**Acknowledgment of Support for** **NIRSA Regional Representative Candidate**

For Member Network Regional Representatives, NIRSA expects the following:

* Adequate institutional support to fulfill the responsibilities of the Regional Representative position, which includes:
	+ Time commitment from the institution for the Regional Representative to attend the Annual Conference, additional Member Network meetings and teleconferences, and other events within the Representative’s region as necessary.
	+ Note: Partial funding for the Regional Representative to attend the NIRSA Annual Conference is required. Conference registration during their term, ½ of one night’s lodging and meals during the meetings will be covered by the NIRSA operating budget.  Transportation, conference lodging and any additional expenses will be at the responsibility of the Regional Representative and/or their institution. If members do not have funding from their institution to attend the meetings at the Annual Conference, they can contact the Member Network Chair to request assistance
	+ Access to and permission to use office equipment, the internet, e-mail, and long distance telephone.

*I have met with*       *to review the position description and discuss the responsibilities that this NIRSA leadership opportunity requires.*

*I am confirming that the candidate listed above has the institutional support necessary to make his/her participation in a NIRSA Member Network position possible.*

Date:       Electronic signature:  (or print and sign here\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

Supervisor’s name:       Title:

Institution:

Phone:       Email: