

# Great Lakes Affiliates of College and University Residence Halls

## Affiliation Resources



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## Hey, GLACURH!

Being affiliated with our fine organization has many benefits, as we all know. However, getting to an affiliated status can sometimes be a little tricky. Your Regional Board of Directors has put together some resources for you to consider when affiliating your institution. We have included two separate timelines here.

The first timeline is a recommended preparedness timeline. Here, the Communications Coordinator (CC) for the current year would prepare the affiliation process for the following year. While some of the information cannot officially be submitted until after the annual NACURH conference for that year, you can still take steps to be prepared!

The second timeline is designed for the incoming CC to affiliate for their year. This timeline provides general times for CCs to prepare leading up to the annual GLACURH conference and assure that they will be affiliated by the start of the conference and have all the benefits and voting rights within the boardroom.

Of course, these timelines are guides, but we as an RBD strongly encourage you all to be as best prepared as you can be in order to make your experience with GLACURH a positive one.

Happy affiliating!

Becky Wintringer  
GLACURH WI-RCC, 2013-2014  
Training and Member Recourses

# The Process

Let's start with the basics...

Before you rush into anything, it's good to know where you are, where you need to go, and what you need to get there.

## Step One:

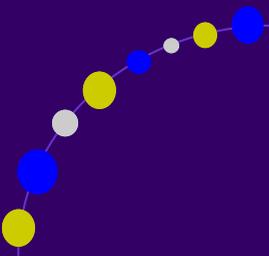
Visit the NACURH website at <http://www.nacurh.org/> to log in and see your school's affiliation status and find out the kind of information you need to gather to complete the process.

## Step Two:

Choose a category of RFI from <http://www.nacurh.org/rfi/> to begin compiling a report for your institution. The NACURH site provides some resources on appropriately creating an RFI.

## Step Three:

After you have completed your RFI, submit it to the NIC for them to look over - be patiently awaiting a response from them and **check back frequently** to see if changes need to be made.

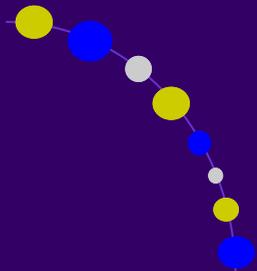


## Step Four:

Don't be discouraged if your RFI gets sent back to you for some adjustments! The changes are usually minor.

## Step Five:

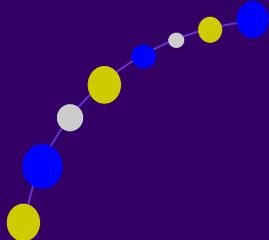
Gather the following information so you can input it into the forms on the NACURH site:

- School information
  - RHA information
  - NRHH information
  - Contact people's information
  - NRHH Constitution
  - NRHH active member list
- 

## Step Six:

Send your affiliation payment to the NIC. (See the NACURH website for specifics on your payment amounts)

Do not send in a check for your affiliation any later than a month before the GLACURH conference to ensure it gets there on time.



# Primary Timeline

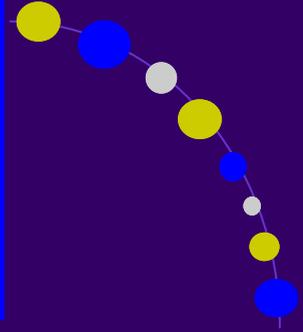
Preparing to affiliate your institution for the following year

The biggest task in preparing your institution to be affiliated the following year is the RFI Report.

Starting the affiliate your school for the following year will be extremely beneficial. With this timeline, your incoming can focus on prepping for the GLACURH conference at the beginning of their year.

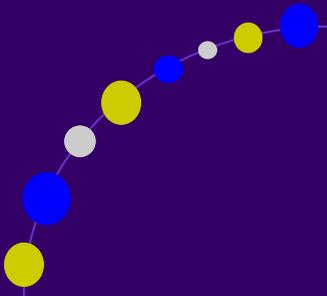
## March and April

With the school year winding down a little, this is a good time to start compiling your RFI report. It is easier to gather resources when everyone is still on campus and available to you. In addition, you should begin the process to get your affiliation check from your school to bring to NACURH and hand in to the NIC.



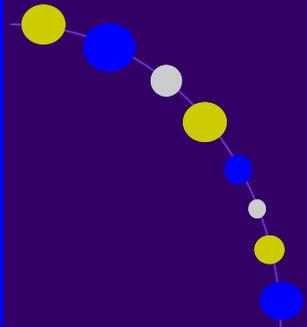
## April and May

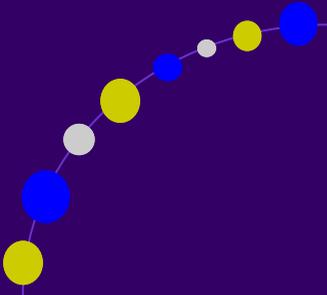
If you have an NRHH chapter, it is likely that the selection and induction of your new members will be done around this time. You can then gather all the basic information from your NRHH President you need to input on the NACURH site. And make sure you have your affiliation check before you leave your campus!



## June

First of all, enjoy NACURH! Represent GLACURH the way we know you can! As far as affiliating, summer is a good time to make any changes that may need to be made to your RFI report.





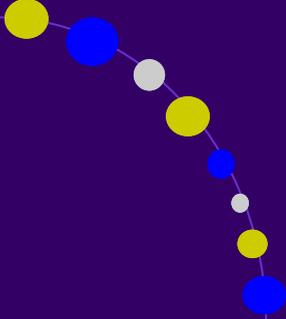
## July and August

Since you've been so proactive in the affiliation process, you should feel like you're in a really good place over the summer. Rest easy knowing your institution will be able to enjoy GLACURH!



## September and October

If your institution did not hand in their affiliation check to the NIC at the NACURH conference, now would be the time to start requesting and processing the check so you can send it in or have it ready to bring the conference with you.



## November

Congratulate yourselves on affiliating! With the GLACURH conference coming up, you should be completely affiliated. Make sure to check your status on the NACURH website one last time before you head to GLACURH.

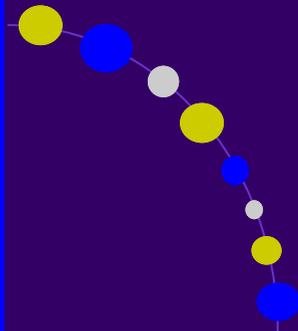
# Secondary Timeline

Preparing to affiliate your institution for the current year

While we do encourage you to prepare for the affiliation process as soon as you can, some institutions prefer to wait until summer has passed to affiliate their institution. With this timeline, that process should become a lot less stressful and keep you on time to be affiliated for the GLACURH conference!

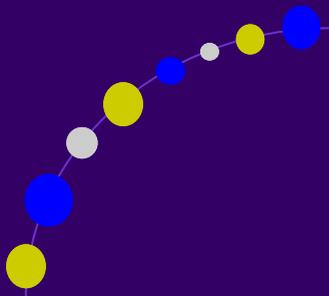
## **Six Weeks Before GLACURH Conference:**

Check the NACURH website for the different categories of RFI Reports – choose a category to begin gathering resources and information about your campus to begin compiling your report. In addition, you should begin the process of getting your affiliation check set.



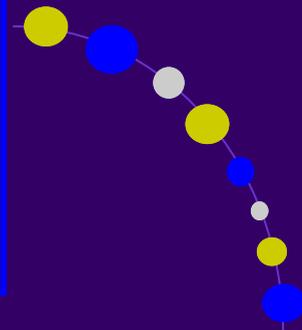
## **Five Weeks Before GLACURH Conference:**

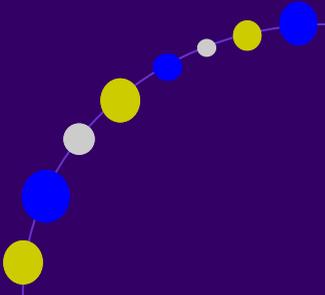
Have your RFI Report completed and turned into the NIC to be checked over AT LEAST a month before the GLACURH conference to ensure that it is approved on time



## **Four Weeks Before GLACURH Conference:**

Log on to your school's account on the NACURH website to input all of the basic information for your institution (campus size, constitutions, etc.)



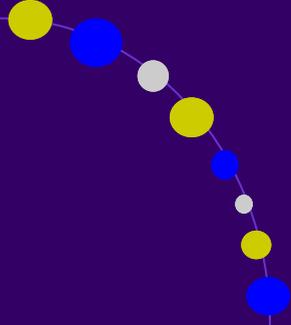


## Three Weeks Before GLACURH Conference:

Do not send your affiliation check through the mail any later than three weeks before the conference to ensure it makes it on time—plan to bring it to the conference with you once you're past this point.

## Two Weeks Before GLACURH Conference:

By this time, you should hear back from the NIC about your affiliation status, mainly your RFI report – with this much time left, if there are any issues with your RFI, you'll have plenty of time to adjust it.



## The Week of GLACURH Conference:

Your affiliation should be complete by this point. Don't forget to check on the NACURH website to confirm your affiliation before you leave for the conference.

# Never hesitate to ask for help!

Here are some resources for you to consider as you affiliate:

## NACURH Website:

<http://www.nacurh.org/affiliating-your-school/>  
<http://www.nacurh.org/rfi/>

## NACURH Information Center (NIC)

**NIC Associate Director of Affiliations:**  
[nic.affiliations@nacurh.org](mailto:nic.affiliations@nacurh.org)

## GLACURH Regional Board of Directors

### Director:

[gl\\_director@nacurh.org](mailto:gl_director@nacurh.org)

### Associate Director of Finance and Administration:

[gl\\_adfa@nacurh.org](mailto:gl_adfa@nacurh.org)

### Associate Director of NRHH:

[gl\\_adnrhh@nacurh.org](mailto:gl_adnrhh@nacurh.org)

### Michigan RCC:

[gl\\_michigan@nacurh.org](mailto:gl_michigan@nacurh.org)

### Ontario RCC:

[gl\\_ontario@nacurh.org](mailto:gl_ontario@nacurh.org)

### Wisconsin RCC:

[gl\\_wisconsin@nacurh.org](mailto:gl_wisconsin@nacurh.org)

### Illinois RCC:

[gl\\_illinois@nacurh.org](mailto:gl_illinois@nacurh.org)

### Indiana RCC:

[gl\\_indiana@nacurh.org](mailto:gl_indiana@nacurh.org)

### Parliamentarian:

[gl\\_parlipro@nacurh.org](mailto:gl_parlipro@nacurh.org)

### Advisor:

[gl\\_advisor@nacurh.org](mailto:gl_advisor@nacurh.org)