



National Association of State EMS Officials

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Letter of Support Request Policy

Grant applicants regularly request that NASEMSO provide letters of support for their projects. As such, the following policy will aid NASEMSO Members and Staff in a consistent process to handle these requests.

This process will be beneficial by:

- assuring the appropriate Council/Committee is aware of the activities requesting NASEMSO support,
 - providing a layer of review verifying that NASEMSO is supporting appropriate projects / research, and
 - determining whether both the applicant is capable of following through with their proposal, and if NASEMSO has the resources to support the project (when requested).
- Regardless of which staff member received the request for a letter of support, determine which Council or Committee should champion the request (depending the request, multiple Councils/Committees could be the champions).
- If the choice of germane Council or Committee is not apparent, or may involve more than one Council or Committee, consult with the Presidential Team for assignment.
- Forward request to the Council/Committee Chair and the NASEMSO Staff member who supports that Council/Committee
- Council/Committee determines whether the request is worthy of endorsement:
- Is NASEMSO applying for the same grant?
 - If No, consult with Board of Directors (or Presidential Team if time sensitive) for next steps
 - Is the request aligned with NASEMSO's Vision, Mission and Goals?
 - If No, consult with Board of Directors (or Presidential Team if time sensitive) for next steps
 - If NASEMSO Membership or Staff time is requested, is the request reasonable?
 - If No, go to the "WILL NOT SUPPORT" step below
 - If NASEMSO Membership or Staff time is requested, is compensation to NASEMSO being offered in the form of a subcontract or grant? If so, is the amount proportionate to the workload?
 - If No, go to the "WILL NOT SUPPORT" step below

- WILL NOT SUPPORT: Staff Member and Council/Committee Chair respond appropriately to the requestor
- WILL SUPPORT: Staff Member and Council/Committee Chair prepare letter of support
- Staff Member requests time on the next Board of Directors meeting for final approval
 - If the request is time sensitive, the letter of support can be emailed to just the Presidential Team for approval
- Staff Member sends letter of support to the requestor
- Staff member stores the letter/response email on the "G" drive (NASEMSO → Letters of Support → Appropriate Year Folder → Date_Grant Name)

Letter of Support Decision Tree

