

Frequently Asked Questions (FAQ)

Affiliation Questions

What does my school need to do to affiliate?

To be considered fully affiliated, a school must submit to the NIC office (or representative at a conference) the annual dues payment, a submission for inclusion into the Resource File Index (see more about NIC Reports below), and have filled out the affiliation form online. Schools affiliating for the first time or under the one-time trial membership may have the NIC report requirement waived. See the NIC section below for more information regarding the office.

How much are dues, and when must I pay them?

Dues are currently \$90 per year. Schools with under 1,000 students living in university (on-campus) housing pay a reduced rate of \$70 per year. A school may also choose a one time only Associate membership, which provides all benefits of affiliation except voting rights at conferences. Dues for the Associate membership are only \$35. The affiliation year lasts from the end of one National Conference to the end of the next. For example, the current affiliation year ends at the close of business of the NACURH 2005 conference in Syracuse on May 28.

How do voting rights work?

A school is granted voting rights at conferences if they are a fully affiliated school in good standing with NACURH. To be in good standing, a school must have paid their dues, submitted an approved NIC report, and have a NACURH debt of less than \$10. The NIC representative at a conference must certify a school's good standing by the start of business for a school to have voting rights at that conference. For this reason, we HIGHLY recommend schools send their dues payment and NIC report to the NIC at least two weeks prior to a conference to allow adequate mailing and processing time. Otherwise, please bring these materials directly to the conference, where an NIC representative will be happy to assist you. The NIC representative has the final say in voting rights and affiliation matters and is unable to make exceptions to these guidelines.

What's an NIC report, and how do I write one?

NIC reports are documents written by member schools each year to share something noteworthy from the past year with the rest of the organization. This can be a how-to guide for putting on an exceptionally good program, a description of how the RHA helped plan a new residence hall, or an explanation of evolving campus technology policy. We have 45 categories to choose from! NIC reports need to be a minimum of 5 pages long (they can be double spaced), including a cover page. The cover page needs the following information: school name, title of the report, number of pages (including the

cover), and a brief abstract describing the report. This abstract is what members see when browsing the Resource File Index (RFI) and helps them decide if the file is worth ordering. Reports should be submitted to the NIC on unbound white paper (binding or stapling makes it hard to make copies - paperclips work great!). The mailing address for the NIC is listed in the NIC section below. For questions regarding NIC reports, please contact the Associate Director of Records at records@nic.nacurh.org

Help! I'm still confused! Is there someone I can talk to?

Of course! The NIC has an Associate Director of Affiliations, Kellie, who can help you with all of your affiliation needs. She can be contacted at aff@nic.nacurh.org and will be glad to help you out. She's also the one to talk to if you have any problems with your affiliation information on the website.

RFI Questions

What is the RFI?

The Resource File Index is a massive collection of several thousand documents written by students from member schools over the fifty-year history of NACURH. For convenience, the RFI is divided into several categories. The first set contains all of the reports submitted by member schools each year, broken down by topic area. The second set indexes all of the award bids and other documents that the NIC receives. Both types of documents are available for ordering by registered schools.

How do I order files?

The NACURH.org website contains an electronic version of the [file index](#). To order files, you need to have a NACURH.org username and password. Your username is the email address provided to us when your school filled out the online affiliation form. Every NCC, advisor, RHA President, and NRHH President with an email address in our system has their own account. If you want to check what email addresses we have, check your school's information on the affiliation/directory page and click your school name. To have your password sent to you, just enter this email on the 'forgot my password' page, and it will be emailed to that address. Once you log in to the site, the file index will include "add to order" links next to every file. Simply click the files you wish to add to your order. To see your current order, remove files, or complete your order, just click the 'edit order/checkout' link on the right and follow the instructions on the screen.

How much do files cost?

Files are priced based on the number of pages. Fully affiliated schools receive a free 100 page ordering allotment. For all pages beyond this allotment, a \$.05 per page fee is assessed to cover our filing, scanning, storage, and mailing costs. We make no profit on

RFI orders. Schools that are not fully affiliated at the time of checkout are assessed the above per page rate with an additional \$5 surcharge per order. Payment is accepted via check (preferred) or cash (in person only). Checks should be made out to NACURH, Inc and include the invoice number on the face of the check. The invoice is sent via email at the completion of an order, including this on the check makes sure we credit the proper school's account. Schools with a debt of more than \$10 will be put into bad standing until the debt is paid. Currently, prepaid file allotments are not offered, but this may change in the future.

How are files delivered?

Files are delivered via both US Mail in printed format, and via email in Adobe Acrobat (PDF) format. We are in the process of converting the nearly 100,000 pages of resource files into electronic format. Those files that have been scanned are marked as "Available Online" in the file index. Files that have been scanned are delivered via email, those not yet scanned are delivered via US Mail. Email delivery takes about half a second with all electronic files attached, for paper delivery we usually have a one-week turnaround before files are mailed. We currently do not offer a choice between delivery formats, but if you have an interest in such an option, please email the Matt, Associate Director of Systems Development (a.k.a. our resident tech dude) at sysdev@nic.nacurh.org.

Help! My order got messed up, or never got here! Who do I talk to?

For problems with file orders, your best bet is to contact Jon, our Associate Director of Resources at resources@nic.nacurh.org. He's the one to talk to if your files haven't arrived, if a file that was supposed to be sent electronically never got attached, a file sent is not the one you ordered, etc. For technical issues regarding the ordering system itself, contact Matt, our resident tech dude at sysdev@nic.nacurh.org

What is NACURH?

How is NACURH structured?

The operating structure of NACURH is comprised of eight regional affiliates and two national offices. Each region is responsible for all schools in its geographic area. The two offices, the National Information Center (NIC), and National Residence Hall Honorary (NRHH), each handle various association-wide responsibilities.

On the regional level, each region is led by a Regional Board of Directors (RBD) elected by the school representatives from that region. Each Regional Director and their Associate Director of Finance also sit on the National Board of Directors (NBD). The NBD is comprised of the RD and ADF from each region, the Director and ADF of each of the national offices, as well as three national executives elected by the NBD from their own ranks. These executives are the National Chair, National Associate for Finance, and National Associate for Administration. In addition, the NBD Liaison from the national

conference staff, the Conference Resource Consultant, and the National Advisor also sit on the board.

In most circumstances, each of the eight regions receives one vote, with the offices and national executives participating in debate only. For more details, please refer to the NACURH Constitution and Policy Book.

The NIC

What does the NIC do?

The National Information Center serves as the headquarters office of the organization. The NIC, like the rest of NACURH, is entirely student-run by staff from the host institution. Responsibilities of the office include this website, handling all affiliation and dues issues, publishing the NACURH Network at least five times a year, granting voting rights at conferences, promoting the organization to prospective members, and making all reports and bids in the Resource File Index available to member schools.

Who do I talk to about....?

The NIC staff is here to help you! For more information regarding who to contact for your specific needs, please refer to the NIC Staff page for the most up to date contact information. We recommend e-mail communication since each staff member can serve only limited office hours each week, but for general inquiries we welcome you to call our office at (352) 846-6933.

What are you working on now?

The NIC is busy transforming itself into a more open, responsive resource for our member schools. We are constantly updating our affiliation records, adding new files to the RFI, filling your file orders, and developing new systems to better serve you. Additionally, we are hard at work preparing to transition the office to the next deserving host institution. If your school is interested in bidding for the office, we encourage you to talk to our AD of Transition, Rachel, at transition@nic.nacurh.org. For the most up to date information regarding current projects and their status at the office, please visit our projects page!