












SAACURH National Communications Coordinator Timeline

<p>August/beginning of classes</p> 	<ul style="list-style-type: none"> ◆ Begin collecting information for regional conference (prices, how many delegates can attend, etc) ◆ Ensure that NCC, NRHH rep, president, Advisor, (and other pertinent representatives) are on the SAACURH listserv (if not, e-mail sa_rcca@nacurh.org with the names/positions/emails to be added to the listserv) ◆ Discuss /think about the possibility of bidding for POY (Program of the Year) and SALT (Student Award for Leadership Training), both of which occur at SAACURH regional conference ◆ Complete affiliations process (if not completed at NACURH) ◆ Create NCC budget/discuss travel plans for regional conference ◆ Consider joining a SAACURH/NACURH committee
<p>September/first few weeks of classes</p> 	<ul style="list-style-type: none"> ◆ Begin promoting and informing RHA members of SAACURH ◆ Discuss/prepare application materials (if applicable) for SAACURH regional conference delegation selection ◆ Attend first NCC chat* ◆ Discuss ideas for programming submissions at SAACURH ◆ Have SAACURH delegation chosen with a list of alternates (depending on registration date for conference) and begin meeting to discuss spirit-wear, conference theme, schedule, expectations, etc.

	<ul style="list-style-type: none"> ◆ Draft POY/SALT bids (if applicable); begin finishing touches of SAACURH bid* ◆ Submit letters of intent to bid at SAACURH*
<p>October</p> 	<ul style="list-style-type: none"> ◆ Submit programming submissions for SAACURH ◆ Continue meeting with selected delegation ◆ Finalize travel plans ◆ Work with advisor to obtain letters for delegates to miss classes* ◆ Submit bids to BID committee for review* ◆ Plan spirit-wear for SAACURH (t-shirts, clothes pins, etc) ◆ Attend NCC chat* ◆ SAAS due *
<p>November</p> 	<ul style="list-style-type: none"> ◆ Get PUMPED for SAACURH! ◆ Ensure the check for SAACURH will be ready for pick-up to bring to the conference (if it is not sent in ahead of time...remember- no pay, no key!) ◆ Verify travel plans (flights, vans, etc) ◆ Read bids before conference once they are posted on SAACURH website ◆ Complete bid criteria sheets and bring to SAACURH ◆ Complete SAACURH 4 year pin applications * ◆ Attend NCC chat * ◆ Have an awesome time at SAACURH!!
<p>December</p> 	<ul style="list-style-type: none"> ◆ Begin thinking about SEC/award/conference* bids to be written for No Frills and begin writing* ◆ Attend NCC chat * ◆ Submit POY/SALT to NACURH *
<p>January</p> 	<ul style="list-style-type: none"> ◆ Write rough drafts of bids* ◆ Begin asking for letters of support (for bids)* ◆ Select delegation for No Frills (NCC, NCC-IT, NRHH rep, Advisors, etc) ◆ Plan budget for No Frills and begin discussing travel plans ◆ Attend NCC chat*

<p>February</p> 	<ul style="list-style-type: none"> ◆ Submit letters of intent for bids* ◆ Finalize travel plans and registration for No Frills ◆ Submit bids to the BID committee for review* ◆ Attend NCC chat* ◆ Begin advertising upcoming NACURH conference to RHA/Hall Council members and begin selection process ◆ Discuss budget for NACURH and research travel options (flights, carpooling with other schools, etc) ◆ SAAS due *
<p>March</p> 	<ul style="list-style-type: none"> ◆ Get excited for No Frills!!! ◆ Read bids prior to coming to the conference and fill out bid evaluation sheets ◆ Practice bid presentation* ◆ Ensure the check for No Frills is either sent ahead of time or ready for pick-up to submit at the conference (again- no pay, no key!) ◆ Complete 4 year SAACURH and NACURH pin applications * ◆ Verify travel plans (flights, vans/cars, etc) ◆ Have an awesome time at No Frills!!! ◆ Finalize NACURH delegation and begin registration process ◆ Begin having delegation meetings to discuss expectations, logistics, programming, etc ◆ Submit program proposals for NACURH
<p>April</p> 	<ul style="list-style-type: none"> ◆ Finalize travel plans for NACURH ◆ Work with delegation to create spirit-wear for NACURH ◆ Finalize programs accepted at NACURH* ◆ Revise regional-winning bids to go on to the national level* ◆ Create letters for delegates to miss classes (if need be) ◆ AAFN due * ◆ When new executive board is selected, ensure that they are on the SAACURH listserv

<p>May/June</p>	<ul style="list-style-type: none"> ◆ Get excited for NACURH!!! ◆ Verify travel plans (plane tickets, vans, cars, etc) ◆ Read bids and legislation prior to going to NACURH ◆ Work with your NCC-IT to ensure smooth transition ◆ Gather affiliations materials (RFI, contact list, check for dues, NRHH materials, etc) to affiliate at NACURH (all instructions at: www.nacurh.org) ◆ Check the NACURH website often for updates/changes to schedule, procedures, etc. ◆ Ensure that all delegates/advisors have materials for programming and everything on packing list (if created) ◆ Submit applications (or advertise) for 3 or 4-year service pins, AAFN inductees, etc.* ◆ Have an awesome time at NACURH!!! ◆ Consider applying for a NACURH/SAACURH committee
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* denotes “if applicable”

Note: *While this is not an exhaustive list, we hope that it will assist new NCCs in having this basic timeline of when you all should be looking at specific to-do items. Many of these items will depend on when the conferences are, so please plan accordingly.*

