

## SANTA BARBARA LEGAL SECRETARIES ASSOCIATION

### LOCAL SCHOLARSHIP PROGRAM PLAN OF ADMINISTRATION PLAN YEAR 2007-2008

1. Each scholarship year shall be from June 1 through May 31 of the ensuing year. Except as otherwise provided to the contrary, all references to dates herein are to those dates within a scholarship year

2. Santa Barbara Legal Secretaries Association (hereinafter SBLSA) shall advise schools and the legal community in Santa Barbara County of the availability of the scholarship(s) to be awarded by SBLSA.

3. Applications and accompanying documents must be typewritten and on current forms. All applications and accompanying documents must be submitted in duplicate. Applicants may submit one original official transcript to the SBLSA Scholarship Chairman. "Official transcript" shall be defined as transcripts printed on original 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. Applications and accompanying documents that are not typewritten and/or submitted with a postmark later than **August 31, 2007**, shall be disqualified without notification.

4. Prior to June 1, 2007, the SBLSA Executive Board shall appoint three (3) or more judges to review the applications and select the winners. The panel of judges shall be comprised of educators, lawyers, judges and/or civic leaders. The SBLSA Scholarship Chairman shall act as an advisor and non-voting member of the judging panel.

5. The scholarships shall be awarded based upon the following: (a) the applicant's desire for a career/position in the legal field; (b) the academic achievement of the applicant; and (c) the financial need of the applicant. Scholarships awarded for Plan A are for applicants enrolled in college or school the following Fall and Spring semesters. Awards for Plan B are for any one course or seminar the recipient wishes to enroll in within nine (9) months of receipt of the award. A career/position in the "legal field" shall be interpreted and defined as follows: (a) legal secretary (including receptionist); and (b) legal assistant (including paralegal); and (c) law office administrator. Scholarships are not intended for students to enter law school.

6. The judges, in reaching their decisions, 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 and (d) the personal characteristics, aspirations and goals of the applicant.

7. On or before **August 15, 2007**, each judge shall advise the SBLSA Chairman of the points given to each application. From the totals of the points

given by the three judges, the SBLSA Scholarship Chairman shall determine the winners under the following Plans:

PLAN A— High School Senior [One (1) annual award pf \$500]

Applicants shall be restricted to those graduating high school seniors who are residents of Santa Barbara County, California that will have successfully completed their courses in high school by July 2007 and will be enrolled in the 2007 Fall semester in a college or business school offering a course of study in the legal field. This is a one-time award per person.

PLAN B—Re-Entry Level [Two (2) annual awards of up to \$350]

Applicants shall be restricted to those individuals who are residents of Santa Barbara County, California, who do not qualify under Plan A hereof, and who wish to pursue their education in the legal field. This category would include the following: (a) an individual who desires to re-enter the work force, but requires training, a “refresher” course, or specialized education in order to qualify as a candidate for a position in the legal field; or (b) an individual currently working, but who desires to enter the legal field and wants to receive the training or specialized education needed to do so, and (1) who cannot afford such training or specialized education, and/or (2) cannot afford to quit working. A person may re-apply for awards in this category up to a maximum of 3 awards.

9. Members of SBLSA are not eligible for PLAN A, but may in certain circumstances be eligible for Plan B, at the discretion of the Scholarship Committee. Relatives of SBLSA are eligible as long as they meet the criteria as set out herein.

10. Payment of scholarship awards shall be made, as follows: FOR PLAN A--One-half of the scholarship shall be paid to recipient upon furnishing proof of enrollment in a course of study; the remaining one-half shall be paid upon furnishing proof of completion of the course. FOR PLAN B—a check not to exceed the price of enrollment to a maximum of \$350 shall be paid directly to the school/entity or organizer for the benefit of the award recipient.

11. The SBLSA Scholarship Chairman shall request proof of enrollment and/or completion per section 12, which proof shall be received by appropriate dates specified by the SBLSA Scholarship Chairman in such requests. Failure by the recipient to furnish proof of enrollment and/or completion of the course they are enrolled in by the required dates shall result in a forfeiture of the award.

12. Proof of enrollment shall consist of a copy of recipient’s class schedule showing the legal course of study they are enrolled in and/or a confirmation of registration.

13. 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 the recipient received credit for the classe(s) and/or a certificate or acknowledgment of completion/participation in the course.

14. Failure to furnish proof of completion of the course will result in a forfeiture of the remaining one-half (1/2) of the award in PLAN A, or ineligibility for further awards in PLAN B.

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