

NCAA DIVISION III ANNUAL LIST OF REQUIRED FORMS AND ACTIONS FOR CONFERENCES

Form	Description	Who Signs or Is Responsible	Destination	Due Date	NCAA Contact
Championships					
<u>Automatic Qualification Form</u>	Conferences eligible for automatic qualification for future championships are required to submit an automatic qualification form for all seasons.	Conference Staff	NCAA national office via the <u>NCAA Championships Bid and Profile System</u>	February 1 <i>For the following academic year.</i>	Laura Peterson <u>lpeterson@ncaa.org</u>
<u>Notification of Conference Automatic Qualifier Form</u>	Conferences eligible for automatic qualification are required to submit the form immediately after awarding the conference automatic qualification representative.	Conference Staff	NCAA national office via the <u>Automatic Qualification Notification Form</u>	Immediately after awarding the conference representative.	Laura Peterson <u>lpeterson@ncaa.org</u>
<u>Regional Advisory Committees Appointments</u>	Conferences are responsible for appointing members to the Regional Advisory Committees.	Conference Staff	NCAA national office via the <u>Regional Advisory Committee Master Roster</u>	August 1	Laura Peterson <u>lpeterson@ncaa.org</u>

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General					
Membership Dues	Multi-sport and single-sport conferences are invoiced via email annually.	Conference Staff	NCAA national office	September 1 <i>Cannot vote at NCAA Convention if membership dues have not been paid.</i>	Sharon Kincaid skincaid@ncaa.org
<u>NCAA Convention Attendance and Assignment of Delegate</u>	Annual Association-wide meeting of all NCAA member institutions and conferences to discuss pertinent issues and vote on legislation.	Conference Commissioner	NCAA national office	January Dates vary. <i>Delegates may not vote if membership dues have not been paid.</i>	Eric Hartung ehartung@ncaa.org
<u>NCAA Directory</u>	Conferences should update directory contact information as personnel changes take place to keep the conference's page current.	Conference Staff	NCAA national office via the NCAA website (<u>My Apps</u>)	As needed	Sadie Martinez smartinez@ncaa.org
<u>Sports Sponsorship and Demographic Report</u>	Conferences must update contact information for administrators. They must report member institutions for the upcoming academic year. Conference office citizenship and ethnicity information is collected.	Conference Staff	NCAA national office via the NCAA website (<u>My Apps</u>)	July 26 (Due date may vary slightly each year)	Sadie Martinez smartinez@ncaa.org Keke Liu kliu@ncaa.org

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Strategic Initiatives Conference Grant Program	An annual allocation to conferences and the Association of Division III Independents to administer educational programs and services that best meet local needs in support of the Division III strategic plan.	Conference Commissioner	Division III Conference Grant App	Annual Timeline of Key Dates	Ali Spungen aspungen@ncaa.org