



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 (CALSS) established the Gwendolyn S. Duran Memorial Scholarship in 1999 to support students in need, pursuing 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 www.calss.org. 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,

A handwritten signature in blue ink that reads "Judy M. Boker". The signature is written in a cursive style.

Judy M. Boker
CALSS Scholarship Chair
1010 9th Avenue
Greeley, CO 80631
(970)356-1115
jboker@wcrosierlaw.com

Enc:

**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 and 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 9th Avenue
Greeley, CO 80631

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

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