



## 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 2019 NACM Annual Conference.

### **How may the 2019 NACM Annual Conference Scholarship Funds be used?**

NACM seeks to award a limited number of conference scholarships for the 2019 Annual Conference in Las Vegas, Nevada, July 21-25, 2019. 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) were less expensive than the lowest commercial economy airfare.

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

Any current NACM 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 2019 NACM Annual 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 fax to 757-259-1520.
- (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) No refunds will be given in the event that the court has paid registration fees.
- (4) Applicants must be a current NACM members at the time of the conference.
- (5) A scholarship recipient who subsequently leaves a position from their respective court 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.
- (6) Applicants must agree to volunteer for a minimum of 3 hours during the NACM Annual Conference. Examples of volunteer work include: serving as a conference attendee greeter, serving as a host for a NACM educational session, assisting with the Early Career Professionals Fundraiser or general conference assistance.
- (7) Applicants must certify they plan to attend, in its entirety, the conference for which they received a scholarship.
- (8) A written testimonial summary on conference benefits must be submitted within 30 days of the last day of the conference.

### **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 applicants' 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 12, 2019 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 April 26, 2019.

**Questions?** Contact Frank Hardester, Conference Scholarship Subcommittee Chair, at [frank@nacmnet.org](mailto:frank@nacmnet.org).



**The National Association for Court Management**  
**CONFERENCE SCHOLARSHIP APPLICATION**

Scholarship Application for the 2019 NACM Annual Conference  
July 21-25, 2019, Las Vegas, Nevada

**APPLICATION DEADLINE: APRIL 12, 2019**

Name:	Position:
Court/Organization:	Phone:
Address:	Fax:
	Email:
Current NACM Member <input type="checkbox"/> Yes, I have been a NACM member since _____ <input type="checkbox"/> No (Note: Applicants must be a current NACM member; 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 a Court or State Association</b> (Priority will only be given for one Officer per Association) I am currently an officer in the following 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 previous NACM Conference Scholarship Recipient: <input type="checkbox"/> Yes (Year Awarded: _____) <input type="checkbox"/> No	

I am requesting a Conference Scholarship from NACM to attend the 2019 Annual Conference due to the unavailability of court funds for this purpose. I hereby certify that state and local funds are not available to fully cover the costs of attending the conference. Due to the fact NACM will cover only the costs for the applicants' conference registration or airfare, there will not be any reimbursement to the applicant (see Scholarship Guidelines.) I will attend the 2019 Annual Conference in its entirety and will volunteer three (3) hours. I have read the Scholarship Criteria, including the provision for reimbursing costs to NACM if I leave my position or cancel attendance.

I am requesting a scholarship to offset the costs of the following:

- Airfare (up to \$500.00)
- Alternate Travel (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)

\_\_\_\_\_ at the National Association for Court Management (NACM) 2019 Annual  
(applicant)

Conference in Las Vegas, Nevada. Court funding is not available to cover the full cost 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 of costs incurred.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date