

EULA MAE JETT SCHOLARSHIP APPLICATION

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

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

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

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

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

SUBMITTED UNDER PLAN: \_\_\_\_\_ DATE: \_\_\_\_\_

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

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

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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; and (iv) law office administrator. Scholarships are not intended for students planning to enter law school. All applicants must be legal residents of the State of California, must be attending school within the State of California during the scholarship year, and must be enrolled in a program of no less than six months in duration.

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 in the Plan of Administration.

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

# 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; and (iv) law office administrator. Scholarships are not intended for students planning to enter law school. All applicants must be legal residents of the State of California, must be attending school within the State of California during the scholarship year, and must be enrolled in a program of no less than six months in duration.

2. Each scholarship year shall be from September 1 through August 31 of the ensuing year (e.g., September 1, 2016 through August 31, 2017). Except as otherwise provided to the contrary, all references to dates herein are to those dates within a scholarship year.

3. 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.

4. Upon written request to the LSI Scholarship Chair on October 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.

5. 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.

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

7. Each sponsoring association shall select one application per Plan (for a total of up to three 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.

8. Applications and accompanying documentation should be 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. 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. If a recent school transcript is not available (e.g., in the case of a career

change student), the applicant should make efforts to obtain a transcript from the last school attended or provide an explanation as to why a transcript is not being provided.

9. 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."

10. Letters of recommendation should be from someone other than a family member or a member of LSI (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 and addressed "To Whom it May Concern."

11. 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.

12. 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) to resolve the matter. 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 must be in writing in order to avoid any miscommunications.

13. Prior to April 1, the LSI Scholarship Chair shall appoint three (3) or more judges to review the applications and select the winners and alternates. The panel of judges may be comprised of educators, lawyers, judges, and/or civic leaders. The LSI Scholarship Chair shall act as an advisor and non-voting member of the judging panel.

14. 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.

15. On or before May 1, each judge shall advise the LSI Scholarship Chair of the points given to each application. From the totals of the points given by the three judges, the LSI Scholarship Chair shall determine two winners and two alternate winners in each of the three

Plans. The scholarship winners and sponsoring associations shall be announced at the LSI Annual Conference in May (e.g., May 2016).

16. Scholarship awards shall be given as follows:

Plan A – High School Senior (two awards of \$1,500 each)

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 legal residents of the State of California and must be attending school within the State of California during the scholarship year.

Plan B – College Student (two awards of \$1,500 each)

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 legal residents of the State of California and must be attending school within the State of California during the scholarship year.

Plan C – Career Change Student (two awards of \$1,500 each)

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 legal residents of the State of California and must be attending school within the State of California during the scholarship year.

17. Students may apply as many times as they wish, but may only win once. Once an applicant has won either first or second place in any category, he or she may not apply again, 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.

18. Payments of the scholarship awards shall be made as follows:

- (a) If the recipient enrolls in a school offering a concentrated course (e.g., six to nine months) in the legal field, not having any divisions into semesters or sessions, the scholarship shall be paid one-half (1/2) upon furnishing proof of enrollment in the school, and one-half (1/2) upon furnishing proof of successful completion of the

course, or continued attendance for one year from the date proof of enrollment was furnished, whichever is sooner.

- (b) If the recipient enrolls in a school in which the school year is divided into two (2) semesters, the scholarship shall be paid one-quarter (1/4) upon furnishing proof of enrollment in the fall semester immediately following the school year, one-half (1/2) upon furnishing proof of successful completion of the fall semester and enrollment in the spring semester immediately following the school year, and one-quarter (1/4) upon furnishing proof of successful completion of the spring semester immediately following the school year.
- (c) If the recipient enrolls in a school in which the school year is divided into three (3) sessions, the scholarship shall be paid one-third (1/3) upon furnishing proof of enrollment in the fall session immediately following the school year, one-third (1/3) upon furnishing proof of successful completion of the fall session and enrollment in the winter session immediately following the school year, and one-third (1/3) upon furnishing proof of successful completion of the winter session and enrollment in the spring session immediately following the school year.

19. The LSI Scholarship Chair shall request proof of enrollment and/or successful completion under 16(a), (b), or (c) above, which shall be received by dates specified by the LSI Scholarship Chair. Failure to furnish proof of enrollment and successful completion under 16(a), (b) or (c) above 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.

20. Proof of enrollment shall consist of the following:

- (a) If the recipient enrolls in a school offering a concentrated course (as described in 14(a) above) in the legal field not having any divisions into semesters or sessions, 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 two (2) semesters or three (3) sessions, the recipient shall provide a copy of his or her schedule of classes for the semester/session as distributed by the school at the time of the recipient's registration.

21. 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.

22. Failure to furnish proof of successful completion of the fall semester and enrollment in the spring semester within fifteen (15) days after the enrollment in the spring semester immediately following the school year, under 16(b) above, will result in the forfeiture of the remaining three-quarters (3/4) of the award. Failure to furnish proof of successful completion of the fall session and enrollment in the winter session within fifteen (15) days after enrollment in the winter session immediately following the school year, under 16(c) above, will result in a forfeiture of the remaining two-thirds (2/3) of the award. Failure to furnish proof of successful completion of the winter session and enrollment in the spring session within fifteen (15) days after enrollment in the spring session immediately following the school year, under 16(c) above, will result in a forfeiture of the remaining one-third (1/3) of the award.

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 16(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/session after making application to do so, shall be eligible for the scholarship for the next semester/session, 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/session, the scholarship shall 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 may be paid directly to the recipient for that semester/session, 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 or sessions, the full or remaining portion of the scholarship, as the case may be, may be paid directly to the recipient pursuant to the rules set forth in paragraph 16 above.

26. Recommendations by the LSI Scholarship Chair and subsequent decisions by the LSI Executive Committee are final.

## EULA MAE JETT SCHOLARSHIP PROGRAM

### FREQUENTLY ASKED QUESTIONS

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

LSI 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. Scholarships are not intended for students planning to enter law school. *All applicants must be legal residents of the State of California, must be attending school within the State of California during the scholarship year, and must be enrolled in a program of no less than six months in duration.* 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 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 LSI web site ([www.lsi.org](http://www.lsi.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 LSI Scholarship Chair no later than April 1. Email the LSI Scholarship Chair at [emjscholarship@gmail.com](mailto:emjscholarship@gmail.com) 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 LSI 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 LSI. Bypassing the local association will subject the applicant to disqualification. Applications submitted directly to LSI must be postmarked no later than 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 LSI (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 LSI?**

LSI awards two scholarships (\$1,500 each) under three different plans. The scholarship winners are announced at the LSI Annual Conference held in May of each year (e.g., May 2016).

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

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

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

In a nutshell, Plan B is for first time around college students and Plan 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 2015) for complete answers to your questions. Additional questions should be directed to the sponsoring association Scholarship Chair or the LSI Scholarship Chair (emjscholarship@gmail.com).



EULA MAE JETT SCHOLARSHIP APPLICATION CHECKLIST

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

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

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

SUBMITTED UNDER PLAN: \_\_\_\_\_ 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 LSI (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

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. 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 (Plan 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.

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 PLAN: \_\_\_\_\_ DATE: \_\_\_\_\_

HAS YOUR LOCAL ASSOCIATION PAID PER CAPITA TO LSI 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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