**NCTE Assembly Annual Report Delay Sheet**

**BY JULY 15, RETURN THIS FORM TO:**

Division of Affiliate Services

1111 W. Kenyon Road

Urbana, Illinois 61801-1096

Fax: 217-278-3761

Email: affsec@ncte.org

**FULL NAME OF ASSEMBLY:**

**SUBMITTED BY:**

**POSITION IN ASSEMBLY:**

**ACADEMIC YEAR:**

**DATE:**

If it is not possible to send all the information requested, please fill out this form and send it in **by July 15**. PLEASE TAKE A LOOK AT THE ANNUAL ASSEMBLY REPORT CHECKLIST.

1. \_\_\_\_\_ Assembly Roster Statement
2. \_\_\_\_\_ Current Roster of Assembly Officers and Governing Board

\_\_\_\_\_ Publication Editors’ information and copies of assembly publications not already sent to NCTE

\_\_\_\_\_ NCTE Directors Form (memo sent to assembly after June 15 and due to NCTE no later than

 September 15)

1. \_\_\_\_\_ Information Sheet on Assembly Activities

\_\_\_\_\_ Two copies of membership form

\_\_\_\_\_ Additional information on special assembly projects, standards, events, website, etc.

1. \_\_\_\_\_ Approved or Revised Copy for the Special Interest Group Brochure
2. \_\_\_\_\_ Most recent copy of your assembly’s constitution, by-laws, and policy handbook
3. \_\_\_\_\_ Current membership list or statement of membership and explanation if NOT already sent to

 NCTE this spring

1. \_\_\_\_\_ Copy of annual budget and/or financial statement
2. \_\_\_\_\_ Policy on Involvement of People of Color
3. \_\_\_\_\_ Minutes from academic year’s affiliate board meetings

