projects, assembly website, etc.
- \_\_\_\_\_ Assembly Abstract (include approved or revised copy for the website)
- \_\_\_\_\_ Assembly's constitution, by-laws, and policy handbook (most recent copies)
- \_\_\_\_\_ Current membership list or statement of membership and explanation (if NOT already sent to NCTE this spring)
- \_\_\_\_\_ Policy on Involvement of People of Color
- \_\_\_\_\_ Copy of annual budget and/or financial statement

**Submit above items by:** Email to [affsec@ncte.org](mailto:affsec@ncte.org)

OR Regular mail to:

Division of communications and Affiliate Services  
NCTE  
1111W. Kenyon Road  
Urbana, IL 61801  
Fax: 217-278-3761  
Phone: 800-369-6283