



SAN MATEO COUNTY LEGAL SECRETARIES ASSOCIATION

Member: Legal Secretaries Incorporated

Reply to: Doris A. Burke
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SCHOLARSHIP SUBMISSION DEADLINE: FEBRUARY 25, 2010

Re: Legal Secretaries Incorporated (LSI) Scholarships and
San Mateo County Legal Secretaries Association

Dear Sir or Madam:

Each year the San Mateo County Legal Secretaries Association offers scholarships to individuals in San Mateo County who would like to pursue a career in the legal field. Please find enclosed an Application/Checklist and Scholarship Information. Feel free to copy these documents and provide them to all interested applicants.

For more information, you may check out the LSI website at www.lsi.org. Please note that in order to qualify for the LSI Scholarship, the San Mateo County Legal Secretaries Association must sponsor and submit the application to the state organization for consideration. Therefore, all individuals who apply to the San Mateo County Legal Secretaries Association Scholarship will be considered for further scholarship with Legal Secretaries, Inc.

If you should have any questions, do not hesitate to contact me.

Very truly yours,

Doris A. Burke

Doris A. Burke
Scholarship Chairman, SMCLSA

SCHOLARSHIP INFORMATION 2010
San Mateo County Legal Secretaries Association

<u>Plan A College Student:</u>	
<p>“Plan A College Student” is open to residents of California that desire a career in the legal field, 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. Please provide the following:</p>	
1.	Scholarship Application Cover Sheet.
2.	Official transcript of grades and list of classes taken in college.
3.	One letter of recommendation (addressed “To Whom It May Concern” on 8 ½” x 11” white paper) from teacher or counselor, on school letterhead, stating your ability and performance in school, description of personal traits and character.
4.	Two letters of recommendation (addressed “To Whom It May Concern” on 8 ½” x 11” white paper) from someone other than a family member or member of San Mateo County Legal Secretaries Association or Legal Secretaries Inc. The letters should state the author’s relationship to applicant.
5.	Biographical letter from you (addressed “To Whom It May Concern” on 8 ½” x 11” white paper) stating the reasons you should receive a scholarship, what motivates you to pursue a career in the legal field, your future goals, and your financial need. Also include your extra-curricular activities, and what you have gained from them.
6.	Signed Legal Secretaries Incorporated Eula Mae Jett Scholarship Program Application.

<u>Plan B High School Senior:</u>	
<p>“Plan B High School Senior” is open to residents of California who have successfully completed secretarial/business courses in high school 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, until all such courses have been taken to satisfy the requirements for a degree or certificate in said legal related program. Please provide the following:</p>	
1.	Scholarship Application Cover Sheet.
2.	Official transcript of grades in high school.
3.	One letter of recommendation (addressed “To Whom It May Concern” on 8 ½” x 11” white paper) from teacher or counselor, on school letterhead, stating your ability and performance in school, description of personal traits and character.
4.	Two letters of recommendation (addressed “To Whom It May Concern” on 8 ½” x 11” white paper) from someone other than a family member or member of San Mateo County Legal Secretaries Association or Legal Secretaries Inc. The letters should state the author’s relationship to applicant.
5.	Biographical letter from you (addressed “To Whom It May Concern” on 8 ½” x 11” white paper) stating the reasons you should receive a scholarship, what motivates you to pursue a career in the legal field, your future goals, and your financial need. Also include your extra-curricular activities, and what you have gained from them.
6.	Signed Legal Secretaries Incorporated Eula Mae Jett Scholarship Program Application.

Plan C Re-Entry Level:

“Plan C Re-Entry Level” shall be restricted to those individuals who are residents of California that do not qualify under Plan A or Plan B 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.

1.	Scholarship Application Cover Sheet.
2.	Official transcript of grades and list of classes taken in college.
3.	One letter of recommendation (addressed “To Whom It May Concern” on 8 ½” x 11” white paper) from teacher or counselor, on school letterhead, stating your ability and performance in school, description of personal traits and character.
4.	Two letters of recommendation (addressed “To Whom It May Concern” on 8 ½” x 11” white paper) from someone other than a family member or member of San Mateo County Legal Secretaries Association or Legal Secretaries Inc. The letters should state the author’s relationship to applicant.
5.	Biographical letter from you (addressed “To Whom It May Concern” on 8 ½” x 11” white paper) stating the reasons you should receive a scholarship, what motives you to pursue a career in the legal field, your future goals, and your financial need. Also include your extra-curricular activities, and what you have gained from them.
6.	Signed Legal Secretaries Incorporated Eula Mae Jett Scholarship Program Application.

**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:

is _____

Name: _____

Address: _____

Telephone: _____

e-mail: _____

[Signature of Applicant]

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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.