



Upper Midwest Region - Association of College and University
Housing Officers

www.umn-acuho.org

Conference Registration Fee Waiver Application

Objective:

Through the waiver of the registration fee to the UMR-ACUHO Annual Conference, the Membership Involvement Committee will encourage individuals to explore the Residence Life/Housing field and support current professionals and graduate/undergraduate student development. We will be able to involve three individuals in UMR-ACUHO who would more likely attend the conference if they were supported financially.

Procedure:

For an application, please visit: http://www.umn-acuho.org/committees/membership_involvement.php

All applicants must be employed at UMR-ACUHO member institutions.

Applications must include the application form, answers to three essay questions, and letter of nomination. Letters of nomination may be sent via email separate from the application.

The application deadline is 12:00pm on September 9, 2008. All application materials must be received by that date via email to Amy Sillanpa (asillanp@carleton.edu).

The Membership Involvement Committee will determine the winners by September 19, 2008, using a blind application method where names and institutions have been blackened out. Recipients will in turn need to notify the committee by September 23, 2008 as to whether they will be attending the conference.

If a winner cannot attend the conference, alternates will be chosen and notified.

In the case that a recipient has already registered and paid for the conference, they will be reimbursed for their registration fee.

Conference / Post Conference:

Recipients will be paired with a member of the Membership Involvement Committee at the Annual Conference to acquaint the recipients with UMR-ACUHO.

Following attendance to the Annual Conference, recipients will be asked to submit a one-page summary of their conference experience to the Membership Involvement Committee by November 7, 2008. The Membership Involvement Committee will in turn submit a single article to the UMR-ACUHO newsletter summarizing the experiences and reflections of the fee waiver winners.

The purpose of UMR-ACUHO shall be to promote and provide an environment of full opportunity and service for all persons regardless of ethnicity, creed/religion, age, gender, disability, sexual/affectional orientation, or any human circumstance. The Association will not arbitrarily discriminate in its programs, procedures, or activities.

CONFERENCE REGISTRATION FEE WAIVER APPLICATION FORM

General Information

Name: _____

Address: _____

Phone: Office () _____ Home () _____

Email: _____

Institution: _____

Have you previously attended a UMR-ACUHO conference? _____ If yes, how many? _____

Conference Fee Waiver Category:

Choose the appropriate status of the applicant as of the date(s) of the conference.

- An undergraduate student with a demonstrated interest in the Residence Life/Housing profession.
- A graduate student in higher education or related field with a Residence Life/Housing Assistantship.
- A full-time bachelor's level Residence Life/Housing professional.

Areas of Involvement:

Organization	Position Title	Brief Description	Dates Held
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Essay Questions:

Please answer the following questions in two pages or less (typed, double-spaced) to be submitted as an attachment via e-mail (Microsoft Word format preferred). Please do not place name on attached sheets; committee members will be using assigned ID numbers to review applications.

1. Why are you applying for the UMR-ACUHO Registration Waiver?
2. How will attending the Fall Conference benefit both you and your institution?
3. What are your future goals as they relate to the Residence Life/Housing profession?

Letter of Recommendation:

Person writing recommendation: _____

Title: _____

Email Address: _____

A completed application will include the application form, answers to the three essay questions, and a letter of recommendation. Please submit completed applications by September 9, 2008. Please contact Amy Sillanpa (asillanp@carleton.edu) with any questions and completed applications.