

# STATE BAR OF MICHIGAN PARALEGAL/LEGAL ASSISTANT SECTION

## SCHOLARSHIP AWARD RULES AND REGULATIONS

The State Bar of Michigan Paralegal/Legal Assistant Section (Paralegal Section) shall present at least two nonrenewable tuition/books-only scholarships to be limited to the amounts available for distribution. For the year 2009, the scholarships may range from \$250 to \$1,000, and are available to those enrolling in, or already enrolled in, a paralegal/legal assistant degree/certificate program at a post-secondary college or university located in the State of Michigan. One scholarship may be awarded only to a member of the Paralegal/Legal Assistant Section.<sup>1</sup> However, if the Paralegal/Legal Assistant Section does not receive enough qualified applicants, then it may elect to award less than two scholarships.

Factors considered in awarding the scholarships will include scholastic and/or legal career achievements, future career goals and leadership ability. Candidates must:

1. Be either a high school senior who will be enrolling, or a college student who is currently enrolled, in a paralegal/legal assistant degree/certificate program at a post-secondary college or university located in the State of Michigan;
2. Have at least a "C" or 70% cumulative grade average, to be substantiated by a school transcript;
3. Be able to enroll in the college's or university's fall term;
4. Be a resident of the State of Michigan;
5. Complete the entire application and include all required attachments.

Candidates who were nominated in prior years meeting current qualifications are eligible for re-nomination.

The application and all required attachments must be submitted on the forms provided through the Paralegal/Legal Assistant Section, and must be postmarked no later than **June 1, 2009**. Any application postmarked after that date will be disqualified.

The Paralegal/Legal Assistant Section Scholarship Committee may select not less than three nor more than six finalists from the entries submitted. The finalists shall be voted on at a meeting of the Paralegal/Legal Assistant Section Council.

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<sup>1</sup> Members of the Paralegal/Legal Assistant Section Scholarship Committee are not eligible to receive this scholarship during the year in which they serve on the Scholarship Committee.

Prior to submitting the applications to the Scholarship Committee, the Scholarship Committee Chair shall remove from each application all identification of the applicant and assign a number to each application.

The scholarship recipient will be timely notified of the award to enable him/her to make arrangements for the ensuing school term. In the event a scholarship recipient does not accept the award, the scholarship shall be awarded to the next highest non-recipient in order. The scholarship recipient must notify the Scholarship Committee Chair of final decision regarding acceptance and enrollment by no later than **August 15, 2009**. Should a scholarship recipient not accept the award or not enroll in the ensuing school term, thereby forfeiting the award, it may be presented to the next highest non-recipient. Each recipient will be required to complete a 1099 form for tax purposes.

The scholarship award shall be paid directly to the school of the recipient's choice for enrollment in the ensuing school term. Any scholarship must be used in full within one year from the date of the written notification of the award. Any unused scholarship award, or portion thereof, shall be refunded by the school to the Michigan State Bar Foundation Legal Assistants Scholarship Fund by June 1 of the year following presentation of the award.

The Paralegal/Legal Assistant Section and the Michigan State Bar Foundation Legal Assistants Scholarship Fund will always endeavor to award scholarships to the most qualified applicants.

**STATE BAR OF MICHIGAN PARALEGAL/LEGAL ASSISTANT  
SECTION**

**SCHOLARSHIP APPLICATION – COVER SHEET**

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE \_\_\_\_\_ FAX \_\_\_\_\_

E-MAIL \_\_\_\_\_

SCHOOL \_\_\_\_\_

PRINCIPAL/DEAN'S NAME \_\_\_\_\_

EXPECTED DATE OF GRADUATION \_\_\_\_\_ GRADE POINT AVG \_\_\_\_\_

ARE YOU A MEMBER OF THE PARALEGAL/LEGAL ASSISTANT SECTION?

YES \_\_\_\_\_ NO \_\_\_\_\_

**Attach the following documents to your Application:**

1. An **official transcript** of grades from most recent attended school (high school or college)
2. A one-page **letter of recommendation** from the applicant's current teacher or counselor addressed to the State Bar of Michigan Paralegal/Legal Assistant Section stating:
  - a. Applicant's activity and leadership record;
  - b. A description of applicant's personal traits, character, ambition, background; and
  - c. The reasons why the applicant should be awarded a scholarship.
3. One **additional letter of recommendation** from someone other than a member of the applicant's family, such as an employer, teacher, pastor or friend.
4. A **one-page autobiographical statement** showing applicant's schools attended, employment history, school and outside activities, accomplishments, background and hobbies.
5. A **double-spaced essay** of at least 250 words, but not more than 1,000 words, giving a brief description of applicant's career goals and desires.

*Please Note: Grammar, neatness, attention to instructions, and completeness of Application will be considered.*

**Return this Application with all required attachments by June 1, 2009, to the following:**

**Rebecca Oipari, Scholarship Committee  
State Bar of Michigan Paralegal/Legal Assistant Section  
c/o Plunkett Cooney Law Firm  
38505 Woodward Ave., Suite 2000  
Bloomfield Hills, MI 48304**