

How to Write a **Correct** RFI Report [*Title of RFI Report*]

NACURH Information Center [*School Name*]

2011-2012 Affiliation Year [*Affiliation Year*]

Pages: 7 [*# of Pages incl. Cover*]

Abstract: This document will show you how to create an RFI report in the proper format! Without certain features, your RFI 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 RFI report will be properly formatted from the start and help you to get your school affiliated faster!

Hello there NACURH!

This is the NACURH Information Center providing you some helpful hints in writing *your next* RFI report! Of course, we have some major requirements to ensure that there is consistency in our RFI reports, and to guarantee that your affiliation process goes smoothly, we will list them all right now!

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 RFI 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 RFI report while you make the necessary additions! Avoid any unwanted delays and double-check your work before submitting it!

Here are some examples of a good and bad RFI report cover:

**GOOD COVER**

NACURH is Bringin SexyBack!  
NACURH Information Center  
2011-2012  
Pages: 5

Abstract: Was NACURH ever not sexy?

**BAD COVER**

The NACURH Links  
2011-2012

## 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 NIC.
  - 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 show on the cover.
  - iii. The subject of the report can pertain to any of the topic areas listed on the Resource File Index (RFI). That can be found at <http://www.nacurh.org/RFI.php>.
  - iv. The RFI 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/> | <http://www.pdfonline.com/>
  - v. When you submit the RFI report, rename the file as such:

1. (School Name) – (Title) – (Year) or NIC – How to Write a Good  
RFI Report - 2010

**GOOD RFI REPORT**

Insert text here about any topic you wish within the RFI guidelines along with any pictures you deem necessary. 10-12 pt. font and double-spaced. Don't forget those page numbers!

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**BAD RFI REPORT**

If you use any fonts smaller than 10 and decrease margins or use three-point spacing, and if you forget the page numbers, your report WILL NOT be accepted!

*Note: Do not try and submit a past RFI report. They can and will be checked against the past record and if this is done so, then the NIC Director will place your school in temporary bad standing until a new RFI 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. In this case, you are free from submitting an RFI report to the NIC for affiliations. **YOU MUST NOTIFY THE NIC OF THIS STATUS WHEN AFFILIATING!**
2. If your school is submitting any regional or national bids, those can be used as substitutes for your RFI report for the upcoming affiliation year. 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 and it must meet all of the NIC's requirements in terms of length, cover page, and page numbers. You must then submit it through the NIC website as an RFI report.

\*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 RFI 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 e-mail inquiring about your RFI report!

### **Other Affiliation Materials:**

That's not all you have to turn in at affiliation time! Here are the other things you need to bring with you!

- Affiliation Dues (applies to both RHAs and NRHHs regardless if your campus has one or the other or both)
  - \$35 for Associate Schools; \$85 for Small Schools; \$110 for Large Schools
  - Checks/money orders must be made payable to: **NACURH Inc.** Receipts will be provided upon request. We do not accept purchase orders.
  - They can be mailed to: **NACURH Information Center, 726 Broadway, Room 747B, New York, NY 10003**
  - You can also pay via credit card online via PayPal, which will be an option while you are affiliating.

**\*If the amount on the check is wrong, then the check WILL NOT be accepted despite what the difference is between the check amount and the balance due!**

- Contact Information
  - Information regarding things like on-campus residential population, contact information for your RHA President, RHA Advisor, NCC, NRHH President, and NRHH Advisor. Also asks for your school's main contact information such as address and phone number.

- This information should be submitted only through the website. As per NACURH policy, we no longer accept paper copies of anything!
- NRHH Members List
  - A comprehensive list consisting of all members in your NRHH's chapter.
  - Type it out legibly into a Word document or Excel spreadsheet. For the online affiliations, just copy and paste information into the empty text box and make sure there is only one name per line. This information will be saved into a database for the use of the nation.
- NRHH Constitution
  - You must submit a copy of your constitution regardless if you have made changes to it. It must meet the criteria provided by the National NRHH Board, which can be found under the "Affiliations" tab on the NACURH website (<http://www.nacurh.org>). Your AD NRHH will ensure that your constitution meets all of the requirements.

***Special note about online affiliations:***

Now that the NIC has implemented an online affiliations system, schools may not send in their affiliation materials to be processed by the NIC staff. **Policy now states that the NIC will not accept paper copies of anything. All information must be submitted electronically!** All information will be submitted via the website and the NIC staff will review and process as soon as possible. Please have your information ready at the time of affiliations to ensure a smooth and easy affiliation process.

The affiliation process will officially be opened at the start of NACURH 2011 conference. The affiliation year will begin upon the close of business at NACURH 2011. You may affiliate your school at *any time* after 5/29/2011.

If you need any assistance regarding the affiliation process, please contact Krysia Mrukowicz, AD Affiliations for the NIC, at [nic.affiliations@nacurh.org](mailto:nic.affiliations@nacurh.org).

If your question is pertaining to the website and the online affiliations, please contact Nicole Chermak, AD Technology for the NIC, at [nic.tech@nacurh.org](mailto:nic.tech@nacurh.org).

If you have any other questions, please contact the NIC at [nic@nacurh.org](mailto:nic@nacurh.org).

Thank you so much for your time and we hope that you get through affiliations without a hassle!