



LEGAL PROFESSIONALS, INC.

**STATE
SCHOLARSHIP FORMS**

2024-2025



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

Executive Board 2023-2024

President:
VP – Membership/Marketing
Executive Secretary:
Treasurer:

Vivian Shreve, CCLS
Elise Dresser, CCLS
Elena Schneider, CCLS
Rod Cardinale, Jr.

Governor:
Executive Advisor:
Parliamentarian:
CEC Coordinator:

Susan Husher
Shannon Quigley
Ben Silowitz
Open

January 6, 2024

Re: Marilyn Ott Memorial Scholarship (SCCoLPA Program)
Eula Mae Jett Scholarship (LPI Scholarship Program)
APPLICATION DEADLINE: MARCH 1, 2024

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 Professionals' 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 membership meeting in April 2024. LPI scholarships will be awarded in May 2024 at the Annual Conference of LPI in Newark, CA (the applicant need not be present to win). Scholarships awarded are for applicants enrolled in college or school in the fall of 2024 and spring of 2025. **The deadline for submission of a scholarship application is March 1, 2024.**

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 2024 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, 2024**:

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

**EULA MAE JETT SCHOLARSHIP PROGRAM
PLAN OF ADMINISTRATION
FOR THE 2024-2025 SCHOLARSHIP YEAR**

1. Legal Professionals, Incorporated (hereinafter “LPI”) offers scholarships to persons desiring a career in the legal field. A career in the “legal field” shall include, but not be necessarily limited to, (i) legal secretary, (ii) legal assistant (including paralegal), (iii) court reporter, (iv) law office administrator, or (v) court clerk. Scholarships are not intended for students planning to enter law school.

2. The following shall apply to LPI Members and their relatives:

a. LPI Active Members, LPI Student Members, LPI Associate Members and LPI Members-at-Large shall be eligible for LPI scholarships as long as they meet the criteria as set forth herein.

b. LPI Honorary Members and LPI Life Members are not eligible for LPI scholarships.

c. Relatives of any LPI member (including Honorary Members and Life Members) are eligible for LPI scholarships as long as they meet the criteria as set forth herein.

3. An applicant must (i) be a legal U.S. resident, (ii) be a legal California resident, (iii) live in California during the scholarship year, and (iv) be enrolled in a school or online approved program of no less than six months in duration during the scholarship year.

4. An online approved program may be located outside of California; however, the program must be accredited by the American Bar Association, and focus on a career in the “legal field” (as described above) and must be approved by the LPI Scholarship Chair.

5. The scholarship year shall be from September 1 through August 31 of the ensuing year (e.g., September 1, 2024 through August 31, 2025). Except as otherwise provided to the contrary, all references to dates herein are to those dates within a scholarship year. The scholarship year may be extended as needed by the LPI Executive Committee.

6. On December 1 or later, the updated Eula Mae Jett Scholarship Program Plan of Administration (hereinafter the “Plan”), together with any applicable forms, shall be made available on the LPI web site. Upon request, the LPI Scholarship Chair shall provide electronic copies to anyone who is unable to download the documents from the LPI web site.

7. The scholarship categories are as follows:

a. Category A – High School Senior (two awards)

Applicants shall be restricted to seniors who will have successfully completed high school by the end of June 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.

b. Category B – College Student (two awards)

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.

c. Category C – Career Change Student (two awards)

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.

8. Each association desiring to participate in the scholarship program shall advise schools in its respective area of the availability of the scholarships to be awarded by LPI, and may distribute as many applications locally as it desires. Applicants must present applications and accompanying documents to the local sponsoring association by the due date determined by the sponsoring association.

9. Applicants may submit applications and accompanying documents directly to LPI ONLY when there is no local association to sponsor the applicant. Should applicants present their application and accompanying documents directly to LPI and a local association is available to sponsor the applicant, the LPI Scholarship Chair will immediately notify the applicant and the local association's Scholarship Chair, President and Governor. If the local association agrees to sponsor the applicant but the applicant chooses not to provide the requested documentation to the local association, the applicant shall be deemed to be disqualified for a LPI scholarship. All correspondence between LPI, the applicant, and the local association regarding the matter shall be in writing via email in order to avoid any miscommunication.

10. Applicants may apply as many times as they wish, but may only win once in any given category (e.g., Category A, Category B, Category C). Once an applicant has won either first or second place in any category, he or she may apply again, under a different category, even if the applicant forfeited the scholarship award. If an applicant is chosen as an alternate and receives any portion of a scholarship award due to forfeiture, he or she may still re-apply and may receive the full scholarship if chosen as a first or second place winner in any category.

11. Applications and accompanying documentation should be neatly handwritten and/or typewritten on current forms, and should include an unofficial school 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 containing either an embossed school seal or certification. A copy of the transcript may be accepted if it contains certification identifying the copy as a true copy of the original transcript. If a recent school

transcript is not available (e.g., in the case of a career change student), the applicant should provide a resume listing the applicant's legal and/or secretarial experience, if any. Resumes must include dates of employment, employer name and address, position, and reason for leaving.

12. The applicant's biographical letter should state the reasons why the applicant should receive a scholarship, the academic achievements of the applicant (including any academic or non-academic honors or awards), the applicant's motivation to pursue a career in the legal field, the applicant's future goals, and the applicant's financial need. Letters should be typewritten and addressed "To Whom it May Concern."

13. Letters of recommendation should be from someone other than a family member (e.g., long-term family friend, teacher, school counselor, employer, or co-worker) and should contain the author's relationship to the applicant. A total of three (3) letters of recommendation are required. Items to include in the letter are a description of the applicant's personal traits (character, personality, and goals) and the applicant's school or work experience and ethic. Letters should be typewritten and addressed "To Whom it May Concern." Letters of recommendation from LPI members not related to the applicant are encouraged.

14. Each sponsoring association shall select up to two (2) applications per category (for a total of up to six (6) applications) to be forwarded to LPI for consideration. Applications should be sent via email to scholarship@legalprofessionalsinc.org no later than April 1. Alternatively, applications may be submitted via U.S. mail or overnight delivery by the due date. Applications and accompanying documents submitted on April 2 or later shall be disqualified without notification.

15. The LPI Scholarship Chair shall appoint three (3) judges to review and score the applications. The panel of judges should be comprised of educators in a legal program, lawyers, judges, civic leaders or other business leaders. The LPI Scholarship Chair shall act as an advisor and non-voting member of the judging panel.

16. Scholarships shall be judged based upon (a) the applicant's desire for a career in the legal field; (b) the academic achievement of the applicant; (c) the financial need of the applicant; and (d) the personal characteristics, aspirations, and goals of the applicant.

17. On or about May 1, each judge shall advise the LPI Scholarship Chair of the points given to each application. The points given by the three judges for each application shall be totaled and then averaged in order to determine two winners and two alternates in each of the three categories. The first place winner in each category shall be awarded \$2,000 and the second place winner in each category shall be awarded \$1,000.

18. The scholarship winners (each hereinafter a "Winner") and sponsoring associations shall be announced at the LPI Annual Conference in May of each year. It is the responsibility of the local sponsoring association to notify the Winner(s) immediately after the LPI Annual Conference.

19. The LPI Scholarship Chair shall contact the Winners no later than June 30, and provide further instructions on how to collect the scholarship funds. The LPI Scholarship Chair shall also contact the non-winning applicants to encourage them to reapply the following year.

20. The LPI Scholarship Chair shall request proof of enrollment for the fall semester from each Winner, to be provided by a date specified by the LPI Scholarship Chair. Payment of the scholarship award shall be made in full to the Winner, upon receipt of the required proof of enrollment.

21. Failure to furnish proof of enrollment by the required date may result in a forfeiture of the entire award, as recommended by the LPI Scholarship Chair to the LPI Executive Committee. If a Winner is unable to provide the necessary proof of enrollment through no fault of his or her own, the Winner shall immediately notify the LPI Scholarship Chair, who will make a recommendation to the LPI Executive Committee.

22. Proof of enrollment shall consist of a copy of the Winner's schedule of classes for the semester as distributed by the school at the time of registration. Alternatively, the Winner may provide a copy of the enrollment agreement or such other contract as the Winner may enter into with the school.

23. If a Winner fails to timely enroll in the fall semester, the scholarship will pass to the alternate who shall be bound by the same rules above. If an alternate has already enrolled in a school at the time he or she is advised of the scholarship award, such award will be paid directly to the alternate. If the alternate is unable to be admitted into the fall semester after making application to do so, the alternate shall be eligible for the scholarship for the following winter or spring semester (whichever is sooner).

24. The LPI Scholarship Chair shall, at a minimum, maintain applications for the current scholarship year. Additional files may be kept at the LPI Scholarship Chair's discretion; however, LPI shall not be responsible for the cost of storing any such files. Prior year scholarship applications should be saved electronically and the hard copies destroyed at the LPI Scholarship Chair's discretion. All electronic files shall be maintained by each new LPI Scholarship Chair.

25. Recommendations by the LPI Scholarship Chair and subsequent decisions by the LPI Executive Committee are final.

[https://d.docs.live.net/fca2f6e7ed6b139c/LPI Scholarship/LPI/Plan of Administration updates/2022 update/2022-2023 Plan of Administration - final.doc](https://d.docs.live.net/fca2f6e7ed6b139c/LPI%20Scholarship/LPI/Plan%20of%20Administration%20updates/2022%20update/2022-2023%20Plan%20of%20Administration%20-%20final.doc)

EULA MAE JETT SCHOLARSHIP COVER SHEET

TO BE COMPLETED BY THE SPONSORING ASSOCIATION
AND ATTACHED TO EACH SCHOLARSHIP APPLICATION

SUBMITTED BY: _____ LSA LPA

SUBMITTED UNDER CATEGORY: _____ DATE: _____

NAME, ADDRESS, TELEPHONE NUMBER AND EMAIL ADDRESS OF APPLICANT:

NAME, ADDRESS, TELEPHONE NUMBER AND EMAIL ADDRESS OF SPONSORING
ASSOCIATION SCHOLARSHIP CHAIR (OR LOCAL PRESIDENT, IF NO CHAIR):

NAME, ADDRESS, TELEPHONE NUMBER AND EMAIL ADDRESS OF SPONSORING
ASSOCIATION GOVERNOR:

All applications to the LSI Scholarship Chair must be submitted no later than April 1. Applications and accompanying documents with a submission date of April 2 or later shall be disqualified without notification.

EULA MAE JETT SCHOLARSHIP APPLICATION

For the scholarship year September 1, 2024 through August 31, 2025.

NAME OF APPLICANT: _____

ADDRESS: _____

PHONE: _____

EMAIL: _____

SUBMITTED UNDER CATEGORY: _____

(Category A – HS Senior; Category B – College Student; Category C – Career Change Student)

Legal Professionals Incorporated (LPI) 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; (iv) law office administrator; and (v) court clerks. Scholarships are not intended for students planning to enter law school.

An applicant must (i) be a legal U.S. resident, (ii) be a legal California resident, (iii) live in California during the scholarship year, and (iv) be enrolled in a school or online approved program of no less than six months in duration during the scholarship year.

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 documentation (see separate checklist) should be neatly handwritten and/or typewritten on current forms (dated "November 2023" in the footer of each form). Applications are accepted via email, U.S. mail or overnight delivery.

I acknowledge I have read and understand the above eligibility requirements for the Eula Mae Jett Scholarship Program.

SIGNATURE OF APPLICANT: _____

EULA MAE JETT SCHOLARSHIP APPLICATION CHECKLIST

NAME OF APPLICANT: _____

SPONSORING ASSOCIATION: _____ LSA LPA

SPONSORING ASSOCIATION SUBMISSION DEADLINE: _____

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 addressed "To Whom it May Concern."

THREE LETTERS OF RECOMMENDATION

Letters of recommendation should be from someone other than a family member or a member of LSI (e.g., long-term family friend, teacher, school counselor, employer or co-worker) and should contain the author's relationship to the applicant. Additional items to include in the letter are a description of the applicant's personal traits (character, personality and goals) and the applicant's school or work experience and ethic. Letters should be addressed "To Whom it May Concern."

UNOFFICIAL SCHOOL TRANSCRIPT

LSI 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.

EULA MAE JETT SCHOLARSHIP PROGRAM

FREQUENTLY ASKED QUESTIONS

1. Who is eligible for a scholarship?

LPI offers scholarships to persons desiring a career in the legal field. A career in the “legal field” shall be: (i) legal secretary; (ii) legal assistant (including paralegal); (iii) court reporter; and (iv) law office administrator and (v) court clerks. Scholarships are not intended for students planning to enter law school. An applicant must (i) be a legal U.S. resident, (ii) be a legal California resident, (iii) live in California during the scholarship year, and (iv) be enrolled in a school or online approved program of no less than six months in duration during the scholarship year.

2. Where can I get instructions and forms to apply for a scholarship?

The Plan of Administration, as well as the application forms, are available on the LPI web site at <https://www.legalprofessionalsinc.org/scholarships>.

3. Where do I send my application?

Applicants must submit applications **to the local sponsoring association** by the due date determined by the sponsoring association. If it is determined that there is no local association available to sponsor an applicant, applications shall be submitted to the LPI Scholarship Chair at scholarship@legalprofessionalsinc.org no later than April 1.

4. When is the application deadline?

April 1 of each year. However, you should check with the local sponsoring association for their individual deadlines.

5. What if there is no local association in my area?

Applicants should contact the LPI Scholarship Chair to confirm that there is no local association to sponsor the applicant. **Only if there is no local association may an applicant submit his or her application and accompanying documents directly to LPI.** Bypassing the local association will subject the applicant to disqualification. Applications sent directly to LPI must be submitted no later than April 1.

6. Who can write a letter of recommendation for me?

Letters of recommendation should be from someone other than a family member (e.g., long-term family friend, teacher, school counselor, employer, or co-worker) and should contain the author’s relationship to the applicant.

7. How many scholarships are awarded by LPI?

LPI awards two scholarships under three different categories (for a total of six scholarships). The scholarship winners are announced at the LPI Annual Conference held in May of each year (e.g., May 2024).

8. What are the scholarship categories?

Category A – High School Senior; Category B – College Student; and Category C – Career Change Student.

9. I am a college student. What is the difference between Category B and Category C, which both apply to college students?

In a nutshell, Category B is for first time college students and Category C is for students who have already been in the workforce for a number of years and who are going back to school for a career change.

10. Who do I contact with additional questions?

This is a brief summary of answers to frequently asked questions. Please see the formal Plan of Administration (November 2023) for complete answers to your questions. Additional questions should be directed to the LPI Scholarship Chair at scholarship@legalprofessionalsinc.org.

[https://d.docs.live.net/fca2f6e7ed6b139c/LPI Scholarship/Eula Mae Jett Scholarship Chairs/Plan of Administration updates/2024/FAQs - final.doc](https://d.docs.live.net/fca2f6e7ed6b139c/LPI%20Scholarship/Eula%20Mae%20Jett%20Scholarship%20Chairs/Plan%20of%20Administration%20updates/2024/FAQs%20-%20final.doc)