



NATIONAL
STAFF
DEVELOPMENT
COUNCIL

APPLICATION FOR AFFILIATE STATUS

The National Staff Development Council invites states/provinces/regional groups of staff developers to become affiliates of the Council. These groups must meet certain eligibility criteria and must fulfill certain obligations.

The state/province/regional group seeking NSDC affiliate status must submit an Application for Affiliate Status to the NSDC Board of Trustees, signed by the group's designated leaders and accompanied by the necessary documentation. The application must reflect compliance with the eligibility criteria and acceptance of the obligations of affiliation. Applications must be submitted by November 1 (for December consideration) or May 1 (for July consideration).

Name: _____ Staff Development Council
(State/Province)

Contact Person: _____

Address: _____

Phone: Office _____ Home: _____

Why does the organization wish to affiliate with NSDC? _____

Have you confirmed that the elected or designated leaders and contact persons of the organization are individual members of NSDC? _____ Yes _____ No

We have attached:

_____ the name of the contact person, a list of elected officers, and board members with terms of office designated

_____ an adopted constitution, by-laws, or written document which specifies our mission, goals, activities, and operating procedures

Submitted by: _____ Date _____

Please mail to: NSDC Business Office
5995 Fairfield Rd., Suite. 4
Oxford, OH 45056

Questions: Joellen Killion (joellen.killion@nsdc.org)
Phone: 303-432-0958
Niki Taylor (niki.taylor@nsdc.org) Phone: 513-523-6029



NSDC AFFILIATE REQUIREMENTS

To maintain its official affiliate status, an affiliate of the National Staff Development Council must fulfill the following obligations:

- Ensure representation at the annual meeting of the affiliate leaders at the Annual Conference and the Summer Learn and Lead Week.
- Submit to NSDC at the time of the annual conference the following:
 - ✓ Annual Report of Affiliate activity
 - ✓ Contact person, list of elected officers, and board members with terms of office designated
 - ✓ Current list of affiliate members in label format (NSDC will use this list to inform affiliate members about NSDC's services and products. It will not be sold.)
- Place the NSDC Deputy Executive Director on the affiliate membership list to receive publications and other communications
- Inform NSDC of changes in the affiliate's elected officers and contact persons as such changes occur and ensure that these officials are individual members of NSDC.
- Display the logo and statement regarding affiliation on all official publications and letterhead.
- Display NSDC membership brochures, sample publications, and descriptions of NSDC services/products at major affiliate events.

NSDC AFFILIATE ELIGIBILITY CRITERIA

What are the Eligibility Criteria for Becoming an NSDC Affiliate?

Over 35 state and provincial organizations are currently affiliated with the National Staff Development Council and have met these criteria:

- The affiliate subscribes to the mission and beliefs of NSDC;
- The affiliate is not also an affiliate of another organization;
- The name of the affiliate includes the words “Staff Development Council”;
- Affiliate print materials and other documents include the sub-title – “An affiliate of the National Staff Development Council”;
- The elected leaders are individual members of NSDC;
- The affiliate has an adopted constitution, by-laws, or other written document which specifies its operating procedures;
- The affiliate has its own mission, goals, and strategies which are aligned with those of NSDC;
- Affiliate leaders attend regularly scheduled meetings at the conference and in the summer;
- Affiliates submit an annual report to NSDC indicating results accomplished and goals achieved; and
- A designated contact leader facilitates regular communication with NSDC.

What Services Does NSDC Provide to Its Affiliates?

Affiliate leaders work in their state or province to actively support NSDC’s goal of high-quality professional development for all teachers in all schools. NSDC provides support for affiliates by:

- Providing formal and informal technical assistance to affiliate leaders via phone, email, or correspondence;
- Generating an annual mailing list of all NSDC members in the affiliate’s geographic area, upon request;
- Scheduling and facilitating bi-annual meetings of affiliate leaders;
- Ensuring that affiliate leaders have the most current information about products, research, and services;
- Offering complimentary one-day, on-site assistance by the NSDC staff or a board member for planning, technical assistance, or presentations;
- Providing a camera-ready NSDC logo and subtitle, “An Affiliate of the National Staff Development Council,” for print materials;
- Sending complimentary materials to affiliate functions; and
- Securing speakers and meeting facilitators through NSDC’s custom-designed services contact at a fee.