



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 creation of the NACM Conference Scholarship.

What is the NACM Conference Scholarship?

NACM seeks to award a minimum of 35 conference scholarships for the 2011 Annual Conference in Las Vegas, Nevada on July 10 - 14, 2011. The scholarship recipients will be reimbursed for the conference registration fee as well as costs associated with conference travel, lodging, and meals (not provided by the conference), not to exceed \$2,000. Applicants may also request a scholarship to cover a portion of the conference registration fee and travel costs if only partial funds are available.

Who is eligible to apply for the NACM Conference Scholarship?

Any current regular NACM member is eligible to apply for the NACM Conference Scholarship.

Application guidelines:

- (1) Applicants must certify that they have pursued other funding options and can only attend the conference with the assistance of a scholarship.
- (2) The applications will be reviewed by the NACM Planning Committee, which will then make recommendations to the NACM Board for approval.
- (3) Applications will be screened based upon demonstrated financial hardship, stewardship to NACM, and an effort to promote increased diversity in NACM.
- (4) Priority will be given to those NACM members who are currently in state court management association leadership positions.
- (5) A scholarship recipient who subsequently leaves a position within court management prior to the event will forfeit the scholarship and will no longer be eligible to use that scholarship.
- (6) Applicants must agree to volunteer for a minimum of 2 hours during the NACM Annual Conference. Examples of volunteer work include: working the NACM registration desk, serving as a conference attendee greeter, serving as a host or reporter for a NACM session, or assisting with the NACM Fun Run/Walk.
- (7) 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 and submit it to NACM, c/o National Center for State Courts, 300 Newport Avenue, Williamsburg, VA 23185.

Award distribution:

The award distribution will be made in the form of reimbursement after the conclusion of the conference. Recipients will be required to comply with the NACM Travel Reimbursement Policy and secure a room at the conference-sponsoring hotel. Information on reimbursement and allowable expenses will be distributed to award recipients upon notification of award. Recipients will be required to submit a voucher on the approved form and provide original receipts as required by 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 the forfeiture of 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 **Monday, May 2, 2011 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 June 3, 2011.



The National Association for Court Management CONFERENCE SCHOLARSHIP APPLICATION

Scholarship Application for the NACM Annual Conference
July 10 – 14, 2011 in Las Vegas, Nevada
APPLICATION DEADLINE: MAY 2, 2011

Name:	Position:
Court/Organization:	Phone:
Address:	Fax:
	Email:
Years in court/organization: _____ Years in current position: _____	
Have you attended NACM's Annual Conference in the past? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how many conferences have you attended _____	I have been a NACM member for _____ years. I currently hold the following leadership position in a state association: Position _____ State _____
As a member of NACM, I have served as: <input type="checkbox"/> Committee Member <input type="checkbox"/> Committee Chair <input type="checkbox"/> Board Member <input type="checkbox"/> Faculty <input type="checkbox"/> Other _____	
Please provide a statement (based on the stewardship to NACM and financial hardship criteria) why you think you should be awarded a scholarship. _____ _____ _____ _____ _____	

I am requesting a Conference Scholarship from NACM to attend the Annual Conference scheduled for July 10 – 14, 2011 in Las Vegas, Nevada. I hereby certify that I have contacted my local funding sources and indicated pertinent information below. I also certify that I cannot attend the conference without financial assistance from NACM and that I will attend the 2011 Annual Conference in its entirety.

Have you received funds from any other source to attend this conference? Yes No
If yes, please list source and amount: Source: _____ Amount: \$ _____

Have you applied for but have not received funds from any other source to attend this conference? Yes No
If yes, please list source and amount: Source: _____ Amount: \$ _____

Signature: _____ Date: _____