



SANTA CLARA COUNTY LEGAL PROFESSIONALS ASSOCIATION

CHAPTER ACHIEVEMENT REPORTING FORM

SCCOLPA participates every year in the Chapter Achievement Contest. Awards of \$100 each are presented by the Stuart F. Cooper Company to the highest scoring association in each of the six membership categories.

The Chapter Achievement Contest covers activities from **April 1, 2017 through March 31, 2018**. Chapter Achievement points are tracked throughout the year by the Governor. The purpose of this form is to track each member's activity during the course of the year. Please complete this form each time you attend a function and return it to the person named below. If you attend a function and are not sure if it applies, include it on the blank line below. The LSI Chapter Achievement Chair will determine if it applies.

Return this form to Linda Neuman at neumanlinda@hotmail.com or 4172 Mitzi Drive, San Jose, CA 95117.

| Activity | Month/Year | Function |
|---|------------|----------|
| I submitted an article to The Legal Secretary magazine | | |
| I attended a LSI Quarterly Conference | | |
| I attended a LSI Annual Conference | | |
| I attended an Officer/Chairman Workshop at LSI Annual Conference I attended the President's Roundtable at LSI Annual Conference | | |
| I am insured through a LSI plan | | |
| I belong to a LSI sponsored credit union | | |
| I belong to Price/Costco through LSI | | |
| I used the LSI Hertz discount | | |
| I enrolled in a LSI approved retirement plan | | |
| I participated in a CCLS study group | | |
| I took the CCLS exam (Test Date) | | |
| I passed the CCLS exam (Test Date) | | |
| I submitted a question to LSI Continuing Education Council for use on the CCLS mock exam (indicate # of questions submitted) | | |
| I recertified my CCLS during the 2017-2018 fiscal year | | |
| I spoke at a local educational institution about a legal secretarial career | | |

| Activity | Month/Year Function |
|--|---------------------|
| I attended another Associations' monthly meeting, Installation, or other function (List association and date) | |
| I taught a workshop or seminar under the direction of SCCoLPA | |
| I attended a seminar/workshop sponsored by SCCoLPA (dates) | |
| I attended an educational workshop or seminar sponsored by another Association. | |
| I attended a Bay Area Forum, CEB, or Rutter Group seminar (dates) | |
| I attended a LSI Legal Specialization Section Seminar at Quarterly or Annual Conference or webinar (# attended:) | |
| I am enrolled in at least one Legal Specialization Section as of 3/31/18 (How many?) | |
| I attended a Legal Specialization Section Regional Seminar (dates) | |
| I submitted an article for use in a Legal Specialization Section Newsletter | |
| I submitted an article for publication in the Daily Journal | |
| An article I submitted to the Daily Journal was published | |
| An article I submitted to a local bar association was printed in its bulletin | |
| I made a formal presentation to local bar association on benefits of membership in LSI/SCCoLPA | |
| I purchased the LSI Legal Professional's Handbook between 04/01/17-03/31/18 | |
| I purchased updates to the LSI Legal Professional's Handbook | |
| I purchased the LSI Law Office Procedures Manual between 04/01/17-03/31/18 | |
| I purchased updates to the LSI Law Office Procedures Manual | |
| I have timely responded to LSI Directives | |
| Other activities: | |
| Name: Address: Email: | |