



National Conference of Appellate Court Clerks Education Fund Committee Report June 2025

Dear President Shima and Executive Committee Members,

The Education Fund Committee met on October 28, 2024, and again on May 22, 2025.

The Committee identified four templates on the existing committee subpage, all of which seem to have duplicative information and/or are unnecessarily bifurcated. The templates are for purposes of thanking those who donate to the NCACC's education fund. The templates also provide information as a tax notice, as defined in Section 170(f)(8) of the Internal Revenue Code. The Committee believes that these templates can be consolidated into one, or at most two templates to simplify procedures and eliminate confusion going forward.

With the improved functionality of the NCACC website, allowing for online donations, the committee identified a gap where donators who use(d) the online payment platform were not receiving thank you letters as the Committee was unaware of donation(s) coming in through that platform. A process will be proposed to the Executive Committee to remedy this gap.

Additionally, the Committee began to identify other ways that the education funds can be used, separate and apart from the annual conference. The Committee plans to propose some ideas to the Executive Committee and suggest that it be an ongoing discussion at future Executive Committee meetings.

Thank you,

Brian Cotta
Chair

Committee Members:

- Jenny Kitchings
- Scott Mitchell
- Jim Hivner

Cc:
Greg Hilton
Chair, Strategic Planning Committee