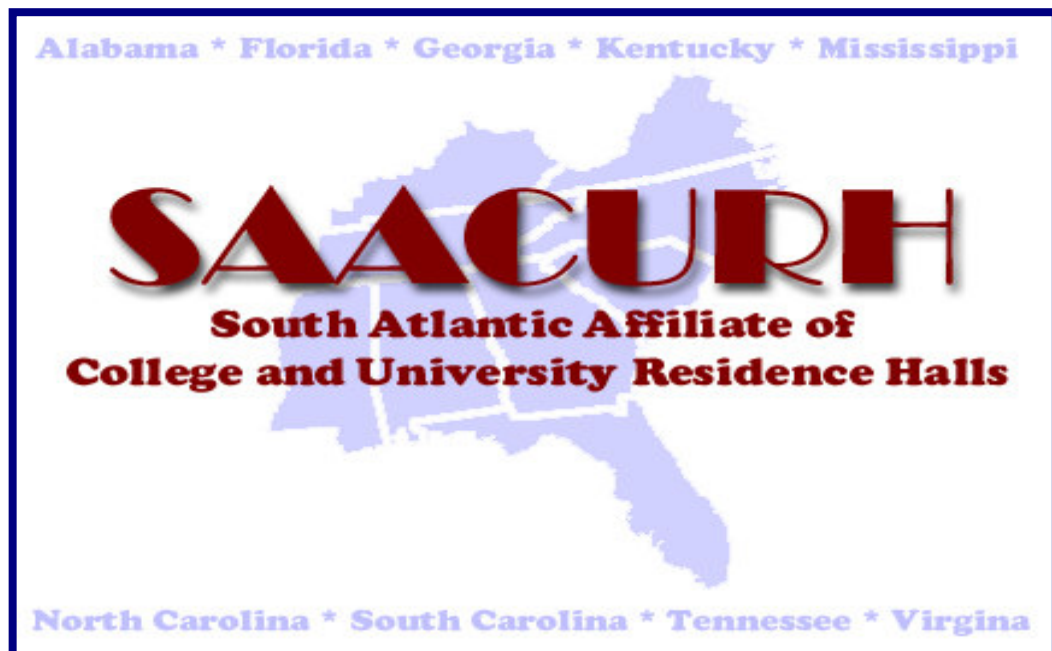


Affiliations 101:

An Effective Guide to Affiliations and Re-Affiliations
Of the
South Atlantic Affiliate of College and University
Residence Halls



Presented by:
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Regional Affiliations Coordinator



How do I affiliate?

There are 3 easy steps to keeping your school in good standing with SAACURH and NACURH.

- Pay Affiliation Dues- A Portion of your school's annual affiliate dues NACURH, another portion goes to SAACURH!
- Fill out a registration form, available online from [NACURH](#).
- Submit a completed NIC/RFI Report.

What's the Deal with Dues?

In order to complete the affiliations process, schools should pay dues in one of the following three amounts:

NACURH Membership Options:

Associate Membership

\$35.00 one year trial membership

You'll get a free Resource File Index Supplement

100 Free Resource File Index pages

You can attend conferences, but will have no voting rights in the boardroom

Small School Membership

For institutions with an on-campus population of under 1,000

\$70.00 yearly membership fee

Resource File Index Supplement

100 Free Resource File Index pages

You will have voting rights in NCC business meetings at conferences

Large School Membership

For institutions with an on-campus population of over 1,000

\$90.00 yearly membership fee

Resource File Index Supplement

100 Free Resource File Index pages

You will have voting rights in NCC business meetings at conferences

Where do I find the Registration Form?

The registration form should be filled out on-line at: <http://www.nacurh.org/affiliation>.

What is The Resource File Index?

The Resource File Index contains 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. The first 100 pages are free for fully affiliated institutions, with a five cent per page cost above that allotment. Schools which are not fully affiliated may also order, but do not receive the free allotment. Access the NACURH Resource File Index at www.nacurh.org/rfi.

What makes a good NIC/RFI Report Submission?

Your submission for the Resource File Index (RFI) promotes the exchange of ideas among member schools. This is one of the most important things that you will do as an NCC. Your RFI Submission serves as a valuable tool for other schools. With this in mind, your submission should not be a wrap-up report of what your RHA did during the past year. Instead, it should showcase something successful that your RHA did, preferably during the past year that made your RHA proud. Submissions can be written or submitted on videotape!

Five Easy Steps To Writing An RFI Submission

I. Select a Topic:

Select an aspect of your residence hall system that your school is proud of. Be creative! Your submission should cover a topic of interest that proves useful and helpful such that other schools will want to order a copy. Possible topics that you may wish to cover include policy revisions, student/staff training programs, judicial systems, and fundraisers. Don't limit yourself!

Once written, you should be able to answer yes to the following questions:

- Would I order the information that I am submitting?
- Would I be able to duplicate the program with the given information?
- Are there enough details given?
- Is my submission creative and interesting?

II. Formatting your RFI Submission:

Before you begin writing, your submission should adhere to the following format.

- **Written Format:**
 1. Typed, double space, on white 8 1/2 x 11 paper.
 2. All charts and illustrations must be done on white paper and in black ink for duplication purposes.
 3. Include a **cover page**. This should include a title, the date, your school name, the number of pages including the cover page, and an abstract or short description (3-8 sentences long)
 4. Number all pages.
 5. If possible, include a disk version or check the web site for other submission opportunities.
- **Video Tape:**
 1. Use a standard VHS 1/2" Video Tape
 2. Include a **cover page**. This should include a title, the date, your school name, the number of pages including the cover page, and an abstract or short description (3-8 sentences long)
 3. Don't be afraid to be as creative as possible! We look for creative and unique presentations on videotape.
 4. Contact the NIC if you would like more information or suggestions.

III. Writing your RFI submission or Making A Video Tape:

Now that you are ready to start writing your submission or making the videotape, there are five main components that need you need to make sure are included:

1. When completed most submissions tend to be **five (5) or more pages** in length or 30 minutes for a videotape.
2. Include a **cover page**. This should include a title, the date, your school name, the number of pages including the cover page, and an abstract or short description (3-8 sentences long)
3. **An Introduction** to your submission that explains why this particular program, revision, etc. was undertaken. Some sample questions that you may want to cover in this section include:
 - What were your goals?
 - What brought about this program/project?
 - What were the effects of the change or program?
 - What was needed to complete the program, revision, etc.?
 - Has anything similar ever been attempted?
 - What preliminary plans were made?

- Has anything similar ever been attempted on your campus or by your organization?
- Where did the idea come from originally (another school, organization, etc.)?

Videotape Suggestions:

- Tape the overview paragraph used as an abstract (maybe on large print cards)
- Tape someone stating the goals and objectives. Use presentation materials if possible!
- Get an idea of the perceived student needs and explain them!
- Be creative! Use all of your resources!

4. Now you should discuss **the general procedure or the general aspect of the submission**. Generally this section is the bulk of the report. Here you should describe everything you did to complete the program, make the policy revision, etc. in detail. Such questions to answer include:

- What concrete plans were made and why?
- What was the time frame for planning and implementing the program/change.
- How was the project financed?
- How many people were needed to complete the task set forth?

5. **Don't forget to give a complete evaluation!** Be open and honest while completing this section. This is the most important section! Enough insight into your program should be given so that the next organization that attempts such a program or project will not make the same errors and in fact may expand on the ideas found in YOUR RFI submission. The following are important aspects that you may wish to cover while the evaluating your program, project, etc.:

- Did the project succeed or fail and if so to what degree?
- What led to the success or failure of the program/change?
- What things were done correctly or incorrectly?
- Were any unnecessary steps taken?
- What unforeseen costs were encountered?
- What do you wish you had known going into the program/project?
- What was the overall cost of the program (ratio to residents planned for)?
- If you had to do the program again, what would you do differently?

Videotape Suggestions:

- Tape the students that attended the program and get their feelings and suggestions on tape
- Tape your evaluation of the program

- Tape an evaluation session of the people involved in the program

IV. Double-check your submission before submitting!

You are almost done now! Double check that you have followed the guidelines and can answer yes to all of the following questions. If you can't go back and take just a little extra time on your RFI submission to make it the best that it can be.

- Is the RFI submission reader friendly or easy to watch?
- Does the RFI submission follow the correct format?
- Is the submission creative and interesting?
- Are there enough details given so that any school could duplicate the program or project that has been highlighted?
- Would I order the information that I am submitting?

Where Do I Go From Here?

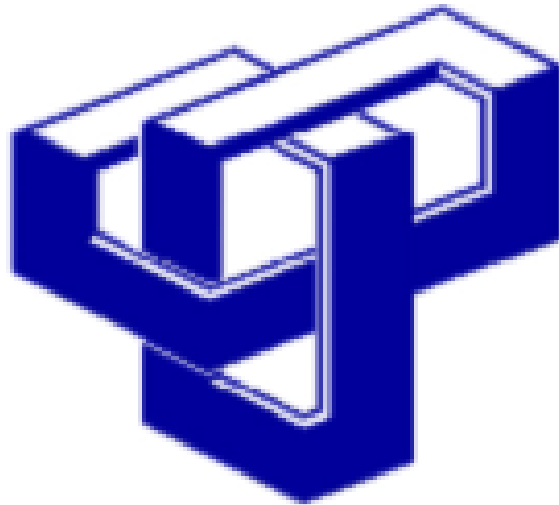
- Once you have completed all 3 steps to the affiliations process check the NACURH website often to see that the NIC has updated your school's information.
- If after two weeks, the website is still not updated, contact the Regional Affiliations Coordinator and describe the problem. In addition, email the NIC at nic@nacurh.org with the same information.
- Allow plenty of time for checks to be cut by your school and to be received by the NIC, for some schools this can take up to six weeks.
- The affiliations process should be completed before your school registers for SAACURH. This will ensure that your school has voting rights at the conference and so that you avoid any extra fees.
- Should you have any questions, please don't hesitate to contact the Regional Publications Coordinator.

How Do I Communicate in NACURH and SAACURH?

SAACURH and NACURH try to make information as easily available as possible. There are three main ways to receive and share information.

- **SAACURH List Serv**—There is one list serv shared by NCCs, NRHH representatives, Advisors, and Presidents to help keep the lines of communication open between all groups. To be added to the list serv please contact the Regional Publications Coordinator.

- **NACURH Forum**—Recently NACURH added an online forum to the official website. This forum is available at www.nacurh.org/forum and is a great way to share information and suggestions with schools across the country. Working as a regular message board, users can post polls, questions, and give advice within their region or with all the regions. Simply create a username on the forum's website and you are ready to be posting.
- **Regional Board of Directors**-The RBD is here to serve all of your needs, answer your questions, and help prepare you for bidding, conferences, or improving your organization. All RBD contact information is available through our regional website (www.nacurh.org/saacurh). Several RCC's host chat sessions for Presidents, NRHH representatives, and NCC's to help generate conversation and share information.



www.nacurh.org