



**SANTA CLARA COUNTY
LEGAL PROFESSIONALS ASSOCIATION**

LOCAL SCHOLARSHIP FORMS

2023-2024



SANTA CLARA COUNTY LEGAL PROFESSIONALS ASSOCIATION

A Member of Legal Professionals, Incorporated ("LPI®")

P.O. Box 90509
San Jose, CA 95109-3627
Organized 1940
www.sccolpa.org

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January 1, 2023

Re: Marilyn Ott Memorial Scholarship (SCCoLPA Program)
Eula Mae Jett Scholarship (LPI Scholarship Program)
APPLICATION DEADLINE: MARCH 1, 2023

Dear Educators and Counselors:

The purpose of this letter is to advise your students about the availability of scholarships for those students interested in a career in the legal field. For purposes of these scholarships, "legal field" is defined to include (a) legal assistant (including paralegal); (b) legal secretary (including receptionist); (c) court reporter; and (d) law office administrator. Both Santa Clara County Legal Professionals Association ("SCCoLPA") and Legal Professionals, Inc. ("LPI") provide scholarship programs to qualified applicants.

SCCoLPA, a local non-profit organization, is offering students the opportunity to apply for scholarships for two different Scholarship Programs:

1. The **Marilyn Ott Memorial Scholarship Program**, sponsored by SCCoLPA, offers students a \$500 scholarship award by (1) filling out an application, (2) submitting a biographical letter, (3) submitting an unofficial school transcript and if applicable (4) submitting a resume.
2. The **Eula Mae Jett Scholarship Program**, sponsored by LPI, offers students a \$2,000 first place and \$1,000 second place scholarship award by (1) filling out an application, (2) submitting a biographical letter, (3) submitting three letters of recommendation, (4) submitting an unofficial school transcript and if applicable (5) submitting a resume.

Legal Professionals, Inc. ("LPI") is a California non-profit corporation established in 1934. LPI is known for its educational programs, scholarship awards, and legal publications entitled "LPI Legal Professional's Handbook" and "Law Office Procedures Manual." LPI has approximately 1,200 members in 29 local associations throughout California. SCCoLPA is the local chapter of

LPI and is dedicated to providing low-cost educational seminars and workshops to the legal community in Santa Clara County.

SCCoLPA will award a \$500 scholarship at its monthly meeting in April 2023. LPI scholarships will be awarded in May 2023 at the Annual Conference of LPI in Las Vegas, NV (the applicant need not be present to win). Scholarships awarded are for applicants enrolled in college or school in the fall of 2023 and spring of 2024. **The deadline for submission of a scholarship application is March 1, 2023.**

Scholarship awards under these two scholarship programs shall be given as follows:

Plan A – High School Senior

Applicants shall be restricted to seniors who will have successfully completed high school by the end of June 2023 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. All applicants must be legal residents of the State of California during the scholarship year.

Plan B – College Student

Applicants shall be restricted to students who 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. All applicants must be legal residents of the State of California during the scholarship year.

Plan C – Career Change Student

Applicants shall be restricted to students who will be enrolled in the fall semester in a college or business school in a course of study in the legal field and shall be an individual who either (a) desires to re-enter the workforce after a prolonged absence but requires training or specialized education in order to qualify as a candidate for a position in the legal field; or (b) has been in the workforce for a number of years but desires to enter the legal field and wants to receive the training or specialized education needed to do so. All applicants must be legal residents during the scholarship year.

INSTRUCTIONS ON APPLICATIONS AND SUPPORTING DOCUMENTS

Applications and accompanying documents should be typewritten and on current forms. The Application Form (attached) specifies the rules and documents required for submission of an application for these scholarships.

Applicants must submit one unofficial transcript. LPI reserves the right at any time to request an official transcript from the applicant. "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.

The applications and supporting documents will be reviewed by a panel of judges. The judges 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; (d) the personal characteristics, aspirations and goals of the applicant, and (e) the applicant's extracurricular activities and what they have gained from them.

Please provide this cover letter, as well as the application form, to interested students. If your school has a website with a designated scholarship/career page, I would also appreciate if you would have this information posted in that section. All applications should be emailed to SCCoLPA's Scholarship Chairman at the following address by **March 1, 2023**:

Elise Dresser, CCLS
Email: edresser@gmail.com
(408) 375-4437

Should you or a student have any questions, please feel free to contact me.

Very truly yours,

Elise Dresser

Elise Dresser, CCLS
Santa Clara County Legal Professionals Association
Scholarship Chair
edresser@gmail.com • www.scolpa.org
Enclosures

cc: Vivian Shreve, CCLS, SCCoLPA President

MARILYN OTT MEMORIAL SCHOLARSHIP APPLICATION
For the scholarship year August 1, 2023 through August 31, 2024

NAME OF APPLICANT: _____

ADDRESS: _____

PHONE: _____

EMAIL: _____

SUBMITTED UNDER CATEGORY: _____
(Category A – HS Senior; Category B – College Student; Category C – Career Change Student)

Santa Clara County Professionals Association (hereinafter “SCCoLPA”) offers scholarships to persons desiring a career in the legal field. A career in the “legal field” shall be interpreted and defined as follows: (i) legal secretary; (ii) legal assistant (including paralegal); (iii) court reporter; and (iv) law office administrator. Scholarships are not intended for students planning to enter law school.

All applicants must be (i) legal residents for the State of California, (ii) attending school within the State of California during the scholarship year (August 1, 2023 through August 31, 2024), and (iii) enrolled in a program of no less than six months in duration. High school students who have not yet finalized their college plans acknowledge that the decision to attend school outside of the State of California, even if such decision is made after a scholarship has been awarded, will result in the forfeiture of the scholarship award.

The application and accompanying documents (see checklist) should be typewritten and on current forms. An original, signed application must be submitted. Applications via fax or email are not accepted.

I acknowledge I have read and understand the above eligibility requirements for the Marilyn Ott Memorial Scholarship.

SIGNATURE OF APPLICANT: _____

DATE: _____

MARILYN OTT MEMORIAL SCHOLARSHIP APPLICATION CHECKLIST

NAME OF APPLICANT: _____

SUBMITTED UNDER CATEGORY: _____ DATE: _____

BIOGRAPHICAL LETTER FROM APPLICANT

Letter should state the reasons why applicant should receive a scholarship, academic achievement of the applicant, applicant's motivation to pursue a career in the legal field, applicant's future goals, and applicant's financial need. The letter should be typewritten on 8.5" x 11" paper and addressed "To Whom it May Concern."

UNOFFICIAL SCHOOL TRANSCRIPT

SCCoLPA reserves the right at any time to request an official transcript from the applicant. "Official transcript" shall be defined as transcripts printed on original school letterhead. A copy of the transcript may be accepted if it contains either an embossed school seal or certification identifying the copy as a true copy of the original transcript.

RESUME (Category C only)

The resume should list applicant's legal and/or secretarial experience, if any. Resume must include dates of employment, employer name and address, position, and reason for leaving.

2023 Marilyn Ott Memorial Scholarship

ONE \$500 SCHOLARSHIP AWARD AVAILABLE!

DEADLINE: MARCH 1, 2023

SCCoLPA will be awarding one \$500 scholarship to a deserving high school senior, college student, or career change student. The scholarship will be awarded at SCCoLPA's monthly meeting in April 2023.

CRITERIA: Scholarships awarded are for applicants enrolled in college or school in the fall of 2023 and spring of 2024 and the eligibility requirements are as follows:

Category A – High School Senior (high school seniors who have successfully completed business, secretarial and/or law-related 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).

Category B – College Student (students who desire a career in the legal field, who 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).

Category C – Career Change Student (students who will be enrolled in the fall semester in a college or business school in a course of study in the legal field and shall be an individual who either (a) desires to re-enter the workforce but requires training or specialized education in order to qualify as a candidate for a position in the legal field; or (b) is currently working but desires to enter the legal field and wants to receive the training or specialized education needed to do so).

All scholarships under each category are applicable to California residents only.

APPLY: See attached scholarship application. Applicants must provide a biographical letter, a school transcript, and a resume, if applicable. See attached checklist for further information.

CONTACT: For further details and information, contact Scholarship Chair Elise Dresser at edresser@gmail.com.

DEADLINE - MARCH 1, 2023

www.sccolpa.org