



Affiliated with NALS...the association for legal support professionals and NALS of Missouri

## INSTRUCTIONS FOR COMPLETING APPLICATION OF KCLSA 2012 SCHOLARSHIP

**PLEASE FOLLOW CAREFULLY:** If any of the rules or these instructions are not strictly adhered to, the application will be **disqualified**.

1. Application and all attachments must be submitted in **quadruplicate** and postmarked no later than **February 8, 2012**.
2. Application must be fully completed and certified by a school official.
3. The name of the applicant shall appear **only** on the application.
4. Applicant must carry the equivalent of a "B" grade average or higher and be in the top 25% of their class.
5. Attach official high school transcript of grades or transcript of last four years' grade if presently in school of advanced education.
6. Attach two (only) one-page letters of recommendation addressed to Kansas City Legal Secretaries Association. These letters must be signed by someone other than a KCLSA member, or member of the applicant's family. Each letter shall describe:
  - a. The applicant's personality, character and drive; and
  - b. The applicant's home background and financial need.
7. Attach a one-page (8-1/2 X 11), unsigned biographical statement in narrative form prepared and typed by the applicant showing:
  - a. Schools attended, school activities (honor clubs, choir, etc.), accomplishments (awards, languages, etc.), outside activities (church, civic, etc.), employment and hobbies.
  - b. Family background, including occupation of applicant's father and mother, if employed, and number of children in family; and
  - c. Reason why it is necessary for applicant to receive a scholarship.

Mail completed application to: Jorja Hasbrouck, PP, PLS  
c/o Shook, Hardy & Bacon, L.L.P.  
2555 Grand Boulevard  
Kansas City, Missouri 64108



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## APPLICATION FOR KANSAS CITY LEGAL SECRETARIES ASSOCIATION 2012 SCHOLARSHIP AWARD

**DEADLINE: FEBRUARY 8, 2012**

PLEASE PRINT:

Name: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Home Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Name of School: \_\_\_\_\_

School Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

Please Attach to this Application:

1. Transcript of grades
2. Two (only) supporting letters
3. Biographical statement

### CERTIFICATION OF GRADES

I hereby certify that the above-named Applicant is a student in good standing at the above-named school, is in the top 25% of his/her class and has a "B" grade average or higher, to-wit:

Class Rank: \_\_\_\_\_

Grade Average: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of School Official