



**SANTA CLARA COUNTY  
LEGAL PROFESSIONALS ASSOCIATION**

**A Member of Legal Secretaries, Incorporated  
("LSI®")**

P.O. Box 90509  
San Jose, CA 95109-3627  
Organized 1940  
[www.sccolpa.org](http://www.sccolpa.org)

---

# **CAREER PROMOTION / SCHOLARSHIP**

**Are you interested in getting others interested in a career in  
the legal field?**

Duties:

- Promote the career choices of legal professionals by providing information and applications regarding the Marilyn Ott Memorial Scholarship, as well as possible awards available through the LSI scholarship program and provide information to applicants.
- Timely mail scholarship applications and cover letter to local high schools, community colleges, and business schools.
- Maintain list of applicants, collect all applications for review by the Scholarship Committee.
- Present the scholarship awards and certificates to winners at the annual meeting of SCCoLPA.
- Report monthly to the President, via email.
- Respond to quarterly directives from LSI counterpart.

Time commitment: Moderate to heavy.