

## **THE INSTITUTE FOR COURT MANAGEMENT (ICM) FELLOWS PROGRAM MAACM SCHOLARSHIP GUIDELINES**

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MAACM will award one \$1,500 scholarship annually (the “Scholarship”) to an active member of MAACM who is enrolled in the ICM Fellows Program (the “Program”). The scholarship shall be applied towards the member’s tuition costs for Phase 2 (Coursework/Residency Phase), Phase 3 (Court Project Phase), or Phase 4 (Presentation Phase) of the Program.

### **ELIGIBILITY:**

1. Active members of MAACM are eligible to apply for the Scholarship. An “active member” is a member who has paid his/her MAACM membership dues for the most recent two (2) years.
2. Applicants shall have already been accepted into the Program at the time they apply for the Scholarship.
3. The Scholarship shall not be awarded retroactively to any member who has already completed the Program.

### **APPLICATION:**

1. A completed application form, together with a typed cover letter that elucidates the applicant’s work experience and academic achievement, shall be submitted to MAACM President-Elect Robb Wilmot, via electronic mail ([rwilmot@fjc.gov](mailto:rwilmot@fjc.gov)), **NOT LATER THAN JUNE 30, 2023.**
2. An application for the Scholarship may be submitted during Phase 2 (Coursework/Residency Phase), Phase 3 (Court Project Phase), or Phase 4 (Presentation Phase) of the applicant’s participation in the Program.
3. Each applicant for the Scholarship shall expressly authorize MAACM to contact ICM and to request and be given all information that the applicant submitted to ICM as part of his/her application for admission into the Program.

### **SELECTION:**

1. The MAACM Membership Committee shall serve as the Scholarship Selection Committee. The President-Elect shall forward each application form and cover letter to the Scholarship Selection Committee promptly upon receipt.
2. Not later than July 31, 2023, after reviewing all application materials including, without limitation, each applicant's ICM admission information, the Scholarship Selection Committee shall recommend a scholarship recipient(s) to MAACM's Executive/Advisory Boards. The scholarship recipient shall be selected by a majority vote of the Executive/Advisory Boards. The Boards' selection shall be final.
3. Not later than September 15, 2023, the MAACM Treasurer shall provide ICM with the name of the scholarship recipient and submit the \$1,500 scholarship payment directly to ICM on the recipient's behalf.
4. Once awarded the Scholarship, the recipient may not apply to MAACM for additional scholarships to the Program.

### **ANNUAL CONFERENCE PRESENTATION:**

Upon his/her completion of Phase 3 (Court Project Phase), the scholarship recipient shall contact the chairperson(s) of MAACM's Professional Development Committee to structure a workshop – detailing his/her project – for final presentation at MAACM's next Annual Conference.



## MAACM SCHOLARSHIP APPLICATION FOR ICM FELLOWS PROGRAM

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Business Address: \_\_\_\_\_

Business Telephone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Telephone: \_\_\_\_\_

Preferred Contact: ☐ Business ☐ Home

ICM Fellows Program: I am in/applying for ☐ Phase 2 (Coursework/Residency Phase)  
☐ Phase 3 (Court Project Phase)  
☐ Phase 4 (Presentation Phase)

MAACM Membership: I hereby certify that I am an active member of the Mid-Atlantic Association for Court Management (MAACM) and have paid my dues for the previous and current years.

I expressly authorize the MAACM Scholarship Selection Committee and/or the MAACM Executive/Advisory Board members to contact the Institute for Court Management (ICM) at the National Center for State Courts and to request and be given all information submitted to ICM as part of my application for admission into the ICM Fellows Program.

DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

Please submit this Application, together with a typed cover letter that elucidates your work experience and academic achievement, to President-Elect Robb Wilmot ([rwilmot@fjc.gov](mailto:rwilmot@fjc.gov))

**NOT LATER THAN JUNE 30, 2023**