



National Association for Court Management

Strengthening Court Professionals

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 provided by support from State Justice Institute (SJI) for the 2024 NACM Midyear and Annual Conferences.

How may the 2024 NACM Conference Scholarship Funds be used?

NACM seeks to award up to five (5) conference scholarships for either or both conferences depending on funds from SJI. Scholarships will be awarded to pay for the scholarship recipients' conference registration fee, airfare/alternative transportation up to \$500.00, hotel cost (within NACM room block), and/or per diem, and a one-year NACM membership (if non-member). 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.

Who is eligible to apply for the NACM Conference Scholarship?

Anyone is eligible to apply for the NACM Conference Scholarship (member or non-member).

Award selection:

All applicants must explain the unavailability of state and local funds to partially or fully fund the costs of attending the 2024 NACM Conference. Priority will be given to candidates who are officers of state court associations (one officer per state association).

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.
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 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.
4. Applicants must agree to volunteer for a minimum of 3 hours during the NACM Midyear 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.
5. Applicants must certify they plan to attend, in its entirety, the conference for which they received a scholarship.
6. If a NACM member, applicant must provide a brief summary as to the benefits of being a NACM member (at least 5 sentences).
7. A written testimonial summary on conference benefits must be submitted within 30 days of the last day of the conference. I agree to allow NACM to use my testimonial and other material for NACM marketing purposes.

How do I apply for the NACM Conference Scholarship?

Please complete the NACM Conference Scholarship application on NACM's website at <https://nacmnet.org/resources/scholarships-offered-by-nacm/> or <https://nacmnet.org/2024-midyear-conference/>.

Award distribution:

If registration has been booked and paid for, NACM will refund the cost of the awardee's registration. 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 – Airfare up to \$500 (economy-main class only), GSA per diem rates, hotel room must be booked in the NACM provided hotel/room block.

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 because of the scholarship award shall be the sole responsibility of the scholarship recipient.



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Application deadline:

The application will open the same day of the opening of conference registration and will close 60 days from the date of the conference.

The 2024 NACM Mid-Year Conference application deadline: December 29, 2023.

The 2024 NACM Annual Conference application deadline: May 22, 2024.

Applications received after that date will not be considered. Applicants will be notified of approval or denial no less than 60 days from the conference.



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Scholarship Application for the 2024 NACM Annual Conference
July 21-25, 2024, New Orleans, Louisiana

APPLICATION DEADLINE: MAY 22, 2024

Name:	Position:
Court/Organization:	Phone:
Address:	Fax:
	Email:

Current NACM Member ☐ Yes, I have been a NACM member since _____ ☐ No

Stewardship to NACM

As a member of NACM, I have served as (check all that apply): _____

- ☐ Committee Member (indicate committees & dates) _____
- ☐ Committee Chair (indicate committees & dates) _____
- ☐ Board Member (indicate dates) _____
- ☐ Faculty (indicate program and dates) _____
- ☐ Other _____

Officer of a Court or State Association (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 _____ |

Previous Award

I was a previous NACM Conference Scholarship Recipient: ☐ Yes (Year Awarded: _____) ☐ No

Brief Summary



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I am requesting a Conference Scholarship from NACM to attend the 2024 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. I will attend the 2024 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.

Signature: _____

Date: _____

Please return this form to: NACM, c/o nacm@ncsc.org.



LETTER OF SUPPORT

I, _____, support the attendance of
(court administrator, presiding judge, other senior executive)

(applicant)

at the National Association for Court Management (NACM) 2024 Annual Conference in New Orleans, Louisiana. 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