

## EULA MAE JETT SCHOLARSHIP PROGRAM

### PLAN OF ADMINISTRATION

1. Legal Secretaries, Incorporated (hereinafter “LSI”) 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 LSI Scholarship Chair.

3. LSI’s scholarship year shall be from September 1 through August 31 of the ensuing year (e.g., September 1, 2019 through August 31, 2020). Except as otherwise provided to the contrary, all references to dates herein are to those dates within a scholarship year.

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

5. Applicants may submit applications and accompanying documents directly to LSI ONLY when there is no local association to sponsor the applicant. Should applicants present their application and accompanying documents directly to LSI and a local association is available to sponsor the applicant, the LSI 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 LSI scholarship. All correspondence between LSI, 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 LSI Scholarship Chair on December 1 or later, the LSI 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 LSI 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 LSI.

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 LSI 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. LSI 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 LSI members not related to the applicant are encouraged.

13. All applications submitted to the LSI 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.

14. The LSI 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 LSI 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 LSI 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 LSI Annual Conference in May (e.g., May 2020). It is the responsibility of the local sponsoring association to notify the scholarship winner(s) upon presentation of the scholarship awards. The LSI 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 LSI Scholarship Chair shall request proof of enrollment and/or proof of successful completion, which shall be received by dates specified by the LSI 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 LSI Scholarship Chair to the LSI 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 LSI Scholarship Chair to the LSI 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 LSI Scholarship Chair, who will make a recommendation to the LSI 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 LSI Scholarship Chair shall maintain scholarship applications for the current scholarship year, at a minimum. Additional files may be kept at the LSI Scholarship Chair's discretion; however, LSI 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 LSI Scholarship Chair's discretion. All electronic files shall be passed on and maintained to each new LSI Scholarship Chair. Recommendations by the LSI Scholarship Chair and subsequent decisions by the LSI Executive Committee are final.

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