

ATTACHMENT A

EXPENSE REIMBURSEMENT CLAIM FORM

Date submitted to AALS: _____

Name: _____

Mailing Address (if applicable): _____

Purpose of Expense: _____

Is this a budgeted item? Yes ___ No ___

All expenses must be itemized and receipt(s) attached hereto.

Date	Merchant	Description of Expense	Cost
		Total	

Signature: _____

Paid by Check No. _____ on _____, 20__.

Approved by: _____

ATTACHMENT B

GUIDELINES FOR HOSTING A BUSINESS MEETING

1. Bids for hosting business meetings should be submitted to the President-elect by April 1. Hosts are determined at the first business meeting after the annual meeting.
2. Check with the President to determine which dates are to be considered for the business meeting. Check with the proposed meeting facility for dates, charges, etc., well in advance of the meeting. Arrange for a meeting room for CLE sessions and the business meeting to accommodate at least 30 people. Confirm all dates, accommodations, and charges by letter. Obtain special rates if available.
3. The notice and call must be distributed by the Executive Secretary 30 days in advance of a business meeting and 45 days in advance of the annual meeting if it is not printed in *The Informer*. Be sure to include deadlines in the notice and call, amount of a full registration and other pertinent information.
4. Determine whether the cost of lunch is to be included with the full registration. Also include any other major expenses, i.e. speakers, material for speakers, etc., and \$5.00 per registration.
5. Badges should include the name, member association, and official designation of each member.
6. Sponsorships and/or door prizes may be obtained from local businesses, individuals and/or members. Send a thank you note to each donor and mark the prize as to who donated it. Encourage the recipients to send the donors a thank you note.
7. Schedule a social event, i.e., reception, hospitality room, etc., for Friday evening.
8. The Treasurer shall be responsible for the collection of registrations, paying expenses, and determining net profits for business meetings. All checks for registration are to be made payable to AALS and mailed to the Treasurer. All statements of expense or an itemized list of expenses should also be given to the Treasurer prior to the EC meeting for approval of payment. Any profit or loss from a business meeting shall be divided equally between AALS and the hosts.
9. The CLEC is available to assist with suggestions for legal education sessions and/or copying and distribution of speakers' handouts. The host must coordinate the selection of proposed speakers and topics with the CLEC.
10. The speakers and topics of the CLE to be offered are to be approved by the EC at the EC meeting immediately prior to the upcoming business meeting, i.e., fall speakers and topics approved during the spring EC meeting, and winter speakers and topics approved during the fall EC meeting. At least two hours of CLE should be included in the event.

ATTACHMENT C

GUIDELINES FOR HOSTING AN ANNUAL EDUCATIONAL CONFERENCE AND BUSINESS MEETING

Bids for hosting an annual educational conference and business meeting are submitted to the President-elect by April 1, and hosts are selected two years in advance during the annual meeting to provide adequate time to plan and coordinate the conference.

The Chair's primary role is to assure an efficient and successful conference, and that cannot be accomplished alone. Divide the meeting into segments and establish committees to manage the segments according to members' areas of interest and expertise. After committee chairs have been appointed, meet for a brainstorming session to discuss plans for the conference.

Administrative: Prepare a budget and contact the EC in writing for approval of the requested registration amount, including details of the conference, no later than the fall business meeting immediately prior to the annual meeting. The registration should include a \$10.00 non-refundable registration fee, the cost of all meals, including food and drink for breaks, printing, postage and telephone expenses, speakers' expenses, handout materials, meeting room charges, decorations and entertainment costs. Within 30 days after receiving the approval of registration and details of the conference, inform NALS of the time and location of the meeting, including contact information for the host.

At the winter business meeting immediately prior to the annual meeting, the Treasurer shall write a check to cover the registrations for each EC member who will attend the upcoming annual meeting, i.e., President, President-elect, Executive Secretary, Treasurer, Immediate Past President, and Parliamentarian as funds are available. These funds are to be used to open a separate checking account called the "AALS Annual Meeting Fund." All funds received for the annual meeting should be deposited in this account. It is recommended that two signatures be required on the account. Advise all registrants, advertisers, corporate sponsors, and exhibitors to make their checks payable to the AALS Annual Meeting Fund. The account is maintained by the host committee.

There are to be no refunds made within 10 days of the annual meeting date except in emergency situations that prohibit the registrant attending said annual meeting. A waiver of any costs may be given to a NALS officer attending the annual meeting. The EC must approve any refunds and/or waivers. Within 30 days after the annual meeting, a financial report including invoices, receipts and bank statements should be sent to the financial review committee appointed by the President. The financial review committee shall submit its report to the EC within 60 days after the annual meeting.

Have your files with a copy of these guidelines ready to pass on to the annual meeting host for the upcoming year not later than at the Leadership Retreat. Include any pertinent information that you feel may be necessary or helpful.

Location: Schedule to meet with conference coordinators of facilities in the host city to ascertain that adequate meeting rooms are available and to negotiate accommodations, meeting rooms and catering options. Secure a written agreement with the desired facility indicating dates, room rates, checkout time, meal prices, cost and capacity of meeting rooms and the availability and cost of an exhibit area (if desired).

Meeting Rooms: Meeting rooms must accommodate at least 50 people. During the business meetings, state officers will be seated at the head table. A lectern and a public address system

should be available for all meetings and seminars. The tables are to be arranged in classroom seating; water, glasses, pencils and note pads are to be provided during all meetings and sessions. Coffee and soft drinks should be available at breaks. Accommodations must be made for Award of Excellence interviews and History Book competition (may be held in the Hospitality Suite, if available).

Registration: A list of registrants must be maintained and a copy provided to the President and President-elect at least 5 days prior to the annual meeting. This list should include the name of full registrations and partial registrations, and indicate all members, non-members and guests. Any late registrations should be added as the meeting progresses. Registration for the annual meeting chair or co-chair, not to exceed two, shall be waived for the annual meeting. Coordinate with the CLEC if assistance is needed at the registration table during the meeting. Name badges should include name and chapter and indicate whether the attendee is a state officer, chair or state director. Ribbons may be ordered from NALS Resource Center to designate state officers and directors. Furnish name badges to the exhibitors, if any.

Publicity: Make reports at business meetings and submit an article for publication in each issue of *The Informer* to keep the members advised and to build interest in the upcoming conference. Consult the Marketing Director for approval of all public or media releases. Submit lodging reservation forms and conference registration information to the Publications Director for publication in the issue of *The Informer* immediately prior to the annual meeting.

Exhibits: If it is determined to include exhibitors during the annual meeting, contact potential exhibitors early and provide all pertinent information including size of individual exhibit areas, exhibit hours and cost. Provide a list of exhibitors to the EC at the winter business meeting just prior to the annual meeting.

Corporate Sponsors: Contact potential corporate sponsors setting out specific opportunities for them to contribute to the annual meeting, i.e., breaks, meals, CLE sessions or the hospitality suite. Solicit names and addresses of potential corporate sponsors from members and make available the letter to members for use in contacting personal acquaintances who may be interested in becoming a corporate sponsor. An example of correspondence to a prospective corporate sponsor is incorporated herein and attached as Schedule I. Legal Directories has historically sponsored the President's Reception, so they should be contacted as soon as the annual meeting date is set to determine whether they will continue to sponsor the reception.

Door Prizes: Door prizes may be obtained from area businesses, individuals, and/or members. Write thank you letters to each donor as soon as a prize is received. Each prize should be marked with the donor's name and address so that the individual recipient can also send a thank you note after the conference. Make arrangements to have the door prizes stored in a locked room at the meeting facility. Allow a discounted ad in the official program to any corporate sponsor or donor. Door prizes may be presented by drawing at various times throughout the weekend.

Official Program: At the fall business meeting just prior to the annual meeting, present a proposed program including cover design and projected cost for printing the program and advertising sizes and costs to the EC for approval. The official program cover should contain the name of the association, dates of the annual meeting and the city in which the meeting is to be held. The advertisements should be priced to pay for the program printing costs. Provide local chapter presidents with ad sizes and costs and offer an opportunity to purchase an ad in the official program to wish the hosts a successful meeting and/or to honor the award of excellence candidates or state officers. Consider including letters from the NALS president, AALS President, the Governor of Arkansas, and the hosting city's mayor. Also include names

of state officers and chairs, the Code of Ethics, meeting agenda, award of excellence candidates, past presidents, and a list of corporate sponsors, exhibitors, and donors, if applicable.

A separate printed program should be prepared for the banquet, including the evening's agenda, names of speakers and special guests, and lists of previous award of excellence winners and past presidents (double-check the accuracy of this list with the previous host).

Legal Education Seminars: Contact the CLEC to discuss topics and speakers for the annual meeting. The meeting should include at least two hours of CLE and at least one hour of ethics. Obtain EC approval of the topics and speakers for the annual meeting at the winter business meeting. Determine whether the President desires to include an officer/committee chair workshop during the conference.

Recognition Luncheon: The Certification Chair is in charge of the recognition luncheon. A separate printed program should be prepared for the recognition luncheon, including the agenda, names of speakers and special guests, and a list of certified members. The host should work closely with the Certification Chair and assist as needed with the printing of the program, meal selection, decorations, and schedule.

Awards/Installation Banquet: There should be a podium, public address system and lectern. Consult with the President to determine the number of chairs required at the head table during the various events. Persons to be seated at the head table may include the President, President-elect, person giving the invocation, speaker, judges of competitions, scholarship and/or grant recipient(s), and spouses of those seated at the head table. Adequate seating must be reserved for past presidents and their guests in attendance. Arrangements should include a champagne toast to the retiring president.

Decorations: Provide suitable table decorations for the various events. If a meeting theme is established, the decorations may be incorporated in the theme. Table decorations may be used for more than one event and may be given as door prizes at the end of the meeting.

Sample Agenda: (This is just a suggestion. The President should work with your committee to work out the agenda details.)

Friday evening:

- 4:00 to 8:00 p.m. – Registration
- 4:00 to 7:00 p.m. – Legal Education Seminars
- 7:30- Get Acquainted Party (Entertainment may be arranged.)

Saturday Morning*:

- 8:00 to noon - Registration
- 9:00- Convene General Session, Presentation of Colors, Pledge of Allegiance, prayer, Code of Ethics, introduction of special speakers and guests. Welcome by Mayor of host city or other local official.
- 9:30- Legal Education Seminars
- 10:45- Legal Education Seminars
- Noon- Recognition Lunch

Saturday Afternoon:

- 1:30- General Session - reports of officers and all committee chairs, unfinished business, bylaw or standing rules amendments, election of officers, etc.

5:30- (or sooner, depending upon business) - adjourn until Awards/Installation Banquet.

Saturday Evening:

6:00- President's reception – viewing of chapter history books, receiving of local chapter gifts

7:30- Banquet - invocation, welcome, introduction of head table, guests, speaker, meal, etc. Announcement of winners of competitions and award of excellence, installation of officers. Presentation of President's history book. President's escort to Past Presidents' tables and toast. Incoming President's acceptance address.

Sunday Morning:

8:00- Breakfast (invocation, speaker, short devotional).

9:00- Spring business meeting

*Award of Excellence interviews and History Book competition to be scheduled at the convenience of the judges.

Schedule I
Sample of Corporate Sponsor Letter

AALS – the Association for Arkansas Legal Support Professionals

March 15, 2007

Dear Friends:

As you know, AALS – the Association for Arkansas Legal Support Professionals (AALS) is a professional organization dedicated to enhancing the competency and contributions of its members to the legal profession. AALS is a non-profit, non-union, non-partisan organization. Each year AALS holds its Annual Meeting in a different part of the state, bringing together all its state chapters, and providing opportunities for continuing legal education and professional development to its members and guests.

The 2007 AALS Annual Meeting will be held May 4-6, at the Inn of the Ozarks in Eureka Springs, Arkansas. Our theme this year is “AALS – a Natural State of mind.” The CLE will emphasize developing environmental legal issues and will also include a session on “The Continuing Duty of Confidentiality.” We expect to have 50 to 60 members, and their guests, in attendance.

AALS extends an invitation to your company to sponsor one or more of the activities planned during the Annual Meeting. AALS understands that not all companies have budgets that permit them to sponsor an entire activity or event. However, contributions that vary in amounts from \$170 (for a refreshment break) to \$1,200 (for the Awards Banquet) would make a significant difference in the benefits provided to our members and we will appreciate any contribution your company wishes to make.

Corporate Sponsors make it possible for AALS to provide more value to its members. It also provides you with the opportunity to extend the exposure of your company to legal professionals from all areas of Arkansas. A card acknowledging the Sponsor will be prominently displayed during the event; the Sponsor’s name will be listed in the Program; and each Sponsor will be recognized during the Saturday evening banquet and again on Sunday morning at our Business Meeting. We will provide all Sponsors with a copy of the Annual Meeting Program. To be a Corporate Sponsor, just provide a written commitment to AALS that your company wishes to underwrite a portion of the Annual Meeting and tell us how much you wish to contribute.

AALS also extends an invitation for your company to place an ad in the Annual Meeting Program. If your company would like to be a Sponsor and place an ad, your advertising rate will be discounted by 15%. All advertising must be non-political, camera-ready material. Please submit your advertisement and payment to the address listed on the enclosed registration form no later than April 16, 2007.

If you have any questions, please contact Janice Miller, PP, PLS, at 501-342-6244 or Linda Adair, PLS, at 501-905-5079. Your consideration and continued support are greatly appreciated.

Thank you!

2007 AALS ANNUAL MEETING
HOST COMMITTEE

REGISTRATION FORM

COMPANY NAME: _____
ADDRESS: _____
CONTACT NAME: _____
PHONE: _____
EMAIL: _____

CORPORATE SPONSORSHIP

We would like to contribute \$ _____ to AALS for the 2007 Annual Meeting.

We are interested in sponsoring or underwriting the following event(s):

___ Hospitality Suite (\$250 est.)	___ Saturday Breakfast (\$320 est.)
___ Friday evening Welcome Party (\$200 est.)	___ Recognition Luncheon (\$500 est.)
___ Awards Banquet (\$1200 est.)	___ Sunday Morning Brunch (\$250 est.)
___ Snack Break between CLE sessions (\$332 est.)	

We will provide a door prize to be awarded during the weekend as described below:

_____.

ADVERTISEMENT REQUEST

Please include the following advertisement in the AALS Annual Meeting Program:

Full Page (\$75): _____

Attach camera-ready advertisement
to arrive no later than April 16, 2007.

Half-Page (\$50): _____

Please take a 15% discount if your company is also
a Corporate Sponsor and THANK YOU!

Quarter-Page (\$25): _____

Line Ad (\$10): _____

Make checks payable to: AALS 2007 Annual Meeting Fund.

Mail to: Host Committee *insert address*

(Your form, ad and check should arrive prior to April 16, 2007, please!)

For further information, please contact any member of the Host Committee:

Insert contact information.

ATTACHMENT D

GUIDELINES FOR SEMINAR

1. Review NALS Seminar Guidelines at www.nals.org. The AALS seminar will be on a smaller scale; however, there are many helpful hints and ideas in the NALS guidelines.
2. Determine whether the seminar will be held in conjunction with the fall business meeting. If it is, work closely with the host of the business meeting. If not in conjunction with the fall business meeting, obtain tentative dates, places, speakers, subjects, etc., and report on same to the EC at the Leadership Retreat or as soon as possible thereafter.
3. Personally inspect the facility accommodations or other building sites for:
Adequate rooms available for those staying overnight;
Parking facilities;
Large enough room to accommodate 50 to 75 people;
Eating arrangements and charges;
Accessibility and easy directions for out-of-towners;
If separate building, lodging facilities close by; and
Obtain written agreement on dates and all costs and deadline for holding the facility.
4. Work with the CLEC to coordinate dates, speakers and topics. Contact speakers and obtain EC approval of dates, costs, speakers, etc.
5. Costs: Room charges, coffee breaks, speakers' expense (travel, overnight accommodations, if necessary, handout materials, gift, etc.), and printing and postage for seminar mail out, etc. (Note: By having speakers from the seminar city, you will save on many of these expenses.)
6. Prepare agenda and detailed schedule. Obtain biographical information on speakers. Determine who will greet and introduce each speaker. That person should be prepared to be the speaker's "hostess" during the time that the speaker is in attendance at the seminar.
7. Send all pertinent information to members and the Marketing Director for press release distribution at least six weeks prior to the seminar date.
8. A report should be submitted to the Publications Director for inclusion in the next issue of *The Informer*.

ATTACHMENT E

CONTINUING LEGAL EDUCATION COUNCIL (“CLEC”) GUIDELINES

The CLEC shall consist of a chair and at least two and up to three members appointed by the President and approved by the EC. CLEC members shall serve staggered terms of two years each. In the event a member is unable to serve the entire term, an interim member may be named by the President with approval by the EC.

1. This committee shall be responsible for:
 - a. the educational programs of AALS;
 - b. preparation and presentation of seminars and legal education workshops;
 - c. preparation and/or obtaining legal education articles for *The Informer*;
 - d. assisting and supporting local chapters in planning educational programs; and
 - e. preparing and presenting a Leadership Retreat to be held not later than 60 days after the annual meeting.
2. The chair shall call a meeting of the CLEC at any time to coordinate and finalize the legal education schedule for the current year and to begin plans for the next fiscal year.
3. Approval of the proposed dates, time, topics and speakers must be obtained from the EC. The proposed schedule for the next fiscal year shall be presented for approval of the EC at the spring business meeting of the current year.
4. The CLEC shall be responsible for supplying information and registrations for legal education programs to the Publications Director for publication in *The Informer* distributed just prior to the date of the program.
5. Continuing legal education speakers may be reimbursed for the following:
 - a. one night’s lodging,
 - b. two meals: dinner and breakfast,
 - c. round trip mileage at the rate suggested by the IRS, but not to exceed \$75,
 - d. if the speaker is a member of AALS, the speaker may be reimbursed for the expenses set out above only if not otherwise funded for such expenses, and
 - e. total expenses for speakers shall not exceed the sum of \$175.
6. Other duties:
 - a. obtain credentials on speakers;
 - b. arrange for printing and assembling handouts for speakers;
 - c. set up and staff registration desk;
 - d. coordinate with the President-elect regarding handouts for prospective members;
 - e. introduce speakers;
 - f. prepare and distribute certificates of completion;
 - g. distribute and retrieve evaluation forms; and
 - h. submit written reports to membership as required.

ATTACHMENT F

RULES AND REGULATIONS FOR THE COMMITTEE CHAIR MADA L. LARMORE SCHOLARSHIP AWARD

1. The Scholarship Chair shall distribute to each local chapter and member-at-large on or before December 1 of each year the application for scholarship including the Rules and Regulations for applicants. Each local chapter and member-at-large is entitled to sponsor one candidate (the "Sponsor"). The application with all attachments must be submitted by the Sponsor.
2. The scholarship will be awarded on the basis of scholastic achievement, leadership ability, and the financial need of the applicant. While the scholarship may be granted to any qualified person, it is the desire and hope of AALS that special emphasis will be directed to the prospective legal professional.
3. The applicant must: (a) be a high school senior or be enrolled in a school of advanced education (including the current school year), carrying at least five (5) hours, and working toward a degree; (b) have a grade point average of 3.0 or higher; and (c) be in need of financial assistance.
4. Candidates nominated in prior years are eligible for re-nomination.
5. To be eligible for judging, all entries shall be received on or before February 15 by the Scholarship Chair via certified mail, return receipt requested, or electronic mail.
6. The Scholarship Chair shall select, subject to the approval of the EC, one educator, one lawyer, and one civic leader, who shall review the applications and select the winner and a first and second runner-up.
7. Prior to submitting the applications to the judges as outlined in paragraph 6 above, the Scholarship Chair shall redact from each application the name and address of the applicant, as well as the Sponsor information, and any other identifiable information. The Scholarship Chair shall designate each application with a number and shall retain the identity of the applicants and the Sponsors until a final decision has been made.
8. The Scholarship Chair shall prepare a ballot for the judges. Said ballots shall be returned to the Scholarship Chair no later than March 20.
9. The votes shall be tallied by the Scholarship Chair. As soon as possible after the selection and, no later than April 1, the Scholarship Chair shall notify the following by telephone then by written communication, (1) President; and (2) scholarship winner, and shall notify by written communication, (1) school, (2) Marketing Director, (3) Sponsor, and (4) AALS Treasurer.
10. If, for any reason, the winner is unable to accept the scholarship, it shall be awarded to the first runner-up; and in like manner, if the first runner-up cannot accept, the scholarship shall be awarded to the second runner-up.
11. It is recommended that the Sponsor of the winning applicant maintain personal contact with the winner during the school year.

12. The scholarship award shall be paid directly to the recipient upon proof of enrollment. In the event the funds are needed by the recipient to enroll, upon notification in writing by the recipient to the Treasurer, a check made payable to the recipient and the school will be mailed to the recipient. If, for any reason, the recipient fails to complete the term, AALS shall be entitled to any refunds of these scholarship funds made by the school. If, for any reason, the recipient fails or is unable to enroll in an institution of higher education on or before the required date for enrollment, the award to this recipient shall be void.

RULES AND REGULATIONS FOR APPLICANTS OF
MADA L. LARMORE SCHOLARSHIP AWARD

The following rules and regulations are taken from the Rules and Regulations for the Mada L. Larmore Scholarship as they apply to the individual applicant:

1. The scholarship will be awarded on the basis of scholastic achievement, leadership ability, and the financial need of the applicant. While the scholarship may be granted to any qualified person, it is the desire and hope of AALS that special emphasis will be directed toward the prospective legal professional.
2. The applicant must: (a) be a high school senior OR be enrolled in a school of advanced education (including the current school year), carrying at least five (5) hours, and working toward a degree; (b) have a grade point average of 3.0 or higher; and (c) be in need of financial assistance.
3. The application and all attachments must be delivered to the Sponsor no later than February 1. ANY APPLICATION RECEIVED AFTER THAT DATE WILL BE DISQUALIFIED.
4. The application will be submitted to a panel of three (3) judges consisting of one educator, one lawyer, and one civic leader, who shall review the applications and select the winner and first and second runners-up. The winning applicant shall be notified as soon as possible after the selection, and no later than April 1.
5. The scholarship award shall be paid directly to the recipient upon proof of enrollment. In the event the funds are needed by the recipient to enroll, upon notification in writing by the recipient to the Treasurer, a check will be issued in the recipient's name and the school and mailed to the recipient. If, for any reason, the recipient fails to complete the term, AALS shall be entitled to any refunds of the funds made by the school. If, for any reason, the winner is unable or fails to enroll in an institution of higher education on or before the required date of enrollment, the award to this recipient shall be void.
6. The winner shall submit a photograph suitable for reproduction in newspapers and a statement of acceptance of the award to the Scholarship Chair.

APPLICATION FOR THE MADA L. LARMORE SCHOLARSHIP

IDENTIFYING NUMBER: _____ (To be assigned by Scholarship Chair)

NOTE: This form and attachments may be copied.

1. GPA: _____
(Must be 3.0 or higher.)
2. Attach to the application three (3) one-page letters of recommendation from someone other than an AALS member or member of applicant's family addressed to "AALS – the Association for Arkansas Legal Support Professionals" as follows:
 - A. The student's scholastic achievement, activities and leadership record.
 - B. A description of student's personal traits, character, personality, ambitions and home background.
 - C. The student's financial need.
 - D. The relationship to applicant, such as employer, teacher, friend, pastor, etc.
 - E. The letters MUST BE SIGNED.

DO NOT USE THE NAME OF THE APPLICANT, HE, SHE, THE NAME OF THE SCHOOL ATTENDED OR THE CITY IN WHICH THE APPLICANT LIVES.

3. Include with the application, a one-page 8-1/2 x 11 unsigned autobiographical statement prepared (and preferably typed) by applicant showing date of birth, schools attended, employment, school activities (honors, clubs, choir, etc.), family background, hobbies and a statement of aims and goals for the future.

PERSONAL INFORMATION

NAME: _____

ADDRESS: _____ AGE: _____ PHONE: _____

CITY/STATE: _____ ZIP: _____

SCHOOL: _____

ADDRESS: _____

CITY/STATE: _____ ZIP: _____

DATE: _____ SIGNATURE OF APPLICANT: _____

The following information is to be filled in by Sponsor as applicable:

Sponsored by: _____

Local President: _____

Address: _____

City: _____ Zip: _____ Phone: _____

Local Scholarship Chair: _____

Address: _____

City: _____ Zip: _____ Phone: _____

State reason in full why it is necessary for your applicant to receive financial assistance:

State number of minor children (including applicant) in family and give ages:

JUDGE'S BALLOT

The **MADA L. LARMORE SCHOLARSHIP** is to be awarded on the basis of scholastic achievement, leadership ability, and the financial need of the applicant. While the scholarship may be granted to any qualified person, it is the desire and hope of AALS that special emphasis will be directed to the prospective legal professional.

Please review the applications and rank each applicant on a numerical scale, with your choice of the winner ranked as #1, first runner-up as #2, etc. For your convenience, set out below is a score sheet listing the applicants and the qualification categories.

#	Qualification Category	Ranking
	Scholastic Achievement	
	Leadership Ability	
	Financial Need	

#	Qualification Category	Ranking
	Scholastic Achievement	
	Leadership Ability	
	Financial Need	

#	Qualification Category	Ranking
	Scholastic Achievement	
	Leadership Ability	
	Financial Need	

#	Qualification Category	Ranking
	Scholastic Achievement	
	Leadership Ability	
	Financial Need	

#	Qualification Category	Ranking
	Scholastic Achievement	
	Leadership Ability	
	Financial Need	

#	Qualification Category	Ranking
	Scholastic Achievement	
	Leadership Ability	
	Financial Need	

#	Qualification Category	Ranking
	Scholastic Achievement	
	Leadership Ability	
	Financial Need	

Ranking of Applicants

#1 _____ #2 _____ #3 _____

_____, Judge

ATTACHMENT G

RULES AND REGULATIONS FOR THE COMMITTEE CHAIR MADA L. LARMORE GRANT AWARD

NOTE: Only current members of AALS or immediate members of their families shall be eligible for said grant. Immediate members of said family shall include children or grandchildren.

1. The Scholarship Chair shall distribute to each local chapter and member-at-large on or before December 1 of each year the application for the grant including the Rules and Regulations for applicants. Each local chapter and member-at-large is entitled to sponsor one candidate (the "Sponsor"). The application with all attachments must be submitted by the Sponsor.
2. The grant will be awarded on the basis of scholastic achievement, leadership abilities, and the financial need of the applicant.
3. The applicant must be: (a) a high school senior OR enrolled in a school of higher education (including the current school year) carrying at least five (5) hours and working toward a degree; (b) have a grade point average of 3.0 or higher; OR (c) must be enrolled, or planning to enroll during the upcoming year, in a short-term, one-time course of study consisting of a minimum of 20 hours; and (d) be in need of financial assistance.
4. Candidates nominated in prior years are eligible for re-nomination.
5. To be eligible for judging, all entries shall be received on or before February 15 by the Scholarship Chair via certified mail, return receipt requested, or electronic mail.
6. The Scholarship Chair shall select, subject to the approval of the EC, one educator, one lawyer, and one civic leader, who shall review the applications and select the winner and a first and second runner-up.
7. Prior to submitting the applications to the judges as outlined in paragraph 6 above, the Scholarship Chair shall redact any identifiable information, including the name and address of the applicant and the Sponsor information. The Scholarship Chair shall designate each application with a number and shall retain the identity of the applicants and the Sponsor until a final decision has been made.
8. The Scholarship Chair shall prepare a ballot for the judges. Said ballots shall be returned to the Scholarship Chair no later than March 20.
9. The votes shall be tallied by the Scholarship Chair. As soon as possible after the selection, and no later than April 1, the Scholarship Chair shall notify by telephone then by written communication, the (1) President; and (2) grant winner; and shall notify by written communication, the (1) school, (2) Marketing Director, (3) Sponsor, and (4) Treasurer.
10. If, for any reason, the winner is unable to accept the grant, it shall be awarded to the first runner-up; and in like manner, if the first runner-up cannot accept, the grant shall be awarded to the second runner-up.

11. It is recommended that the Sponsor of the winning applicant maintain personal contact with the winner during the school year.
12. The grant award shall be paid directly to the recipient upon proof of enrollment. In the event the funds are needed by the recipient to enroll, upon notification in writing by the recipient to the Treasurer, a check made payable to the recipient and the school will be mailed to the recipient. If, for any reason, the recipient fails to complete the term, AALS shall be entitled to any refunds of the funds made by the school. If, for any reason, the recipient is unable or fails to enroll in an institution of higher education on or before the required date for enrollment, the award to this recipient shall be void.

RULES AND REGULATIONS FOR APPLICANTS
OF MADA L. LARMORE GRANT AWARD

The following rules and regulations are taken from the Rules and Regulations for the Mada L. Larmore Grant as they apply to the individual applicant:

1. The grant will be awarded on the basis of scholastic achievement, leadership abilities, and the financial need of the applicant. Only current members of AALS or immediate members of their families shall be eligible for said grant. Immediate members of said family shall include children or grandchildren.
2. The applicant must be: (a) a high school senior OR enrolled in a school of higher education (including the current school year) carrying at least five (5) hours and working toward a degree; (b) have a grade point average of 3.0 or higher; OR (c) must be enrolled, or planning to enroll during the upcoming year, in a short-term, one-time course of study consisting of a minimum of 20 hours; and (d) be in need of financial assistance.
3. The application and all attachments must be received by the Sponsor no later than February 1. ANY APPLICATION RECEIVED AFTER THAT DATE WILL BE DISQUALIFIED.
4. The application will be submitted to a panel of three (3) judges consisting of one educator, one lawyer, and one civic leader, who shall review the applications and select the winner and first and second runners-up. The winning applicant shall be notified as soon as possible after selection and no later than April 1.
5. The grant award shall be paid directly to the recipient upon proof of enrollment. In the event the funds are needed by the recipient to enroll, upon notification in writing by the recipient to the Treasurer, a check will be issued in the recipient's name and the school and mailed to the recipient. If, for any reason, the recipient fails to complete the term, AALS shall be entitled to any refunds of the funds made by the school. If, for any reason, the winner is unable or fails to enroll in an institution of higher education on or before the required date of enrollment, the award to this recipient shall be void.
6. The winner shall submit a photograph suitable for reproduction in newspapers and a statement of acceptance of the award to the Scholarship Chair.

APPLICATION FOR THE MADA L. LARMORE GRANT

IDENTIFYING NUMBER: _____ (To be assigned by Scholarship Chair)

NOTE: This form and attachments may be copied.)

1. GPA: _____
(Must be 3.0 or higher.)
2. Attach to the application three (3) one-page letters of recommendation from someone other than an AALS member or member of applicant's family addressed to "AALS – the Association for Arkansas Legal Support Professionals" as follows:
 - A. The student's scholastic achievement, activities and leadership record.
 - B. A description of student's personal traits, character, personality, ambitions and home background.
 - C. The student's financial need.
 - D. The relationship to applicant, such as employer, teacher, friend, pastor, etc.
 - E. The letters MUST BE SIGNED.

DO NOT USE THE NAME OF THE APPLICANT, HE, SHE, THE NAME OF THE SCHOOL ATTENDED OR THE CITY IN WHICH THE APPLICANT LIVES.

3. Attach to the application, a one-page 8 ½ x 11 unsigned autobiographical statement prepared (and preferably typed) by applicant showing date of birth, schools attended, employment, school activities (honors, clubs, choir, etc.), family background, hobbies and a statement of aims and goals for the future.

PERSONAL INFORMATION

NAME: _____

ADDRESS: _____ AGE: _____ PHONE: _____

CITY/STATE: _____ ZIP: _____

SCHOOL: _____

ADDRESS: _____

CITY/STATE: _____ ZIP: _____

DATE: _____ SIGNATURE OF APPLICANT: _____

The following information is to be filled in by Sponsor as applicable:

Sponsored by: _____

Local President: _____

Address: _____

City: _____ Zip: _____ Phone: _____

Local Scholarship Chair: _____

Address: _____

City: _____ Zip: _____ Phone: _____

Name of AALS family member and relationship: _____

State reason in full why it is necessary for your applicant to receive financial assistance:

State number of minor children (including applicant) in family and give ages:

JUDGE'S BALLOT

The **MADA L. LARMORE GRANT** is to be awarded on the basis of scholastic achievement, leadership ability, and the financial need of the applicant. Only current members of AALS or immediate members of their families shall be eligible for said grant. Immediate members of said family shall include children or grandchildren.

Please review the applications and rank each applicant on a numerical scale, with your choice of the winner ranked as #1, first runner-up as #2, etc. For your convenience, set out below is a score sheet listing the applicants and the qualification categories.

#	Qualification Category	Ranking
	Scholastic Achievement	
	Leadership Ability	
	Financial Need	

#	Qualification Category	Ranking
	Scholastic Achievement	
	Leadership Ability	
	Financial Need	

#	Qualification Category	Ranking
	Scholastic Achievement	
	Leadership Ability	
	Financial Need	

#	Qualification Category	Ranking
	Scholastic Achievement	
	Leadership Ability	
	Financial Need	

#	Qualification Category	Ranking
	Scholastic Achievement	
	Leadership Ability	
	Financial Need	

#	Qualification Category	Ranking
	Scholastic Achievement	
	Leadership Ability	
	Financial Need	

#	Qualification Category	Ranking
	Scholastic Achievement	
	Leadership Ability	
	Financial Need	

Ranking of Applicants

#1 _____ #2 _____ #3 _____

_____, Judge

ATTACHMENT H

RULES AND REGULATIONS FOR APPLICANTS FOR AWARD OF EXCELLENCE COMPETITION

1. The current Award of Excellence recipient shall serve as the chair. In the event the current recipient is unable to serve for any reason, the President shall appoint an Award of Excellence chair with the approval of the EC and the Board.
2. The chair will be in complete charge of the competition and shall, by January 10, distribute to all chapter presidents and members-at-large these Rules and Regulations, together with the applicable forms. The chair may use personal discretion as to any assistance needed and may obtain such assistance from members. Should the chair opt to have the benefit of the assistance of other members, the chair may select up to two other members who, along with the chair, will form an Award of Excellence committee. Upon selection of committee members, the chair will notify the EC who will serve on the committee.
3. Each chapter and each member-at-large has the privilege of sponsoring one applicant, who may or may not be the current recipient of the chapter's Award of Excellence.
4. All members of AALS, including members-at-large, who have been members for at least three consecutive years immediately preceding the competition and who are in good standing, are eligible, with the exception of any previous recipients.
5. All entries shall be on the official application form. No testimonial letters or other support documents shall be attached to the application. There shall be no identifying information, i.e., candidate's name, area, employer, or chapter, on the submitted application. The word limits shown under Nos. IV and V of the application, "Informational Comments of Employer, Chapter Member and Candidate" will be strictly enforced. The chair should receive an original and one copy of the application. The original should be signed in all indicated spaces, and the copy should be unsigned. (For those submitting via electronic mail, there should be two attachments, one signed in all indicated spaces, and one unsigned version.)
6. To be eligible for judging, all entries shall be received on or before March 10 of each year by the chair via certified mail, return receipt requested, or electronic mail. The deadline for delivery of the applications to the first panel of judges is March 25.
7. The chair shall immediately notify the AALS President and the president of any chapter or member-at-large whose entry has been disqualified, giving the exact reason for disqualification.
8. The chair shall select all judges subject to the approval of the EC. The Award of Excellence candidates will be judged by two separate panels of three judges each. The first panel of judges shall include attorneys and/or law office administrators and shall rate the candidates on the application form submitted in the areas described in paragraph 9 below. The second panel of judges shall be selected from persons in the following groups: county officials, secretaries, judges, lawyers, ministers or local business persons. At least one of each panel of judges shall be a female. The second panel of judges shall rate the candidates after conducting the personal interviews as described in paragraph 10 below. No two judges shall be representatives of a common employer. The chair will provide the judges with a copy of written guidelines and sample questions

for the interview. (These guidelines and sample questions shall be maintained with the Award of Excellence file.)

9. All nominees will be judged by the first panel of judges on the following basis:

(a)	Job related skills and experience	40%
(b)	Service to chapter	25%
(c)	Service to AALS and/or NALS	25%
(d)	Comments on what the legal profession means to candidate	10%

10. The personal interviews will be conducted by the second panel of judges at a time mutually convenient for the judges during the annual meeting. When the time is determined, the chair shall advise the candidates of the time range for the personal interview. The candidates will be judged on the basis of the following: (a) neatness of appearance, (b) poise, (c) personality, and (d) ability to communicate.

The interview judges shall use a second rating sheet and shall rate the candidates. Following the interviews, the chair and one other member, approved by the President, shall add the second ratings to the original ratings, and the candidate receiving the highest rating shall be the recipient of the Award of Excellence.

11. Candidates should make every effort to attend the entire annual meeting, and must be present at the annual awards banquet to be eligible for this award.

12. The chair shall secure an appropriate award for the recipient, engraved with "AALS Award of Excellence (insert year), and the name of recipient."

13. The recipient of the Award of Excellence will provide a biographical sketch and a photograph suitable for publication.

AWARD OF EXCELLENCE
APPLICATION FORM

Date _____

Name _____

Home phone _____

Address _____

Office phone _____

Email _____

City _____

Zip _____

Sponsor _____

Date received by Award of Excellence Chair _____

ANY IDENTIFYING INFORMATION, I.E., CANDIDATE'S NAME, EMPLOYER, AREA, OR CHAPTER WILL BE DELETED FROM THE COPIES BEING FURNISHED TO THE JUDGES. TO AVOID DISQUALIFICATION, **PLEASE OBSERVE WORD LIMITS ON NUMBERS IV AND V.**

I. PERSONAL HISTORY/LEGAL EXPERIENCE

Education Information

1. High School (Location, Date Graduated, Honors):

2. Post-secondary education (Location, Dates Attended, Degree Information, Honors):

3. Has candidate obtained NALS Certification(s)? Yes No
Identify: _____

Has candidate obtained any other certifications? Yes No
Identify: _____

4. Has candidate completed NALS Legal Training Course?

Basic -- Yes No Date Completed _____
Advanced -- Yes No Date Completed _____

5. Has candidate completed similar legal education course sponsored by an institution of higher education?

 Yes No Identify Courses Completed: _____

6. Has candidate fulfilled requirements for NALS Continuing Legal Education Award?

 Yes No

Date (month, year) issued: _____

Most recent Renewal Award - Date (month, year) issued: _____

Legal Experience

Dates Position/Type of Office Description of Duties

Describe your skills and abilities in 100 words or less:

II. SERVICE TO CHAPTER, STATE AND NATIONAL ASSOCIATIONS

Date of affiliation as member or member-at-large: _____

Dates Offices/Chairships/Accomplishments/Awards Received

Service to Chapter

Service to AALS

Service to NALS

III. COMMENTS

- A. Comments by present employer, supervisor or office administrator (not to exceed 100 words).

Signature
(Sign original only)

- B. Comments by chapter president or other local, AALS or NALS officer (not to exceed 100 words.)

Signature
(Sign original only)

IV. COMMENTS ON WHAT THE LEGAL PROFESSION
MEANS TO CANDIDATE
(not to exceed 100 words)

Signature
(Sign original only)

**AWARD OF EXCELLENCE JUDGE'S SCORE SHEET
(Written Portion)**

All nominees will be judged by the first panel of judges on the following basis:

- | | | |
|-----|--|-----|
| (a) | Job related skills and experience | 40% |
| (b) | Service to chapter | 25% |
| (c) | Service to AALS and/or NALS | 25% |
| (d) | Comments on what the legal profession means to candidate | 10% |

Please review the applications and rank each applicant on a numerical scale, with your choice of the winner ranked as #1, first runner-up as #2, etc. For your convenience, set out below is a score sheet listing the applicants and the qualification categories.

#	Qualification Category	Percentage
	Job related skills and experience (up to 40%)	
	Service to chapter (up to 25%)	
	Service to AALS and/or NALS (up to 25%)	
	Comments on what the legal profession means (up to 10%)	

#	Qualification Category	Percentage
	Job related skills and experience (up to 40%)	
	Service to chapter (up to 25%)	
	Service to AALS and/or NALS (up to 25%)	
	Comments on what the legal profession means (up to 10%)	

#	Qualification Category	Percentage
	Job related skills and experience (up to 40%)	
	Service to chapter (up to 25%)	
	Service to AALS and/or NALS (up to 25%)	
	Comments on what the legal profession means (up to 10%)	

#	Qualification Category	Percentage
	Job related skills and experience (up to 40%)	
	Service to chapter (up to 25%)	
	Service to AALS and/or NALS (up to 25%)	
	Comments on what the legal profession means (up to 10%)	

#	Qualification Category	Percentage
	Job related skills and experience (up to 40%)	
	Service to chapter (up to 25%)	
	Service to AALS and/or NALS (up to 25%)	
	Comments on what the legal profession means (up to 10%)	

Ranking of Applicants

#1 _____ #2 _____ #3 _____

_____, Judge

**AWARD OF EXCELLENCE JUDGE'S SCORE SHEET
(Interview Portion)**

Please rank each applicant on a numerical scale, with your choice of the winner ranked as #1, first runner-up as #2, etc. For your convenience, set out below is a score sheet listing the applicants and the qualification categories.

#	Qualification Category		Ranking
		Neatness of appearance	
		Poise	
		Personality	
		Ability to communicate	

#	Qualification Category		Ranking
		Neatness of appearance	
		Poise	
		Personality	
		Ability to communicate	

#	Qualification Category		Ranking
		Neatness of appearance	
		Poise	
		Personality	
		Ability to communicate	

#	Qualification Category		Ranking
		Neatness of appearance	
		Poise	
		Personality	
		Ability to communicate	

#	Qualification Category		Ranking
		Neatness of appearance	
		Poise	
		Personality	
		Ability to communicate	

Overall Ranking of Applicants

#1 _____ #2 _____ #3 _____

_____, Judge

ATTACHMENT I

RULES FOR HISTORY BOOK COMPETITION

1. **SIZE:** Not more than 16 x 18 inches. The cover may be slightly larger.
2. **TABLE OF CONTENTS:**
Each book must have a table of contents followed exactly. Pages must be numbered.
3. Only chapter history books may be entered in this competition.
4. **CONTENTS:**
 - a. Roster and pictures of officers and committee chairs with designations;
 - b. All publicity, copies of programs, snapshots of chapter activities;
 - c. Identify events and pictures; news clippings shall bear the name of the paper and the date line; and
 - e. All material must be entered monthly and chronologically by month.
5. **COVERAGE:**
Material for only one fiscal year shall be in the history book. While chapters are on a May 1 to April 30 fiscal year, the history book "year" may run from the president's installation to the passing of the gavel, provided such term commences within thirty days before or after May 1.
6. **NAME AND THEME:**
The chapter name shall appear on the cover. A theme is permitted, but not mandatory.
7. **JUDGING:**
Judging of history books will be based on the following percentages:
 1. Publicity - 10%
 2. Originality - 30%
 3. Neatness - 25%
 4. Completeness of Content - 25%
 5. Binding or Cover - 10%
8. **AWARD:**
The award shall consist of \$50 and a certificate to be presented at the annual awards/installation banquet.
9. Each chapter shall bring the history book to the annual meeting to be entered in the competition and shall be responsible for returning the history book to the chapter.

Failure to follow one or more of the above rules may result in disqualification of the book in competition. Any historian whose book is disqualified shall be notified by the chair, stating the reason for disqualification.

HISTORY BOOK JUDGE'S SCORE SHEET

Please review the entries and rank each book on a numerical scale, with your choice of the winner ranked as #1, first runner-up as #2, etc. For your convenience, set out below is a score sheet listing the categories.

Chapter Name	Qualification Category	Percentage
	Publicity (up to 10%) <i>Name of paper and date line on news clippings</i>	
Originality (up to 30%)		
Neatness (up to 25%)		
Completeness of Content (up to 25%) <i>Table of Contents and pages numbered accordingly</i> <i>Roster/pictures of officers & chairs w/designations</i> <i>Events/pictures identified</i> <i>Chronologically organized</i>		
Binding or Cover (up to 10%) <i>Size not more than 16x18 inches; cover may be larger</i>		

Chapter Name	Qualification Category	Percentage
	Publicity (up to 10%) <i>Name of paper and date line on news clippings</i>	
Originality (up to 30%)		
Neatness (up to 25%)		
Completeness of Content (up to 25%) <i>Table of Contents and pages numbered accordingly</i> <i>Roster/pictures of officers & chairs w/designations</i> <i>Events/pictures identified</i> <i>Chronologically organized</i>		
Binding or Cover (up to 10%) <i>Size not more than 16x18 inches; cover may be larger</i>		

Chapter Name	Qualification Category	Percentage
	Publicity (up to 10%) <i>Name of paper and date line on news clippings</i>	
Originality (up to 30%)		
Neatness (up to 25%)		
Completeness of Content (up to 25%) <i>Table of Contents and pages numbered accordingly</i> <i>Roster/pictures of officers & chairs w/designations</i> <i>Events/pictures identified</i> <i>Chronologically organized</i>		
Binding or Cover (up to 10%) <i>Size not more than 16x18 inches; cover may be larger</i>		

#1 _____ #2 _____ #3 _____

_____, Judge

ATTACHMENT J

RULES FOR ACHIEVEMENT AWARD COMPETITION

1. The Achievement Award Chair shall distribute the entry form for the competition to each State Director no later than July 1. State Directors are encouraged to record chapter activities throughout the year to ensure that achievement credit is received for all activities and to contact the Achievement Award Chair for suggestions or any questions about the award.
2. It is recommended that no later than March 15, the Achievement Award Chair correspond with each State Director reminding them of the April 15 deadline and encouraging their participation in the competition.
3. The State Director shall complete the Achievement Award entry form and compute the score.
4. Entries cover activities from April 1 of previous year through March 31 of the current year.
5. Entries must be dated, signed by the State Director, and certified by the chapter president and secretary.
6. Completed entries should be returned to the Achievement Award Chair on or before April 15. There will be no extensions.
7. The Achievement Award Chair reviews all entries, ascertains the accuracy of the computations and determines the winners of the Achievement Awards prior to the annual awards/installation banquet.
8. Awards will be presented to two chapters only. The chapter receiving the highest score in each of the following categories will be recognized during the annual awards/installation banquet:

GROUP A: Chapters with 15 members or less.
GROUP B: Chapters with 16 members or more.
9. Awards shall be \$50.00 and a certificate for the winner of each category.
10. The Achievement Award Chair will prepare the certificates, arrange for the Treasurer to issue the checks, and present the awards and checks during the annual awards/installation banquet.

ACHIEVEMENT AWARD COMPETITION ENTRY FORM

20____ - 20____

NAME OF CHAPTER: _____

NAME & ADDRESS OF STATE DIRECTOR:

(Name)

(Address)

(Signature of State Director)

NUMBER OF MEMBERS IN CHAPTER:

As of April 1, 20____: _____

As of March 31, 20____: _____

GROUP: _____

CERTIFICATION

We, _____, President of _____,
and _____, Secretary of said Chapter, jointly and severally certify that we
have checked the enclosed entry form and that to the best of our knowledge and belief, all the
answers and computations shown thereon are true and correct.

Dated this ____ day of _____, 20__.

CHAPTER PRESIDENT

CHAPTER SECRETARY

SCORE RECAP

LEGAL EDUCATION PROGRAMS	
SPECIAL CHAPTER EVENTS	
COMPETITIONS, GRANTS, SCHOLARSHIPS, AND CHARITABLE PROJECTS	
CHAPTER ACTIVITIES AND PROJECTS	
AALS PARTICIPATION	
NALS PARTICIPATION	
TOTAL	

ENTRY FORM

<u>LEGAL EDUCATION PROGRAMS*</u>		POINTS		SCORE
*Seminar – limited to specific number of hours in one session *Course – occurs over a period of time				
1.	Sponsored a legal educational course other than a NALS Official Course or a NALS study class, comparable in content to the NALS Official Course. <i>(If started prior to 3/31, but not yet completed, count on this entry.)</i>	1 to 4 hours 5 to 9 hours 10 to 14 hours 15 to 19 hours 20 or more hours	100 200 300 400 500	
2.	Sponsored a legal educational seminar of one hour or more held the same day. Points should reflect the number of hours of all of the seminars held in the current fiscal year.	1 to 4 hours 5 to 9 hours 10 to 14 hours 15 or more hours	100 200 300 400	
3.	Sponsored a NALS Official Course. <i>(If started prior to 3/31, but not yet completed, count on this entry.)</i>		500	
4.	Sponsored a NALS Study Class.	1 to 4 hours 5 to 9 hours 10 to 14 hours 15 or more hours	100 200 300 400	
5.	Members completed legal education course or seminar other than the NALS Official Course or a NALS study class. (Example: college course)	_____ x Number	10	
6.	Non-members completed legal education course or seminar sponsored by Chapter, other than the NALS Official Course or a NALS study class.	_____ x Number	5	
7.	Members completed the NALS Official Course.	_____ x Number	25	
8.	Non-members completed the NALS Official Course.	_____ x Number	5	
9.	Members attended a NALS study class.	_____ x Number	25	
10.	Legal education speakers at chapter meetings.	_____ x Number	10	
11.	Civic, school, or other groups before whom members spoke in capacity as a legal support professional.	_____ x Number	25	
12.	Members sitting for a NALS certification examination.	First Sitting _____ x Number Retakes _____ x Number	50 25	
13.	Members who re-certified as a PLS or Certified PP this year.	_____ x Number	25	
14.	Members who administered ALS/PLS/Certified PP exam. (Count each testing date.)	_____ x Number	50	
15.	Members who received the Continuing Legal Education (CLE) Award this year.	Original _____ x Renewal _____ x	75 75	
16.	Members who presented a legal education seminar, either locally or for AALS or NALS.	Points per hour --	20	
17.	Members attending legal education seminar sponsored by another organization, including NALS. (Not to include anything counted under #4, #6, or #8. AALS seminars at business meetings are to be included in No. 61.)	_____ x Number	50	
		SUBTOTAL		

	<u>SPECIAL CHAPTER EVENTS</u>	POINTS	SCORE
18.	Held a Day in Court Activity.	100	
19.	Held a Court Observance Week function other than Day in Court.	75	
20.	Selected a Boss of the Year.	25	
21.	Selected a chapter Award of Excellence recipient.	50	
22.	Selected an Outstanding New Member of the Year.	50	
23.	Held a special event to honor the Boss of the Year and/or Award of Excellence recipient.	50	
24.	Chapter conducted a project in cooperation with the local or state bar association or assisted the local or state bar association with an event, seminar or specific function.	_____ x Number of Projects	25
25.	Member assisted the local or state bar association with an event, seminar or specific function.	_____ x Number of Members	25
26.	Chapter sponsored a Law Day event.	100	
		SUBTOTAL	
	<u>COMPETITIONS, GRANTS, SCHOLARSHIPS, AND CHARITABLE PROJECTS</u>	POINTS	SCORE
27.	Awarded chapter scholarship.	300	
28.	Awarded more than one chapter scholarship.	250	
29.	Awarded grant to chapter member.	300	
30.	Awarded more than one chapter grant.	250	
31.	Submitted candidate for AALS scholarship.	100	
32.	Chapter candidate received AALS scholarship.	100	
33.	Submitted candidate for AALS grant.	100	
34.	Chapter candidate received AALS grant.	100	
35.	Submitted candidate for AALS Award of Excellence last year.	50	
36.	Chapter candidate received AALS Award of Excellence last year.	100	
37.	Nominated a chapter member for NALS Award of Excellence.	50	
38.	Entered history book in last year's AALS History Book Competition.	25	
39.	Chapter's entry won AALS History Book Competition last year.	50	
40.	Submitted entry in AALS Achievement Award Competition last year.	75	
41.	Recipient of AALS Achievement Award last year.	100	
42.	Recipient of AALS President's Award last year.	100	

	<u>COMPETITIONS, GRANTS, SCHOLARSHIPS, AND CHARITABLE PROJECTS</u> (cont'd)	POINTS	SCORE
43.	Charitable projects sponsored by chapter. <i>Example: If the chapter furnished refreshments at a monthly birthday party at a children's home, that would be one project, not twelve. The project was to contribute to monthly birthday parties. If the chapter holds a fundraising project for a Christmas party for the same charity, that would be a second project. Include donations made to AALS/NALS.</i>	_____ x 50 Number of Projects	
44.	Chapter donated to AALS a portion of its share of the proceeds from hosting an AALS meeting.	25	
45.	Chapter donated to AALS a portion of the proceeds from sponsoring the NALS Legal Training Course or similar educational event.	25	
		SUBTOTAL	
	<u>CHAPTER ACTIVITIES AND PROJECTS</u>	POINTS	SCORE
46.	Chapter Membership as of 4/1/20____: _____ Chapter Membership as of 3/31/20____: _____	_____ x 25 Number of Increase	
47.	Number of members retained as of April 1 of previous year to April 1 of this year.	_____ x 25 Number of Members	
48.	New members gained during this year.	_____ x 25 Number of Members	
49.	Hosted by invitation an AALS officer or member of another chapter to a special function for which the hosting chapter paid expenses.	_____ x 25 Number of Visits	
50.	Attendance by any chapter officer or member to another chapter's meeting. (<i>Exclude official visits by AALS elected or appointed officers.</i>)	_____ x 25 Number of Visits	
51.	Members attended function hosted by another chapter not in conjunction with an AALS meeting. (<i>Per member per function</i>)	_____ x 20 Number of Visits	
52.	Held at least one function for the specific purpose of obtaining members.	100	
53.	Conducted fundraising project(s).	_____ x 50 Number of Projects	
54.	State Director reports published in <i>The Informer</i> .	_____ x 25 Number of Reports	
55.	Prepared a chapter history book.	100	
56.	Submitted items to be included in AALS History Book for previous year.	25	
57.	Created/maintained current chapter website.	100	
58.	Chapter published regular monthly, bi-monthly or quarterly newsletters during the current year.	125	
59.	Legal educational articles published in chapter newsletter.	_____ x 50 Number of Articles	
60.	Chapter prepared and submitted releases to the news media. (<i>Count each event as one. The same release to five radio stations is to be counted as one release.</i>)	_____ x 15 Number of Releases	
		SUBTOTAL	

	<u>AALS PARTICIPATION</u>	POINTS	SCORE
61.	Members attended CLE seminars at AALS business meetings. <i>Friday night and Saturday morning seminars offered in conjunction with AALS meetings shall be considered as separate seminars. When more than one session is offered on Friday and Saturday, count the number of individual sessions attended by chapter members.</i> Do not count anything counted in #17.	Date of Meeting Number _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ Total Number _____ x 25	
62.	Chapter bid for AALS annual meeting for 20__.	50	
63.	Chapter hosted AALS annual meeting last year.	200	
64.	Chapter bid for AALS business meeting during AALS spring business meeting last year.	50	
65.	Chapter hosted an AALS business meeting during year.	100	
66.	Chapter members holding AALS elected or appointed offices during current year.	_____ No. of Members x 15	
67.	Chapter members serving on AALS committees during current year.	_____ No. of Members x 15	
68.	AALS business meetings attended by State Director.	_____ No. of Meetings x 50	
69.	Chapter members other than State Director who attended AALS business meetings.	Date of Meeting Number _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ Total Number _____ x 25	
70.	Members attending AALS annual meeting last year.	_____ x 40	
71.	Chapter contributed to state/alternate director's expenses to attend AALS business meetings.	Winter _____ Annual/Spring _____ Fall _____ _____ x 50 Total Number	
72.	Chapter members attending AALS Leadership Retreat.	_____ No. of Members x 50	
73.	Chapter contributed to members' expenses to attend AALS Leadership Retreat.	_____ No. of Members x 50	
74.	Chapter member wrote and submitted an educational article for publication in <i>The Informer</i> .	_____ Number of Articles x 25	
75.	Educational article written by chapter member was published in <i>The Informer</i> . (State Director, AALS officers' and chairs' reports, and letters to the editor should not be counted.)	_____ Number of Articles x 100	
		SUBTOTAL	
	<u>NALS PARTICIPATION</u>	POINTS	SCORE
76.	Chapter members holding NALS elective offices.	_____ Number of Members x 100	

	<u>NALS PARTICIPATION</u> (cont'd)	POINTS	SCORE
77.	Chapter members serving on NALS committees other than as Chairs.	_____ x 25 Number of Members	
78.	Chapter members holding NALS appointed offices or Chairships.	_____ x 50 Number of Members	
79.	Chapter members attended NALS Regional meeting. <i>(Do not count members for whom AALS paid their expenses to attend said meeting.)</i>	_____ x 30 Number of Members	
80.	Chapter contributed to members' expenses to attend a Regional Meeting.	_____ x 50 No. of Members	
81.	Chapter members attended NALS Leadership Conference in Tulsa. <i>(Do not count members for whom AALS paid their expenses to attend said meeting.)</i>	_____ x 30 Number of Members	
82.	Chapter contributed to members' expenses to attend NALS Leadership Conference.	_____ x 50 Number of Members	
83.	Chapter members who attended NALS Educational Conference.	_____ x 75 Number of Members	
84.	Chapter contributed to expenses for chapter members to attend NALS Educational Conference.	_____ x 100 Number of Members	
85.	Educational article written by chapter member submitted for publication in <i>@Law, e-learn or the docket.</i>	_____ x 100 Number of Articles	
86.	Educational article written by chapter member published in <i>@Law, e-learn or the docket.</i>	_____ x 100 Number of Articles	
87.	Chapter members who attended a NALS webinar.	_____ x 100 Number of webinars	
88.	Member led discussion on NALS Online.	_____ x 40 Number of Sessions	
89.	Chapter members who participated in online study group or online learning center	_____ x 40 Number of sessions	
90.	Member applied for NALS foundation grant or Jett Award on behalf of AALS.	50	
91.	Chapter applied for a NALS Foundation grant or Jett Award.	50	
92.	Chapter received a NALS Foundation grant or Jett Award.	50	
		SUBTOTAL	