



## NATIONAL COLLEGIATE HONORS COUNCIL

### **NCHC Affiliated Events:**

- Are professional development or educational opportunities available to honors professionals or students
- Are hosted, planned, or executed by institutional or professional members of the NCHC
- Are not managed, budgeted, or executed by NCHC committees or staff
- Are not vetted for content by the NCHC Professional Development committee or Board of Directors beyond compliance to the above three criteria.

In order to request promotion of a professional development event or workshop as an NCHC Affiliated Event, please read the following process carefully and complete the request form at the link provided below.

1. Please submit the information below to the national office no later than 120 days prior to the event.
  - Contact information
  - Title of Event
  - Location, Date of Event
  - Target Audience
  - Facilitators
  - Event registration page link
2. NCHC staff will confirm the proposed dates do not conflict with existing institutes/trainings with similar training outcomes or faith-based holidays, per NCHC policy.
3. The NCHC Executive Committee will approve the workshop/event during its monthly call.
4. Upon approval by the Executive Committee, NCHC Staff will work with the contact noted to ensure promotions include the following:
  - A. Calendar items will contain the event name, date, contact information and link to the official registration or workshop page. Affiliated Events will be posted on the NCHC website alongside NCHC Events, and will not be edited or updated during the promotional period. All Affiliated Events will be removed at the completion of the event.
  - B. The dates of promotional outreach campaigns will be set by the Marketing Director and timed to fit with other NCHC promotional communications. This promotional campaign will include two (2) membership-wide emails; monthly newsletter promotion of the Affiliated Events calendar; two specific social media posts; and inclusion in monthly Affiliated Events calendar social media posts.
  - C. An NCHC Affiliated Event logo will be provided to the hosting organization for use on their event materials for the current year.
5. NCHC Staff will present the board with a comprehensive calendar of opportunities included in promotions as an annual report.

#### **Next Step:**

To submit a request to NCHC to be listed as a member-affiliated event, please submit the information request located at this link: <http://sgiz.mobi/s3/NCHC-Affiliated-Events> . You will be contacted following the review process for all submitted events.