



National Council of
Teachers of English

Affiliates

NCTE members come from many different contexts. Joining one of these groups provides access to resources and experiences tailored to particular interests and needs.

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2023 NCTE Affiliate Annual Report Survey

Annual reports are due by August 15, 2023. Links to and information on all required documentation can be found on the [Annual Reports](#) page. Please contact affsec@ncte.org with questions.

NOTE: You may copy long responses from another program and paste them into the survey form. You will be able to upload multiple documents into the form.

1. Full affiliate name: *(Required)*

2. Affiliate's acronym: *(Required)*

3. Please list your affiliate's digital networks:

Website:

Twitter:

Facebook:

Instagram:

Other(s):

4. Affiliate representative completing this survey: *(Required)*

First

Last

5. What is your role in the affiliate? *(Required)*

The following questions ask how your affiliate relates to its members.

6. Total number of affiliate members: *(Required)*

7. Has your membership increased or decreased since 2020? Note the strategies you are implementing to increase membership. In particular, please describe any new initiatives (e.g., programs, events, communications) or revisions to existing initiatives that are intended to increase member engagement and any results you are seeing thus far.

8. Are there specific challenges or needs for which you could use NCTE guidance related to affiliate membership?

9. Does your affiliate hold at least one annual meeting for its membership that is at least partially devoted to the business of the affiliate, as required of all NCTE affiliates? *(Required)*

- Yes
- No (Please explain below.)

If you answered no to the previous question, please explain below.

The following questions concern your affiliate's operations.

10. Please indicate which of the following policies your affiliate has adopted that are required by the IRS for all 501(c)(3) nonprofit organizations that file 990 tax forms and are recommended for other nonprofit organizations as well. Please check all that apply.

- Code of Ethics
- Conflict of Interest Policy
- Document Retention and Destruction Policy
- Whistleblower Policy
- Joint Venture Policy
- Compensation Policy

If your affiliate does not have one or more of the above policies in place, please explain below.

11. Does your board review and vote to approve your annual budget? *(Required)*

- Yes
- No

12. Does your affiliate employ anyone, by contract or as an employee? *(Required)*

- Yes
- No

If you answered yes above, please list the positions and if the role has a contract. *(Required)*

13. Does your affiliate plan to participate in NCTE’s group tax exemption opportunity in 2024 (for fiscal year 2023)—either as a continuing or new tax-exempt group member? NCTE affiliates and assemblies are eligible to participate in NCTE’s tax-exempt group to receive Federal tax exemption. To learn more about NCTE group tax exemption, visit <https://ncte.org/groups/affiliates/affiliate-resources/tax-exempt/>. (Required)

- Our affiliate plans to continue participating in the NCTE tax-exempt group.
- Our affiliate plans to discontinue participation in the NCTE tax-exempt group.
- Our affiliate plans to apply as a new group under the NCTE’s tax exemption.
- Our affiliate is not and does not plan to participate in the NCTE tax-exempt group.

14. Identify up to three issues (operational, policy, etc.) that concern your affiliate.

The following items need to be provided to complete your annual report. You may upload them below or email to affsec@ncte.org by August 15.

- A. [Roster of officers](#) and [NCTE Affiliate Director Form](#), including position titles, street addresses, telephone numbers, and emails.
- B. A statement verifying that all your officers are members of NCTE.
- C. The affiliate’s budget/financial statement for the past year. Use your own form or [this one](#).
- D. The affiliate’s most recent constitution.
- E. The affiliate’s Policy on Involvement of People of Color. View [NCTE’s policy](#) as a model.
- F. Minutes of all meetings the affiliate had this past year. If you add affsec@ncte.org to the roster of officers to receive minutes, we’ll get them throughout the year.
- G. The [Information Exchange Agreement](#) or a statement that your affiliate does not wish to participate.

H. Copies of any affiliate newsletters and journals. If you haven't already put affsec@ncte.org on your list of "members" to receive your publications, please do so now.

I. The most recent, approved, version of your affiliate's Constitution/Bylaws and the required policies outlined in question 10.

15. Please upload the items listed above. You may upload multiple files. If you would prefer to send these via email, they must be sent to affsec@ncte.org by August 15.

Drop files here or

Select files

Max. file size: 100 MB.

The following questions concern your affiliate's engagement with the NCTE Standing Committee on Affiliates (SCOA).

16. Please check all the answers that apply concerning the email newsletter sent to affiliate leaders by the NCTE Standing Committee on Affiliates.

- Our affiliate leaders receive the newsletter.
- We forward the newsletter to our members.
- We repurpose the news from the newsletter into our newsletter.
- We put news from the newsletter on our website.
- We act on the information offered (e.g., we apply for an award or register for an online conversation).
- We are not receiving the newsletter.

17. Please provide any feedback you have on the newsletter (e.g., most valuable content, things you would like to see in the future).

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18. In what ways can your NCTE Standing Committee on Affiliates regional representative help you?

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The following questions concern your relationship with the National Council of Teachers of English (NCTE).

19. Are there particular topics and/or issues related to affiliate leadership and organizational matters around which you would like to see NCTE provide professional learning for affiliate leaders? If so, please describe.

20. Please describe any current affiliate, state, and/or local issues on which you would like to engage with NCTE.

Submit

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