



## The National Association for Court Management CONFERENCE SCHOLARSHIP GUIDELINES

The National Association for Court Management (NACM) is committed to providing quality educational opportunities to court administration professionals. In furtherance of that goal, NACM is pleased to announce the availability of conference scholarship funds for the 2017 NACM Annual Conference.

### **How may the 2017 NACM Annual Conference Scholarship Funds be used?**

NACM seeks to award a limited number of conference scholarships for the 2017 Annual Conference in Arlington, Virginia on July 9-13, 2017. Scholarships will be awarded to pay for the scholarship recipients' conference registration fee, or airfare/alternative transportation up to \$500.00. If an applicant's preference is to travel via an alternate method other than commercial air carrier, the applicant must certify that the costs of the alternate method of travel (at the time of booking/arrangements) was less expensive than the lowest commercial economy airfare. Applicants may request a scholarship to cover a portion of the conference registration fee and travel costs if partial funds are available from other sources.

### **Who is eligible to apply for the NACM Conference Scholarship?**

Any current regular NACM member (including limited member) is eligible to apply for the NACM Conference Scholarship.

### **Award selection.**

All applicants must demonstrate the unavailability of state and local funds to partially or fully fund the costs of attending the 2017 Annual NACM Conference. Priority will be given to candidates who are officers of state court associations (one officer per state association) and may be given to candidates who have demonstrated stewardship to NACM. Remaining funds will be distributed in order of the receipt of complete applications which meet all necessary guidelines.

### **Application guidelines:**

- (1) Applicants must submit a letter of support from their court administrator, presiding judge, or other senior executive (see form provided with the application). The letter may be submitted via email to [nacm@ncsc.org](mailto:nacm@ncsc.org) or via facsimile to 757-564-2037.
- (2) Applications will be reviewed by the NACM Membership Committee's Conference Scholarship Subcommittee, which will then make recommendations to the NACM Board for approval.
- (3) A scholarship recipient who subsequently leaves a position within court management prior to the event, or cancels their attendance for any reason, will forfeit the scholarship and will no longer be eligible to use that scholarship. Any costs incurred by NACM must be reimbursed by the scholarship recipient or sponsoring employer.
- (4) Applicants must agree to volunteer for a minimum of 3 hours during the NACM Annual Conference. Examples of volunteer work include: staffing the NACM merchandise table, serving as a conference attendee greeter, serving as a host or reporter for a NACM educational session, or assisting with the NACM Fun Run/Walk.
- (5) Applicants must certify they plan to attend, in its entirety, the conference for which they received a scholarship.

### **How do I apply for the NACM Conference Scholarship?**

Please complete the NACM Conference Scholarship application on NACM's website at [www.nacmnet.org](http://www.nacmnet.org).

### **Award distribution:**

Due to the fact that NACM will cover only the costs for an applicant's conference registration or airfare, there will not be any reimbursement to the applicant. Rather, all costs will be paid for by NACM through direct billing. Applicants will not be reimbursed for airfare purchased by any means other than via NACM's travel provider. Should the applicant be approved for reimbursement for mileage, the award distribution will be made in the form of reimbursement after the conclusion of the conference upon compliance with the NACM Travel Reimbursement Policy. The request for reimbursement must be made within 30 days of the last day of the conference; requests received after that date will result in forfeiture of any requested reimbursement under the scholarship award. Upon good cause, the NACM Board may approve an extension of this timeframe. Any tax consequences as a result of the scholarship award shall be the sole responsibility of the scholarship recipient.

### **Application deadline:**

The application deadline is Friday, April 28, 2017 at 5:00 PM EST. Applications received after that date will not be considered. Applicants will be notified of approval or denial no later than May 19, 2017.



# The National Association for Court Management CONFERENCE SCHOLARSHIP APPLICATION

Scholarship Application for the 2017 NACM Annual Conference  
July 9 – 13, 2017 in Arlington, Virginia

**APPLICATION DEADLINE: APRIL 28, 2017**

Name:	Position:
Court/Organization:	Phone:
Address:	Fax:
	Email:
Current NACM Member <input type="checkbox"/> Yes <input type="checkbox"/> No (Note: Applicants must be a current member of NACM to be eligible for the scholarship; to join NACM, please visit our website at <a href="http://www.nacmnet.org/membership/index.html">http://www.nacmnet.org/membership/index.html</a> )	
<b>Stewardship to NACM</b> As a member of NACM, I have served as (check all that apply):	
<input type="checkbox"/> Committee Member (indicate committees & dates) _____	
<input type="checkbox"/> Committee Chair (indicate committees & dates) _____	
<input type="checkbox"/> Board Member (indicate dates) _____	
<input type="checkbox"/> Faculty (indicate program and dates) _____	
<input type="checkbox"/> Other _____	
<b>Officer of State Court Association</b> (Priority will only be given for one Officer per State Association)	
I am currently an officer in the following state court association: _____	
<input type="checkbox"/> President	<input type="checkbox"/> Secretary
<input type="checkbox"/> President-Elect	<input type="checkbox"/> Treasurer
<input type="checkbox"/> Vice-President	<input type="checkbox"/> Other _____
<b>Previous Award</b>	
I was a 2016 NACM Conference Scholarship Recipient: <input type="checkbox"/> Yes <input type="checkbox"/> No	

I am hereby requesting a Conference Scholarship from NACM to attend the Annual Conference scheduled for July 9-13, 2017 in Arlington, Virginia. I hereby certify that state and local funds are not available to fully cover the costs of attending the Conference. I also hereby certify I will attend the 2017 Annual Conference in its entirety and will volunteer 3 hours. I acknowledge that I have read the Scholarship Criteria including the provision for reimbursing NACM any costs if I leave my position or cancel attendance.

I am requesting a scholarship for the following:

- Airfare (up to \$500.00)
- Mileage of \_\_\_\_\_ (\$0.535 a mile; see Scholarship Guidelines for eligibility)
- Conference registration fee

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **LETTER OF SUPPORT**

I, \_\_\_\_\_, support the attendance of \_\_\_\_\_  
(Court Administrator, Presiding Judge, Other Senior Executive) (Applicant)

at the National Association for Court Management (NACM) 2017 Annual Conference in Arlington, Virginia. State and local funds are not available to cover the full costs of Applicant's attendance.

I recognize that the receipt by Applicant of a scholarship from NACM will result in funds committed by NACM and Applicant's cancellation of attendance may result in NACM requesting reimbursement.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date