Dear Applicant:

Legal Secretaries, Incorporated (“LSI”), a nonprofit, educational association was organized with the main goal of educating and training people in the legal field. San Diego Legal Secretaries Association (“SDLSA”), is a local chapter of LSI.

With the costs of education going up every day, financial aid in the form of a scholarship can assist a student in preparing for a career in this exciting field. LSI and SDLSA have established scholarship programs to assist with financial aid to those who desire a career in the legal field.

This year, SDLSA, is offering a Virginia Caperton Memorial Scholarship to students who want to enter the legal field (defined as: legal secretary, receptionist, legal assistant, paralegal, court reporter, and/or law office administrator). In order to be eligible, applicants must enroll in a college or business school in the Fall of 2011, offering a course of study in the legal field leading to a degree or certificate of completion upon graduation. This scholarship program is parallel to the Eula Mae Jett Scholarship offered by Legal Secretaries, Incorporated. One scholarship will be awarded by SDLSA. In addition, SDLSA will then choose one applicant from each of the three Plans to submit to LSI for the opportunity to win a $1,000 Eula Mae Jett Scholarship.

The deadline to submit the applications to me, at the above address, is February 28, 2011.

For further information about Legal Secretaries, Incorporated, visit www.lsi.org, or San Diego Legal Secretaries Association at www.sdlsa.org.

Please contact me if you would like further information regarding the Scholarship Programs. In addition SDLSA is available to present workshops/seminars to your school or group in the topics of careers in the legal field and legal secretarial training.

I look forward to hearing from you.

Very Truly Yours,

San Diego Legal Secretaries Association

Linda G. Reiner

Linda G. Reiner
SDLSA Legal Secretary Training and Scholarship Chair

Enclosures

All SDLSA members are affiliated with Legal Secretaries, Incorporated, a statewide organization.
Legal Secretaries, Incorporated
Eula Mae Jett Scholarship Program
Application

Circle One:

Plan A (College Student)
Plan B (High School Senior)
Plan C (Re-Entry Level)

Date: ________________________  Deadline For Submitting Application: February 28, 2011

Name: __________________________________________________________

Address: __________________________________________________________________

Telephone: __________________________________________________________________
E-mail: ____________________________________________________________________

[Signature of Applicant]

Scholarship Rules of Entry, Plans A and B

1. GPA:
   If under Plan A: attach official transcript of grades and list of classes taken in college
   If under Plan B: attach official transcript of grades in high school.

2. Attach three (3) letters of recommendation: One letter from applicant's major teacher or counselor stating applicant's ability and performance in school, a description of the applicant's personal traits, character, personality, and goals (the letter to be on the school's letterhead); and two (2) additional letters from someone other than a family member or a member of Legal Secretaries, Incorporated, but stating the author's relationship to the applicant.

3. Attach a biographical letter from you stating reasons why you should receive a scholarship, what motivates you to pursue a career in the legal field, your future goals, and your financial need. This letter shall also include applicant's extra curricular activities and what the applicant has gained from them.

   All letters should be addressed, "To Whom It May Concern" and be typewritten on 8-1/2" x 11” paper.

Scholarship Rules of Entry, Plan C

1. Legal experience (if any). Include dates, position, employer, address, reason for leaving.

2. Secretarial experience (if any). Include dates, employer, address, reason for leaving.

   (Attach additional page for responses to 1 and 2 above.)

3. Attach three (3) letters of recommendation: One letter, if possible, should be from an employer (past or present, and in the legal field if applicable), giving a description of applicant's personal traits, character, personality, and work experience (letter to be on the company letterhead). Two (2) additional letters from someone other than a family member or a member of Legal Secretaries, Incorporated, but stating the author's relationship to the applicant.

4. Attach a biographical letter from you stating reasons why you should receive a scholarship, what motivates you to pursue a career in the legal field, your future goals, and your financial need. This letter shall also include applicant's extra curricular activities and what the applicant has gained from them.

   All letters should be addressed, "To Whom It May Concern" and be typewritten on 8-1/2” x 11” paper.

All applications and accompanying documents must be submitted in triplicate. For the purposes of this Scholarship, a career in the “legal field” is defined as a legal secretary (including receptionist), legal assistant (including paralegal), court reporter, and law office administrator. Scholarships are not intended for students planning to enter law school.

Revised August 2003
EULA MAE JETT SCHOLARSHIP APPLICATION CHECKLIST

Name of Applicant: ___________________________ Date: _______________________

Submission deadline for Application is _______February 28, 2011_____

Sponsoring Association: San Diego Legal Secretaries Association

Under Plan A or Plan B:

____ *Official transcript of grades and list of classes taken
    (College classes under Plan A; high school classes under Plan B)

____ GPA

Three letters of recommendation

____ One letter from applicant's major teacher or counselor, stating applicant's ability and performance in school, a description of the applicant's personal traits, character, personality, and goals (must be on school letterhead).

____ Two letters from persons other than a family member or a member of Legal Secretaries, Inc. (Letters must state the author's relationship to the applicant, must be addressed “To Whom it May Concern,” and typewritten on 8 1/2" x 11" paper.)

____ Biographical letter from applicant stating reasons why applicant should receive a scholarship, motivation to pursue a career in the legal field, future goals and financial need. This letter shall also include applicant's extra curricular activities and what the applicant has gained from them. (Letters must be addressed "To Whom it May Concern," and typewritten on 8 1/2" x 11" paper.)

Under Plan C:

____ List of Legal experience (if any). Must include dates, position, employer, address, and reason for leaving

____ Secretarial experience (if any). Must include dates, employer, address, reason for leaving

Three letters of recommendation

____ One letter, if possible, should be from an employer (past or present) and in the legal field if applicable. Must give a description of applicant's personal traits, character, personality, and work experience. (Must be on company letterhead, addressed “To Whom it May Concern,” and typewritten on 8 1/2" x 11" paper.)

____ Two letters from persons other than a family member or a member of Legal Secretaries, Inc. (Letters must state the author's relationship to the applicant, must be addressed “To Whom it May Concern,” and typewritten on 8 1/2" x 11” paper.)

____ Biographical letter from applicant stating reasons why applicant should receive a scholarship, motivation to pursue a career in the legal field, future goals and financial need. This letter shall also include applicant's extra curricular activities and what the applicant has gained from them. (Must be addressed “To Whom it May Concern,” and typewritten on 8 1/2" x 11” paper.)

Official transcript shall be defined as transcripts printed on the original letterhead of the school. Copies of transcripts will be accepted as long as they contain an embossed school seal, or a certification certifying that the copy is a true copy of the original.
Legal Secretaries, Incorporated
San Diego Legal Secretaries Association

Scholarship Reminders

1. Scholarships are offered to California residents who desire an education/career in the legal field (legal secretary, paralegal, legal assistant, legal receptionist, court reporter, and/or law office administrator).

2. Applications, biological letter, and reference letters must be typewritten on 8 ½” by 11” paper. (Can be computer-generated.)

3. Please read application and supporting documents carefully – make sure that you submit all required information and documentation. Plans A and B – include Original transcript.


5. Return Application Package via U. S. Mail to:

   Linda G. Reiner
   San Diego Legal Secretaries Association
   PO Box 127073
   San Diego, California 92112-7073

6. If you have any questions, please contact Linda Reiner at (858) 722-5931 or lgreiner@cox.net. Please feel free to leave a voicemail. Thank you.
Payment of the scholarship awards shall be made as follows:

1. (a) If the recipient enrolls in a school offering a concentrated course 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, one-half (1/2) upon furnishing proof of successful completion of the Fall semester and of enrollment in the Spring semester, and one-quarter (1/4) upon furnishing proof of successful completion of the Spring semester.

   (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, one-third (1/3) upon furnishing proof of successful completion of the Fall and of enrollment in the Winter session, and one-third (1/3) upon furnishing proof of successful completion of the Winter session and of enrollment in the Spring session.

The LSI Scholarship Chairman shall request proof of enrollment and/or successful completion under 1(a), (b), or (c) above, which proof shall be received by appropriate dates certain, specified by the LSI Scholarship Chairman in such requests. Failure to enroll and furnish proof of enrollment and successful completion under 1(a), (b), or (c) above by the required dates certain shall result in a forfeiture of the entire award.

Proof of enrollment shall consist of the following:

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

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 class.

Failure to furnish proof of successful completion of the Fall semester and of enrollment in the Spring semester within fifteen (15) days after enrollment in the Spring semester, under 1(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 of enrollment in the Winter session within fifteen (15) days after enrollment in the Winter session, under 1(c) above, will result in a forfeiture of the remaining two-thirds (2/3) of the award; and, failure to furnish proof of successful completion of the Winter session and of enrollment in the Spring session within fifteen (15) days after enrollment in the Spring session under 1(c) above, will result in a forfeiture of the remaining one-third (1/3) of the award.

If a recipient under Plan A, Plan B, or Plan C does not continue in school for the entire year, the scholarship passes to an alternate.

If a recipient under Plan A, Plan B, or Plan C 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 therefor, 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.

If a student fails to enroll timely for any semester/session, the scholarship shall pass to the next alternate who shall be bound by the same rules. If an alternate has already enrolled in a school at the time she/he is advised of the scholarship award, such award may be paid directly to the recipient for that semester/session, or in the event she/he 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 as mentioned in paragraph (a) under “Payment of Scholarship…” above.