

**CAPITOL CITY LEGAL PROFESSIONAL ASSOCIATION
SCHOLARSHIP PROGRAM PLAN OF ADMINISTRATION
Plan Year 2004-2005**

1. Each scholarship year shall be from September 1 through August 31 of the ensuing year. Except as otherwise provided to the contrary, all references to dates herein are to those dates within a scholarship year.
2. Capitol City Legal Professionals Association (hereinafter "Capitol City LPA") shall advise schools in its respective area of the availability of the scholarship(s) to be awarded by Capitol City LPA.
3. Applications and accompanying documents must be typewritten and on current forms. All applications and accompanying documents must be submitted in duplicate. Applicants may submit one original official transcript to the Capitol City LPA Scholarship chairman. "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. Applications and accompanying documents, which are not typewritten and/or submitted with postmark later than **January 31, 2005**, shall be disqualified without notification.
4. Prior to **February 15, 2005**, the Capitol City LPA Scholarship Chairman shall appoint three (3) or more judges to review the applications and select the winners. The panel of judges shall be comprised of educators, lawyers, judges and/or civic leaders. The Capitol City LPA Scholarship Chairman shall act as an advisor and non-voting member of the judging panel.
5. The scholarships shall be awarded based upon the following: (a) the applicant's desire for a career/position in the legal field; (b) the academic achievement of the applicant; and (c) the financial need of the applicant. Scholarships awarded in May are for applicants enrolled in college or school the following Fall and Spring semesters.

A career/position in the "legal field" shall be interpreted and defined as follows: (a) legal secretary (including receptionist); and (b) legal assistant (including paralegal); and (c) law office administrator. Scholarships are not intended for students planning to enter law school.
6. The judges, in reaching their decisions, 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; and (d) the personal characteristics, aspirations, and goals of the applicant.
8. On or before **March 15, 2005**, each judge shall advise the Capitol City LPA Scholarship Chairman of the points given to each application. From the totals of the points given by the three judges, the Capitol City LPA Scholarship Chairman shall determine the winners

under the following Plans: Plan A, one (1) winner; Plan B, one (1) winner; and Plan C, one winner.

9. Scholarship awards shall be given as follows:

Plan A - College Student [One (1) award of **\$500.00**]

Applicants shall be restricted to students who are residents of California that desire a career in the legal field, will have completed at least one year of college by **June 2005** and who will be enrolled in the **2005 Fall semester** in a college or business school in a course of study in the legal field.

Plan B – High School Senior [One (1) award of **\$500.00**]

Applicants shall be restricted to graduating high school seniors who are residents of California that will have successfully completed their courses in high school by **July 2005** and will be enrolled in the **2005 Fall semester** in a college or business school offering a course of study in the legal field.

Plan C - Re-Entry Level [One (1) award of **\$500.00**]

Applicants shall be restricted to those individuals who are residents of California that do not qualify under Plan A hereof, and who wish to pursue their education in the legal field. This category would include the following:

(a) An individual who desires to re-enter the work force, but requires training, a "refresher" course, or specialized education in order to qualify as a candidate for a position in the legal field; or

(b) An individual currently working, but who desires to enter the **legal field** and wants to receive the training or specialized education needed to do so, and (1) who cannot afford such training or specialized education, and/or (2) cannot afford to quit working.

11. Members of Capitol City LPA are not eligible. Relatives of Capitol City LPA are eligible as long as they meet the criteria as set out herein above.

12. Payments of the scholarship awards shall be made as follows:

One-half of the scholarship shall be paid upon furnishing proof of enrollment and one-half upon furnishing proof of successful completion of the course.

13. The Capitol City LPA Scholarship Chairman shall request proof of enrollment and/or successful completion under section 12 above, which proof shall be received by appropriate dates specified by the Capitol City LPA Scholarship Chairman in such requests. Failure by the recipient to furnish proof of enrollment and/or successfully complete the course they are enrolled in by the required dates shall result in a forfeiture of the award.

14. Proof of enrollment shall consist of a copy of recipient's class schedule showing the legal course of study they are enrolled in.
15. Proof of successful completion shall consist of a copy of whatever form of "grading" the school in which the recipient is enrolled distributes upon completion of the classes and/or subjects the recipient took during the specified time period, indicating that the recipient received credit for the classes, with a minimum grade of "C" or 2.0 on a 4.0 scale.
16. Failure to furnish proof of successful completion of the course will result in a forfeiture of the remaining one-half (1/2) of the award.
17. The scholarship winners and sponsoring associations will be announced at the June dinner meeting of Capitol City LPA.

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