

December 6, 2016

RE: Colorado Association of Legal Support Staff

Gwendolyn S. Duran Memorial Scholarship Fund

### To Whom It May Concern:

The Colorado Association of Legal Support Staff (CALS) established the Gwendolyn S. Duran Memorial Scholarship in 1999 to support students in need, pursing a higher education degree. Based on eligibility criteria, one \$1,000.00 scholarship will be awarded annually to a full-time student who demonstrates a financial need and enrolls in a legal program, such as legal secretary, court reporter, legal assistant, paralegal, or pre-law concentration.

Please disseminate the enclosed eligibility criteria and application as appropriate, including posting to your school's website and distributing to appropriate counselors and administrative managers.

If you have any questions or need more information, please feel free to contact me or visit CALSS at <a href="www.calss.org">www.calss.org</a>. Thank you for your assistance.

Finally, please update your school's email address so it can be added to our database for future mailings.

Sincerely,

Judy M. Boker

CALSS Scholarship Chair

Judy M Boker

1010 9th Avenue

Greeley, CO 80631

(970)356-1115

jboker@wcrosierlaw.com

Enc:

# CALSS SCHOLARSHIP APPLICATION

(Please type or print neatly)

Name: First	100	MI	Last
Permanent Address:			
	Street Address		
	City	State	Zip
Telephone:		Email:	
Financial Informati	on: (Check)		
	I intend to apply for	federal or state student finance or federal or state student fina apply for federal or state stude	ncial aid.
		ncial aid but still have a need	

Application and the following required documents are due April 30, 2017:

- Copy of high school transcript or transcript of last four years' grades if presently 0 enrolled in a school of higher education.
- One letter of recommendation signed by applicant's employer, teacher, friend or other 0 character reference.
- Autobiographical statement or resume include schools attended, employment, school activities (honors, clubs, etc.), family background, brief discussion of financial need, interests and/or hobbies.

#### INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.

Send completed applications with required attachments to:

Judy M. Boker CALSS Scholarship Chair 1010 9<sup>th</sup> Avenue Greeley, CO 80631

If you have any questions, please contact Judy M. Boker, jboker@wcrosierlaw.com (970)356-1115

# COLORADO ASSOCIATION OF LEGAL SUPPORT STAFF (CALSS) GWENDOLYN S. DURAN MEMORIAL SCHOLARSHIP FUND SCHOLARSHIP APPLICATION

The Colorado Association of Legal Support Staff (CALSS) established the Gwendolyn S. Duran Memorial Scholarship in 1999 to support students in need who are pursuing higher education or continuing their legal education. The total amount awarded annually varies from year to year based upon eligibility criteria of applicants and funds available. CALSS expects to award a scholarship or scholarships totaling \$1,000 in 2017.

**ELIGIBILITY:** You are eligible to apply for a CALSS scholarship if you satisfy the following criteria:

You have declared the legal field as your major or are enrolled in a legal-related program, such as legal secretary, court reporter, legal assistant, paralegal, or pre-law concentration.

You are a full-time student.

You can demonstrate financial need.

The Award is for twelve (12) consecutive calendar months, covers tuition, books and fees, and is paid on a semester basis or as agreed upon by the Recipient and CALSS.

In the event the Recipient withdraws from his/her legal courses/program during the term of the scholarship award, CALSS will determine the continuance of the Award and determine if Recipient must refund any unused portion of the Award.

# **APPLICATION FORM:**

Applications will be accepted through April 10, 2017. We must receive the completed application <u>and</u> accompanying documentation **postmarked on or before the deadline of April 30, 2017.** Incomplete applications will NOT be considered.

Decisions on the Award will be made by mid-May and the recipients(s) will be notified by the end of May. If you meet the eligibility criteria, please submit a completed application to:

Judy M. Boker CALSS Scholarship Chair 1010 9<sup>th</sup> Avenue Greeley, CO 80631

For further information or questions, please contact Judy M. Boker, <u>jboker@wcrosierlaw.com</u> (970)356-1115

To learn more about the Colorado Association of Legal Support Staff, please visit our website at www.calss.org.