



NACURH

NATIONAL ASSOCIATION OF COLLEGE
& UNIVERSITY RESIDENCE HALLS, INC.

HOW TO AFFILIATE YOUR INSTITUTION TO NACURH

Become Educated about NACURH

Make sure that you have some background information about NACURH, your region and the affiliation process. You can find this information on NACURH.org and by contacting your Region's Board of Directors

What is your Membership Level?

Knowing this information will determine what materials are necessary for your institution to affiliate as well as the financial cost of affiliating your institution. This information is summarized in the chart below.

Membership Level	Cost	Subscription	Reason
New Member	\$45.00	1 year	For institutions seeking membership with NACURH who have not been affiliated in the past three years
Full	\$130.00	1 year	For institutions who have been affiliated with NACURH in the last three years
Partial	\$80.00	1 year	International affiliates

Know what you have to submit

On the NACURH Website, scroll over to the "Affiliate tab." Here you can find helpful resources about the affiliations process such as information regarding Affiliation Report submissions, Institutional census questions, NRHH census questions or general descriptions of how the affiliations process works. As well you will be able to download the NACURH W-9.

Start the process

To start the affiliation process click on "Affiliate Here" from the drop down menu. Fill in your institution name and your region. For Step 1 submit your Affiliation Report file. For step 2 you will submit NRHH contact information, if applicable. For Step 3 you will answer institutional data questions. Hit "Submit" after completing Steps 1-3.

****Important- You must click submit before continuing, or else your affiliation will not process correctly, and cannot be viewed by the NCO.**

Step 4: Select desired membership level and click "Next." Select your payment preference. Select next and fill in the information required. [This login information is your institution's access to the NACURH Connection - make the password something you're comfortable sharing.](#)



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Affiliation Reports

Description:

An affiliation report is designed to showcase and tell about a program, event, change, structure or amazing thing your institution does. Write five pages minimum about a topic that your organization has contributed, planned, executed or done. Bids from the 2018-2019 Affiliation year may also be submitted.

Requirements:

- I. 12 Size Font Max
- II. One inch Margins Max
- III. Five Full Pages Minimum (Including Cover Page)
 - A. Limit extra features, such as pictures, that take away from the writing
- IV. Page numbers

Cover Page Requirements:

- I. Title of the Affiliation Report
- II. Institution Name
- III. Affiliation Year: 2019-2020
- IV. Number of pages of the report, including the cover page
- V. An abstract summarizing your report

Memberships

New Members: Have not been affiliated since 2015-2016

- I. Complete the process as described above
- II. For your Affiliation Report, submit a single page stating that you are a New Member
- III. Create a new account through Step 4 and select the \$45 New Member Fee

Full Members:

- I. Complete Steps 1-3 as described above
- II. If you are a returning Full Member, login to your account and renew your membership for \$130.
 - A. If you were a New Member last year, complete Step 4 to create your Full Member account.

Partial Members:

- I. Complete Steps 1-3 as described above
- II. If you are a returning institution, login to your account and renew your membership for \$80. Otherwise, complete Step 4.