



How to write an Affiliation Report for the NACURH Connection

Questions- Contact:
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Example of an Affiliation Report Cover Page:

How to Write a Correct Affiliation Report [Title of Report]
NACURH Corporate Office [School Name]
2019-2020 Affiliation Year [Affiliation Year]
Pages: 7 [# of Pages incl. Cover]

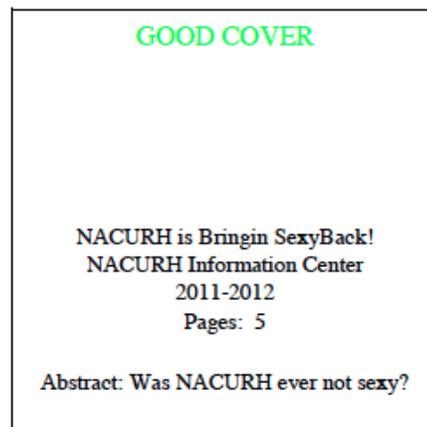
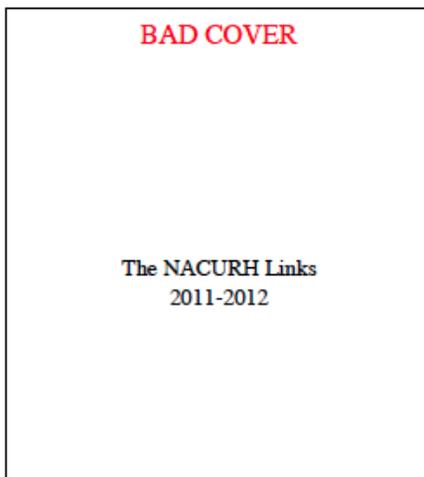
Abstract: This document will show you how to create an Affiliation Report in the proper format. Without certain features, your Affiliation Report will not be accepted and you will be asked to correct your report and resubmit it. If you use this guide as a model your Affiliation Report will be properly formatted from the start and help you to get your school affiliated faster.

Hello NACURH,

This is the NACURH Corporate Office providing you some helpful hints in writing your next Affiliation Report. There are requirements to ensure that there is consistency in our Affiliation Reports, and to guarantee that your affiliation process goes smoothly. They are listed below.

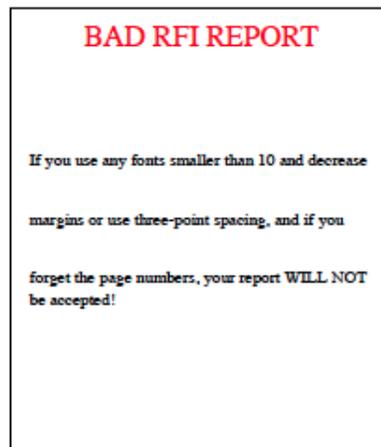
1. The cover

- a. The cover of the report can be as fancy as you want it, but there HAS to be at least five pieces of information on it:
 - i. Title of the Affiliation Report
 - ii. School that is submitting the report
 - iii. The affiliation year that the report will apply to
 - iv. The number of pages of the report, including the cover page
 - v. An abstract summarizing your report
- b. It can be any text, any size, and include any pictures you want, but if we see any of those five pieces missing, we will have to temporarily deny your Affiliation Report while you make the necessary additions. Avoid any unwanted delays and double-check your work before submitting it.



2. The body of the report

- a. Again, while you may be as fancy as you want, there are some key components of the report that you need before submitting it to the NCO.
 - i. Body of text must be 10-12 point font, preferably Times New Roman but you can go with anything so long as it is legible. You can also choose to double-space it. There is no maximum page limit but the minimum is FIVE PAGES.
 - ii. There MUST be page numbers somewhere in the margins of the report. They cannot be handwritten. It's a simple process to do. Just right click on the bottom or top bar of the page you're typing on, then click "Edit Header/Footer". After you reach the menu, insert a page number in any fashion you prefer, and then select the option "Different First Page" to remove the page number from being shown on the cover.
 - iii. The Affiliation Report MUST BE submitted in PDF form. You can convert the document online or using Adobe Acrobat Professional software. Some website to take a look at include:
 1. <http://www.doc2pdf.net/> | <http://www.doc-pdf.com/>
 2. <http://www.pdfonline.com/>
 - iv. When you submit the Affiliation Report, rename the file as such:
 1. InstitutionName.Year



Note: Do not try to submit a past Affiliation Report. They can and will be checked against the past record and if this is done so, then the NCO Director will place your school in temporary bad standing until a new Affiliation Report is submitted.

Exemptions:

There are a few exemptions to the rule:

1. If your school is a new affiliate or has not affiliated within the last three years, you are free from submitting an Affiliation Report. YOU MUST NOTIFY THE NCO OF THIS STATUS WHEN AFFILIATING.
2. If your school submit any regional or national bids in the previous affiliation year, those can be used as substitutes for your Affiliation Report. This is to promote the number of bid submissions at regional and national levels, as well as provide convenience to the bidding schools in busy times of writing. However, you must still convert your bid to PDF format.

***Remember, this information is used as a means of resource and information sharing for other schools. Please be as thorough as you can in writing the Affiliation Report to ensure quality submissions so that schools may utilize your work later on. You can even put contact information if you want other people to send an email inquiring about your Affiliation Report.**