

Affiliation Checklist

Before you begin the affiliation process, make sure that you have the following information and documents at hand:

- School information
 - School's address
 - How many students attend
 - How many students live on campus
- RHA information
 - Address
 - Phone and fax* number
 - Email*
 - Website*
- RFI File
 - Must have a cover page that includes:
 - Affiliation year
 - School Name
 - Title
 - Total Number of Pages
 - Abstract
 - Must have page numbers (cover page does not need one)
- NRHH information
 - Address
 - Phone and fax* number
 - Email*
 - Website*
- NRHH Constitution
 - You must submit one every year, even if no changes have been made
- NRHH Member List
- Contact information
 - Full Name
 - Phone number
 - Email address
 - AIM Screen name*
 - RHA:
 - President
 - NCC
Advisor
 - NRHH:
 - President
 - Advisor
- Payment information
 - Check or cash?
 - Bringing to conference or mailing to NIC?

* indicates that information is not required but recommended.