



# San Francisco Legal Professionals Association

*Excellence through Education*

Tax ID No. 94-6079562

**From the office of:**

**Felicia Masters**

Scholarship Chair

San Francisco Legal Professionals Association

careerscholarship@sflpa.org

Tel: 916-715-2166

January 24, 2022

**RE: Alice O'Dell Scholarship (SFLPA Program)  
Elua Mae Jett Scholarship (LPI Scholarship Program)  
Application Deadline: April 1, 2022**

Dear Educators and Counselors:

The purpose of this letter is to advise your students about the availability of scholarships for those students interested in a career in the legal field. For purposes of these scholarships, "legal field" is defined to include (a) legal assistants (including paralegal); (b) legal secretary (including receptionist); (c) court reporter; and (d) law office administrator. Both San Francisco Legal Professionals Association ("SFLPA") and Legal Professionals, Inc. ("LPI") provided scholarship programs.

SFLPA, a local non-profit organization, is offering students the opportunity to apply for scholarships for two different scholarship Programs:

1. The **Alice O'Dell Memorial Scholarship Program**, sponsored by SFLPA, offers a \$1,000 scholarship award by (1) filling out an application, (2) submitting a biographical letter, (3) submitting an unofficial school transcript and if applicable (4) submitting a resume.
2. The **Eula Mae Jett Scholarship Program**, sponsored by LPI, offers students a \$2,000 first place and \$1,000 second place scholarship awards by (1) filling out an application, (2) submitting a biographical letter, (3) submitting three letters of recommendation, (4) submitting an unofficial school transcript and if applicable (5) submitting a resume.

Legal Professionals, Inc. ("LPI") is a California non-profit corporation established in 1934. LPI is known for its educational programs, scholarship awards, and legal publications entitled "LPI Legal Professional's Handbook" and "Law Office Procedures Manual." LPI has approximately 1,200 members in 29 local associations throughout California. SFLPA is the local chapter of LPI and is dedicated to providing low-cost education seminars and workshops to the legal community in San Francisco County.



SFLPA will award a \$1,000 scholarship at its monthly meeting in April 2022. LPI scholarships will be awarded in May 2022 at the Annual Conference of LPI in Santa Clara, California (the applicant need not be present to win). Scholarships awarded are for applicants enrolled in college or school in the fall of 2022 and the spring of 2023.

Scholarship awards under these two scholarship programs shall be given as follows:

#### **Plan A – High School Senior**

Applicants shall be restricted to seniors who will have successfully completed high school by the end of June 2022 and will be enrolled in the fall semester immediately following the school year in a college or business school offering a course of study in the legal field. All applicants must be legal resident of the State of California during the scholarship year.

#### **Plan B – College Student**

Applicants shall be restricted to students who will have completed at least one year of college by June of the school year, and who will be enrolled in the fall semester immediately following the school year in a college or business school in a course of study in the legal field, until all such courses have been taken to satisfy the requirements for a degree or certificate in said legal related program. All applicants must be a legal resident of the State of California during the scholarship year.

#### **Plan C – Career Change Student**

Applicants shall be restricted to students who will be enrolled in the fall semester in a college or business school in a course of study in the legal field and shall be an individual who either (a) desires to re-enter the workforce after a prolonged absence but require training or specialized education in order to qualify as a candidate for a position in the legal field; or (b) has been in the workforce for a number of years but desires to enter the legal field and wants to receive the training or specialized education needed to do so. All applicants must be legal residents during the scholarship year.

#### **INSTRUCTIONS ON APPLICATIONS AND SUPPORTING DOCUMENTS**

Applications and accompanying documents should be typewritten and on current forms. The Application Form (attached) specifies the rules and documents required for submission of an application for these scholarships.

Applications must submit one unofficial transcript. LPI reserves the right at any time to request an official transcript from the applicant. "Official transcript" shall be defined as transcripts printed on school letterhead. Copies of transcripts will be accepted if they contain either an embossed school seal or certification identifying the copy as a true copy of the original transcript.

The applications and supporting documents will be reviewed by a panel of judges. The judges shall take into consideration the following: (a) the applicant's desire to seek a career/position in the legal field; (b)



the applicant's prospects for success in further education; (c) the financial need of the applicant; (d) the personal characteristics, aspirations and goals of the applicant.

Please provide this cover letter, as well as the application form, to interested students. If your school has a website with a designated scholarship/career page, I would also appreciate if you would have this information posted in the section. All applications should be mailed to SFLPA's Scholarship Chairman at the following address:

Felicia Masters  
c/o San Francisco Legal Professionals Association  
P.O. Box 2582  
San Francisco, CA

Should you or a student have any questions, please feel free to contact me at the email address noted below.

Very truly yours,

*Felicia Masters*

Felicia Masters  
San Francisco Legal Professionals Association  
Scholarship Chair  
[Felicia.masters@careerscholarship.com](mailto:Felicia.masters@careerscholarship.com)  
Enclosures

Cc: Frances Skaggs, CCLS, SFLPA President



# **SAN FRANCISCO LEGAL PROFESSIONALS ORGANIZATION**

## **ALICE O'DELL SCHOLARSHIP**

### **FORMS**

ALICE O'DELL MEMORIAL SCHOLARSHIP APPLICATION

NAME OF APPLICANT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

SUBMITTED UNDER CATEGORY: \_\_\_\_\_ DATE: \_\_\_\_\_

(Category A – HS Senior; Category B-College Student; Category C – Career Change Student)

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San Francisco Legal Professionals Association (hereinafter “SFLPA”) offers scholarships to persons desiring a career in the legal field. A career in the “legal field” shall be interpreted and defined as follows: (i) legal secretary; (ii) legal assistant (including paralegal); (iii) court reporter; and (iv) law office administrator. Scholarships are not intended for students planning to enter law school.

**All applicants must be (i) legal residents for the State of California (ii) attending school within the State of California during the scholarship year (August 1, 2022 through August 31, 2023) and (iii) enrolled in a program of no less than six months in duration. High school students who have not yet finalized their college plans acknowledge that the decision to attend school outside of the State of California, even if such decision is made after a scholarship has been awarded, will result in the forfeiture of the scholarship award.**

The application and accompanying documents (see checklist) should be typewritten and on current forms. An original, signed application must be submitted. Applications via fax or email are not accepted.

I acknowledge I have read and understand the above eligibility requirements for the Alice O’Dell Memorial Scholarship.

SIGNATURE OF APPLICANT: \_\_\_\_\_

ALICE O'DELL SCHOLARSHIP APPLICATION CHECKLIST

NAME OF APPLICANT: \_\_\_\_\_

SUBMITTED UNDER CATEGORY: \_\_\_\_\_ DATE: \_\_\_\_\_

\_\_\_\_\_ BIOGRAPHICAL LETTER FROM APPLICANT

Letter should state the reasons why applicant should receive a scholarship, academic achievement of the applicant, applicant's motivation to pursue a career in the legal field, applicant's future goals, and applicant's financial need. The letter should be typewritten on 8.5" x 11" paper and addressed "To Whom it May Concern."

\_\_\_\_\_ UNOFFICIAL SCHOOL TRANSCRIPT

LPI reserves the right at any time to request an official transcript from the applicant. "Official transcript" shall be defined as transcripts printed on original school letterhead. A copy of the transcript may be accepted if it contains either an embossed school seal or certification identifying the copy as a true copy of the original transcript.

\_\_\_\_\_ RESUME (Category C only)

The resume should list applicant's legal and/or secretarial experience, if any. Resume must include dates of employment, employer name and address, position, and reason for leaving.



**LEGAL PROFESSIONALS, INC.**

**EULA MAE JETT SCHOLARSHIP**

**FORMS**

EULA MAE JETT SCHOLARSHIP COVER SHEET

TO BE COMPLETED BY THE SPONSORING ASSOCIATION  
AND ATTACHED TO EACH APPLICATION FOR SCHOLARSHIP

SUBMITTED BY: \_\_\_\_\_ LSA LPA

SUBMITTED UNDER CATEGORY: \_\_\_\_\_ DATE: \_\_\_\_\_

HAS YOUR LOCAL ASSOCIATION PAID PER CAPITA TO LPI FOR THIS APPLICANT?  
YES NO

NAME, ADDRESS, TELEPHONE NUMBER AND EMAIL ADDRESS OF APPLICANT:

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NAME, ADDRESS, TELEPHONE NUMBER AND EMAIL ADDRESS OF SPONSORING  
ASSOCIATION SCHOLARSHIP CHAIR (OR LOCAL PRESIDENT, IF NO CHAIR):

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NAME, ADDRESS, TELEPHONE NUMBER AND EMAIL ADDRESS OF SPONSORING  
ASSOCIATION GOVERNOR:

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All applications submitted to the LPI Scholarship Chair via U.S. Mail must be postmarked no later than April 1. All applications submitted via overnight delivery (e.g., UPS or Federal Express) must be shipped no later than April 1. Applications and accompanying documents submitted with a postmark or shipping date of April 2 or later shall be disqualified without notification.



EULA MAE JETT SCHOLARSHIP APPLICATION

For the scholarship year September 1, 2021 through August 31, 2022.

NAME OF APPLICANT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

SUBMITTED UNDER CATEGORY: \_\_\_\_\_

(Category A – HS Senior; Category B – College Student; Category C – Career Change Student)

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Legal Professionals Incorporated (hereinafter “LPI”) offers scholarships to persons desiring a career in the legal field. A career in the “legal field” shall be interpreted and defined as follows: (i) legal secretary; (ii) legal assistant (including paralegal); (iii) court reporter; (iv) law office administrator; and (v) court clerks. Scholarships are not intended for students planning to enter law school.

**All applicants must be U.S. citizens and legal residents of the State of California, (ii) living in California during the scholarship year, (iii) attending a school in California, or in the alternative, an online ABA Accredited Program during the scholarship year (September 1, 2021 through August 31, 2022), and (iv) enrolled in a program of no less than six months in duration. High school students who have not yet finalized their college plans acknowledge that the decision to attend school outside of the State of California, even if such decision is made after a scholarship has been awarded, will result in the forfeiture of the scholarship award.**

Members of LPI are not eligible for LPI scholarships. Relatives of LPI members are eligible as long as they meet the criteria as set forth in the Plan of Administration.

The application and accompanying documentation (see checklist) should be neatly handwritten and/or typewritten and on current forms. An original, signed application must be submitted. Applications via fax or email are not accepted.

I acknowledge I have read and understand the above eligibility requirements for the Eula Mae Jett Scholarship.

SIGNATURE OF APPLICANT: \_\_\_\_\_

## EULA MAE JETT SCHOLARSHIP PROGRAM

### FREQUENTLY ASKED QUESTIONS

#### 1. Who is eligible for a scholarship?

LPI offers scholarships to persons desiring a career in the legal field. A career in the “legal field” shall be: (i) legal secretary; (ii) legal assistant (including paralegal); (iii) court reporter; and (iv) law office administrator and (v) court clerks. Scholarships are not intended for students planning to enter law school. *All applicants must U.S. Citizens, legal residents of the State of California, living in California during the scholarship year, and attending a school or online approved program during the scholarship year, and must be enrolled in a program of no less than six months in duration.* Members of LPI are not eligible for LPI scholarships. Relatives of LPI members are eligible as long as they meet the criteria as set forth in the Plan of Administration.

#### 2. Where can I get instructions and forms to apply for a scholarship?

The Plan of Administration, as well as the forms of application, are available on the LPI web site ([www.legalprofessionalsinc.org](http://www.legalprofessionalsinc.org)).

#### 3. Where do I send my application?

Applicants must present applications and accompanying documents **to the local sponsoring association** by the due date determined by the sponsoring association. If it is determined that there is no local association available to sponsor an applicant, the applications and accompanying documents shall be submitted to the LPI Scholarship Chair no later than April 1. Email the LPI Scholarship Chair at [scholarship@legalprofessionalsinc.org](mailto:scholarship@legalprofessionalsinc.org) to obtain the current mailing address.

#### 4. When is the application deadline?

Application deadlines are determined by the local sponsoring association.

#### 5. What if there is no local association in my area?

Applicants should contact the LPI Scholarship Chair to confirm that there is no local association to sponsor the applicant. **Only if there is no local association may an applicant submit his or her application and accompanying documents directly to LPI.** Bypassing the local association will subject the applicant to disqualification. Applications submitted directly to LPI must be postmarked no later than April 1 or submitted electronically to [scholarship@legalprofessionalsinc.org](mailto:scholarship@legalprofessionalsinc.org) no later than 11:59 p.m. on April 1.

**6. Who can write a letter of recommendation for me?**

Letters of recommendation should be from someone other than a family member or a member of LPI (e.g., long-term family friend, teacher, school counselor, employer, or co-worker) and should contain the author's relationship to the applicant.

**7. How many scholarships are awarded by LPI?**

LPI awards two scholarships (for a total of \$3,000) under three different categories. The scholarship winners are announced at the LPI Annual Conference held in May of each year (e.g., May 2021).

**8. What are the scholarship categories?**

Category A – High School Senior; Category B – College Student; and Category C – Career Change Student.

**9. I am a college student. What is the difference between Category B and Category C, which both apply to college students?**

In a nutshell, Category B is for first time around college students and Category C is for students who have already been in the workforce for a number of years and who are going back to school for a career change.

**10. Who do I contact with additional questions?**

This is a brief summary of answers to frequently asked questions. Please see the formal Plan of Administration (November 2020) for complete answers to your questions. Additional questions should be directed to the sponsoring association Scholarship Chair or the LPI Scholarship Chair ([scholarship@legalprofessionalsinc.org](mailto:scholarship@legalprofessionalsinc.org)).

# EULA MAE JETT SCHOLARSHIP PROGRAM

## PLAN OF ADMINISTRATION

2021-2022

1. Legal Professionals , Incorporated (hereinafter “LPI”) offers scholarships to persons desiring a career in the legal field. A career in the “legal field” shall be interpreted and defined as follows: (i) legal secretary; (ii) legal assistant (including paralegal); (iii) court reporter; (iv) law office administrator and (v) court clerks. Scholarships are not intended for students planning to enter law school. All applicants must be U.S. citizens, legal residents of the State of California, living in California during the scholarship year, and attending a school or online approved program during the scholarship year, and must be enrolled in a program of no less than six months in duration.

2. An online approved program may be located outside of California; however, the program must be ABA Accredited, and focused for a career in the “legal field” (as deemed above) and approved by the LPI Scholarship Chair.

3. LPI’s scholarship year shall be from September 1 through August 31 of the ensuing year (e.g., September 1, 2021 through August 31, 2022). Except as otherwise provided to the contrary, all references to dates herein are to those dates within a scholarship year. LPI’s scholarship year may be extended on an as needed basis by the LPI Executive Committee.

4. Members of LPI are not eligible for LPI scholarships. Relatives of LPI members are eligible as long as they meet the criteria as set forth herein.

5. Applicants may submit applications and accompanying documents directly to LPI ONLY when there is no local association to sponsor the applicant. Should applicants present their application and accompanying documents directly to LPI and a local association is available to sponsor the applicant, the LPI Scholarship Chair will immediately notify the applicant and the local association (scholarship chair, President or Governor). If the local association agrees to sponsor the applicant but the applicant chooses not to provide the requested documentation to the local association, the applicant shall be deemed to be disqualified for a LPI scholarship. All correspondence between LPI, the applicant, and the local association regarding the matter shall be in writing in order to avoid any miscommunications.

6. Upon written request to the LPI Scholarship Chair on December 1 or later, the LPI Scholarship Chair shall furnish a copy of the Eula Mae Jett Scholarship Program Plan of Administration (hereinafter “Plan”), together with forms of application, to the Governor and the Scholarship Chair of each local association (hereinafter “association”) who are unable to download the Plan and forms from the LPI web site.

7. Each association desiring to participate in the scholarship program shall advise schools in its respective area of the availability of the scholarships to be awarded by LPI.

8. Each association may distribute as many applications locally as it desires for each category. Applicants must present applications and accompanying documents to the local sponsoring association by the due date determined by the sponsoring association.

9. Each sponsoring association shall select two (2) applications per category (for a total of up to six (6) applications) to be forwarded to the LPI Scholarship Chair for consideration. Only the original application and its accompanying documentation should be submitted; it is not necessary to submit any additional copies.

10. Applications and accompanying documentation should be neatly handwritten and/or typewritten and on current forms, and should include an unofficial school transcript. LPI reserves the right at any time to request an official transcript from the applicant. "Official transcript" shall be defined as transcripts printed on original school letterhead containing either an embossed school seal or certification. A copy of the transcript may be accepted if it contains certification identifying the copy as a true copy of the original transcript. If a recent school transcript is not available (e.g., in the case of a career change student), the applicant should provide a resume listing the applicants legal and/or secretarial experience, if any. Resumes must include dates of employment, employer name and address, position, and reason for leaving.

11. The applicant's biographical letter should state the reasons why the applicant should receive a scholarship, the academic achievements of the applicant (including any academic or non-academic honors or awards), the applicant's motivation to pursue a career in the legal field, the applicant's future goals, and the applicant's financial need. Letters should be typewritten and addressed "To Whom it May Concern."

12. Letters of recommendation should be from someone other than a family member (e.g., long-term family friend, teacher, school counselor, employer, or co-worker) and should contain the author's relationship to the applicant. A total of three (3) letters of recommendation are required. Items to include in the letter are a description of the applicant's personal traits (character, personality, and goals) and the applicant's school or work experience and ethic. Letters should be typewritten and addressed "To Whom it May Concern." Letters of recommendation from LPI members not related to the applicant are encouraged.

13. All applications submitted to the LPI Scholarship Chair should be sent via electronic ("email") submission to: [scholarship@legalprofessionalsinc.org](mailto:scholarship@legalprofessionalsinc.org) no later than 11:59 p.m. on April 1. Applications and accompanying documents submitted after April 2 or later shall be disqualified without notification.

14. The LPI Scholarship Chair shall appoint three (3) judges to review and score the applications. The panel of judges may be comprised of educators in a legal program, lawyers, judges, and/or civic leaders. The LPI Scholarship Chair shall act as an advisor and non-voting member of the judging panel.

15. The scholarships shall be awarded based upon the following, which the judges, in reaching their decisions, shall take into consideration: (a) the applicant's desire for a career/position in the legal field; (b) the academic achievement of the applicant; (c) the financial need of the applicant; and (d) the personal characteristics, aspirations, and goals of the applicant.

16. On or about May 1, each judge shall advise the LPI Scholarship Chair of the points given to each application. The points given by the three judges for each application shall be totaled and then averaged in order to determine two winners and two alternates in each of the three categories. The first place winner shall be awarded \$2,000 and the second place winner shall be awarded \$1,000. The scholarship winners and sponsoring associations shall be announced at the LPI Annual Conference in May (e.g., May 2021). It is the responsibility of the local sponsoring association to notify the scholarship winner(s) upon presentation of the scholarship awards. The LPI Scholarship Chair will in turn notify all applicants and winners of the results directly and provide further instruction no later than June 30<sup>th</sup> of each calendar year.

17. Scholarship awards shall be given as follows:

Category A – High School Senior (two awards)

Applicants shall be restricted to seniors who will have successfully completed high school by the end of June and will be enrolled in the fall semester immediately following the school year in a college or business school offering a course of study in the legal field. All applicants must be living in California and considered legal residents of the State of California and must attend (in person or online) an approved program or course of study of a legal nature during the scholarship year.

Category B – College Student (two awards)

Applicants shall be restricted to students who will have completed at least one year of college by June of the school year, and who will be enrolled in the fall semester immediately following the school year in a college or business school in a course of study in the legal field, until all such courses have been taken to satisfy the requirements for a degree or certificate in said legal related program. All applicants must be living in California and considered legal residents of the State of California and must attend (in person or online) an approved program or course of study of a legal nature during the scholarship year.

Category C – Career Change Student (two awards)

Applicants shall be restricted to students who will be enrolled in the fall semester in a college or business school in a course of study in the legal field and shall be an individual who either (a) desires to re-enter the workforce after a prolonged absence but requires training or specialized education in order to qualify as a candidate for a position in the legal field; or (b) has been in the workforce for a number of years but desires to enter the legal field and wants to receive the training or specialized education needed to do so. All

applicants must be living in California and considered legal residents of the State of California and must attend (in person or online) an approved program or course of study of a legal nature during the scholarship year.

18. Students may apply as many times as they wish, but may only win once in any one given category (e.g. Plan A, Plan B, Plan C. Once an applicant has won either first or second place in any category, he or she may apply again, under a different category, even if the applicant forfeited the scholarship award. If an applicant is chosen as an alternate and receives any portion of a scholarship award due to forfeiture, he or she may still re-apply and may receive the full scholarship if chosen as a first or second place winner in any category.

19. Payments of the scholarship awards shall be paid directly to the scholarship recipient as follows:

- (a) If the recipient enrolls in a school offering a concentrated course of study (e.g., six to nine months) in the legal field, not having any divisions into semesters, the scholarship shall be paid one-half (1/2) upon furnishing proof of enrollment in any such course, and one-half (1/2) upon furnishing proof of successful completion of the course.
- (b) If the recipient enrolls in a school in which the school year is divided into semesters, the scholarship shall be paid one-third (1/3) upon furnishing proof of enrollment in the fall semester, one-third (1/3) upon furnishing proof of successful completion of the fall semester and enrollment in the winter or spring semester (whichever is sooner), and one-third (1/3) upon furnishing proof of successful completion of such winter or spring semester.

20. The LPI Scholarship Chair shall request proof of enrollment and/or proof of successful completion, which shall be received by dates specified by the LPI Scholarship Chair. Failure to furnish proof of enrollment and/or proof of successful completion by the required dates shall result in a forfeiture of the entire award or a portion of the award, as recommended by the LPI Scholarship Chair to the LPI Executive Committee.

21. Proof of enrollment shall consist of the following:

- (a) If the recipient enrolls in a school offering a concentrated course of study (as described in 19(a) above) in the legal field not having any divisions into semesters, the recipient shall provide a copy of his or her schedule of classes for the concentrated course and a copy of the enrollment agreement or such other contract as the recipient may enter into with the school for such concentrated course.
- (b) If the recipient enrolls in a school in which the school year is divided into semesters, the recipient shall provide a copy of his or her schedule of classes for the semester as distributed by the school at the time of the recipient's registration.

22. Proof of successful completion shall consist of a copy of whatever form of “grading” the school in which the recipient is enrolled distributes upon completion of the classes and/or subjects the recipient took during the specified time period, indicating that the recipient received credit for the classes.

23. If a scholarship recipient chooses not continue in school for the entire year (or the entire term of the concentrated course as described in 19(a) above), he or she shall forfeit the entire award (or a portion of the award, as recommended by the LPI Scholarship Chair to the LPI Executive Committee), and the scholarship (or the remainder of the scholarship) shall pass to an alternate. If a scholarship recipient is unable to continue in school for the entire year (or the entire term of the concentrated course) through no fault of his or her own (e.g., the school loses its accreditation), the recipient shall immediately notify the LPI Scholarship Chair, who will make a recommendation to the LPI Executive Committee.

24. If a scholarship recipient does not enroll within the allotted time, and the scholarship passes to an alternate, such alternate, if unable to be admitted into the fall semester after making application to do so, shall be eligible for the scholarship for the following winter or spring semester (whichever is sooner), being the first opportunity when admittance can be gained to the school of the student’s choice.

25. If a student fails to timely enroll for any semester, the scholarship will pass to the next alternate who shall be bound by the same rules above. If an alternate has already enrolled in a school at the time he or she is advised of the scholarship award, such award will be paid directly to the recipient for that semester, or in the event he or she is enrolled in a school offering a concentrated course in legal training not having any division into semesters, the full or remaining portion of the scholarship, as the case may be, will be paid directly to the recipient pursuant to the rules set forth in paragraph 19(a) above.

26. The LPI Scholarship Chair shall maintain scholarship applications for the current scholarship year, at a minimum. Additional files may be kept at the LPI Scholarship Chair’s discretion; however, LPI shall not be responsible for the cost of storing any such files. Prior year scholarship applications should be saved electronically and the hard copies destroyed at the LPI Scholarship Chair’s discretion. All electronic files shall be passed on and maintained to each new LPI Scholarship Chair. Recommendations by the LPI Scholarship Chair and subsequent decisions by the LPI Executive Committee are final.

27. Recommendations by the LPI Scholarship Chair and subsequent decisions by the LPI Executive Committee are final.



## EULA MAE JETT SCHOLARSHIP APPLICATION CHECKLIST

NAME OF APPLICANT: \_\_\_\_\_

SPONSORING ASSOCIATION: \_\_\_\_\_ LSA LPA

SPONSORING ASSOCIATION SUBMISSION DEADLINE: \_\_\_\_\_

SUBMITTED UNDER CATEGORY: \_\_\_\_\_ DATE: \_\_\_\_\_

### BIOGRAPHICAL LETTER FROM APPLICANT

Letter should state the reasons why applicant should receive a scholarship, academic achievement of the applicant, applicant's motivation to pursue a career in the legal field, applicant's future goals, and applicant's financial need. The letter should be typewritten on 8.5" x 11" paper and addressed "To Whom it May Concern."

### THREE LETTERS OF RECOMMENDATION

Letters of recommendation should be from someone other than a family member or a member of LPI (e.g., long-term family friend, teacher, school counselor, employer or co-worker) and should contain the author's relationship to the applicant. Additional items to include in the letter are a description of the applicant's personal traits (character, personality and goals) and the applicant's school or work experience and ethic. Letters should be typewritten on 8.5" x 11" paper and addressed "To Whom it May Concern."

### UNOFFICIAL SCHOOL TRANSCRIPT

LPI reserves the right at any time to request an official transcript from the applicant. "Official transcript" shall be defined as transcripts printed on original school letterhead. A copy of the transcript may be accepted if it contains either an embossed school seal or certification identifying the copy as a true copy of the original transcript.

### RESUME (Category C only)

The resume should list applicant's legal and/or secretarial experience, if any. Resume must include dates of employment, employer name and address, position, and reason for leaving.