

AALS Standing Rules Attachments

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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

RULES OF A MEETING

1. The voting members in attendance shall constitute a quorum for the transaction of any business at the meeting. Any business transacted shall be valid; provided that it is approved by a majority of those present and voting.
2. Privilege of the floor is granted to all members, and any member may offer a motion or resolution, second motions, and enter into discussion of any issue.
3. No speaker shall be permitted to speak more than twice on any subject and not more than three (3) minutes each time, except on order or request of the chair. No member may speak the second time on the pending question so long as any member who has not spoken on the question claims the floor. Any person requesting the floor shall stand and, upon recognition of the chair, give name and chapter before addressing the meeting.
4. The chair may limit time for debate on any subject.
5. The chair has the right to require main motions, amendments, instructions to a committee, or resolutions to be in writing.
6. Members, having obtained permission of the chair, may confer with any member at any time if they desire counsel in casting votes.

ATTACHMENT C

GUIDELINES FOR HOSTING A MEMBERSHIP MEETING

1. Bids for hosting a membership meeting should be submitted to the President-elect with a copy to the President by April 1. Hosts are determined at the spring membership meeting following the annual conference.
2. Determine which dates are to be considered for the membership 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 membership meeting to accommodate at least 30 people. Confirm all dates, accommodations, and charges in writing. Obtain special rates if available.
3. The notice and call for the fall or winter membership meeting must be distributed by the Executive Secretary 30 days in advance of the membership 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. Sponsorships, door prizes and/or silent auction items may be obtained from local businesses, individuals, and/or members. Send a thank you note to each donor and mark the item as to who donated it. Encourage the recipients to send the donors a thank you note. Make arrangements to have the door prizes/silent auction items stored in a locked room at the meeting facility. Door prizes may be presented by drawing at various times throughout the meeting. Silent auction items may be viewed and bid upon during breaks and bidding closed near the end of the meeting. Proceeds from silent auctions are divided equally between the scholarship fund and the retreat expenses.
6. Schedule a social event, i.e., reception, hospitality room, etc., for Friday evening.
7. The Treasurer shall be responsible for collecting all funds, paying expenses, and determining net profit/loss for membership meetings. All checks for registration, program ads, sponsorships, and vendors 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 membership meeting shall be divided equally between AALS and the host.
8. Coordinate the selection of proposed speakers and topics with the CLEC. The CLEC is available to assist with copying and distribution of speakers' handouts. After obtaining CLEC approval, present proposed meeting information to the EC for approval.
9. 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 membership 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 D

GUIDELINES FOR HOSTING AN ANNUAL EDUCATIONAL CONFERENCE AND SPRING MEMBERSHIP MEETING

Bids for hosting an annual educational conference and spring membership meeting are submitted to the President-elect with a copy to the President by April 1. Hosts are selected two years in advance during the annual conference general assembly to provide adequate time to plan and coordinate the conference.

The Chair's primary role is to ensure 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 membership meeting immediately prior to the annual conference. The registration should include a \$10.00 non-refundable registration fee (which includes the registration fee for the spring membership meeting), 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 fall membership meeting immediately prior to the annual conference, the Treasurer shall write a check to cover the registrations for each elected EC member to attend the upcoming annual conference, as funds are available. These funds are to be used to open a separate checking account called the "AALS Annual Conference Fund." All funds received for the annual conference should be deposited in this account. Advise all registrants, advertisers, corporate sponsors, and exhibitors to make their checks payable to the AALS Annual Conference Fund. The account is maintained by the host committee.

There are to be no refunds made within 10 days of the annual conference date except in emergency situations (as determined by the EC) that prohibit the registrant attending the annual conference. Reimbursement of that portion of registration chargeable to social functions of the meeting may be made to a registrant who, for valid reason (as determined by the EC), is unable to attend the meeting; provided, however, that such item of expense has not been committed to be paid by the hosts (for example, meal charges). A waiver of any cost may be given to a NALS officer attending the annual conference. The EC must approve any refund and/or waiver up to and including \$100; anything over that amount must be approved by the Membership. Within 30 days after the annual conference, 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 30 days after the annual conference.

Location: 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 40 people. During the membership meetings, state officers will be seated at a head table or near the front of the room, according to the President's preference. 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 (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 five (5) days prior to the annual conference. This list should include the name of full and partial registrations, and indicate all members, non-members, and guests. Any late registrations should be added as received. Registration for the annual

conference chair or co-chair, not to exceed two, shall be waived for the annual conference. Coordinate with the CLEC if assistance is needed at the registration table during the meeting.

Publicity: Make reports at membership 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 and for information to be published on the AALS website. Submit conference registration information to the Publications Director for publication in the issue of *The Informer* immediately prior to the annual conference.

Exhibits: If it is determined to include exhibitors during the annual conference, 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 membership meeting just prior to the annual conference.

Corporate Sponsors: Contact potential corporate sponsors setting out specific opportunities for them to contribute to the annual conference, i.e., breaks, meals, CLE sessions, President's reception, 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.

Door Prizes / Silent Auction Items: Door prizes and/or silent auction items may be obtained from area businesses, individuals, and/or members. Write thank you letters to each donor as soon as an item is received. Each item 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/silent auction items 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. Silent auction items may be viewed and bid upon during breaks and bidding closed near the end of the spring membership meeting. Proceeds from the silent auction are divided equally between the Scholarship Fund and Retreat expense.

Official Program (if any): Present a proposed program including cover design, projected cost for printing the program, and advertising sizes and costs to the EC for approval during the fall EC meeting prior to the annual conference. The official program cover should contain the name of the association, dates of the annual conference, and the city in which the conference is to be held. The advertisements should be priced to pay for the program printing costs. During the fall membership meeting, provide members with ad sizes and costs, and offer them an opportunity to purchase an ad in the official program. Consider including letters from the NALS President, AALS President, the Governor of Arkansas, and the hosting city's mayor, along with names of state officers and chairs, the NALS Code of Ethics, AALS Mission Statement, AALS Vision Statement, general assembly agenda, award of excellence finalists, past presidents, and a list of corporate sponsors, exhibitors, and donors, as applicable.

A separate printed program should be prepared for the banquet, including the 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: Coordinate the selection of proposed speakers and topics with the CLEC. The meeting should include at least two hours of CLE and at least one hour of ethics. After obtaining CLEC approval, present your proposed conference information to the EC for approval during the EC meeting prior to the winter membership meeting. If the President desires to include an officer/committee chair workshop during the conference, include this workshop in the meeting schedule. Note: Officer/committee chair workshops are not eligible for CLE credit.

Recognition Luncheon (if any): 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 current members who are certified. 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 and President-elect to determine the number of chairs required at the head table. Persons to be seated at the head table may include the President, President-elect, person giving the invocation, speaker, installing marshal, Award of Excellence judges, recipients of the scholarship and/or grant(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 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 Schedules: (These are just suggestions. The President should work with your committee to work out the schedule details.)

Sample No. 1

Friday evening:

4 - 8 p.m. Registration
4 - 7 p.m. CLE
7:30 p.m. Get Acquainted Party (Entertainment may be arranged.)

Saturday Morning*:

8 a.m. noon Registration
9 a.m. Convene General Assembly, 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 a.m. CLE
10:45 a.m. CLE
Noon- Recognition Lunch

Saturday Afternoon:

1:30 p.m. until General Session - reports of officers and all committee chairs, unfinished business, proposed amendments to governing documents, election of officers, if necessary, etc.; and then adjourn until Awards/Installation Banquet.

Saturday Evening:

6 p.m. President's reception –receiving of gifts
7 p.m. Banquet - invocation, welcome, introduction of head table, guests, speaker, meal, etc. Announcement of winners of the award of excellence and the scholarship/grant, installation of officers. President's farewell address. Presentation of President's history book. President's escort to Past Presidents' tables, and toast. Incoming President's acceptance address. Adjourn the annual conference.

Sunday Morning:

8 a.m. Breakfast (invocation, speaker, short devotional).
9 a.m. Spring membership meeting

*Award of Excellence interviews should be scheduled at the convenience of the judges.

Sample No. 2

Friday:

12 - 2 p.m. Registration
2 p.m. Judging of AOE
2:45 p.m. Welcome and Opening Ceremony
3 - 4 p.m. CLE
4:15 - 6 p.m. AALS General Assembly
7 p.m. President's Reception

7:30 – 10 p.m. Recognition and Awards

Saturday:

7:30 – 8:15 a.m.	Breakfast and Registration
8:30 – 9:30 a.m.	CLE
9:30 – 9:45 a.m.	Break
9:45 – 10:45 a.m.	CLE
10:45 – 11 a.m.	Break
11 a.m. – Noon	CLE
12:15 – 1:15 p.m.	Networking Lunch
1:30 – 2:30 p.m.	CLE
2:30 – 3 p.m.	Break
3 – 4 p.m.	CLE
4:15 p.m.	Spring membership meeting

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

Schedule I to Attachment D - Sample of Corporate Sponsor Letter

AALS – the Association for Arkansas Legal Support Professionals

[date]

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 Educational Conference 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 20__ AALS Annual Educational Conference will be held [dates], at [name of hotel] in [location city], Arkansas. Our theme this year is “_____.” The CLE will emphasize _____. We expect to have 40 to 50 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 Conference. 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 \$___ (for a refreshment break) to \$_____ (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 installation/awards banquet and again on during our Membership Meeting. We will provide all Sponsors with a copy of the Annual Conference Program. To be a Corporate Sponsor, just provide a written commitment to AALS that your company wishes to underwrite a portion of the Annual Conference and tell us how much you wish to contribute.

AALS also extends an invitation for your company to place an ad in the Annual Conference 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 [date].

If you have any questions, please contact [host contact information]. Your consideration and continued support are greatly appreciated.

Thank you!

[year] AALS ANNUAL CONFERENCE
HOST COMMITTEE

REGISTRATION FORM

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

CORPORATE SPONSORSHIP

We would like to contribute \$_____ to AALS for the 20__ Annual Conference.

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

- | | |
|--|---------------------------------------|
| ___ Hospitality Suite (\$__ est.) | ___ Saturday Breakfast (\$__ est.) |
| ___ Friday evening Welcome Party (\$__ est.) | ___ Recognition Luncheon (\$__ est.) |
| ___ Awards Banquet (\$__ est.) | ___ Sunday Morning Brunch (\$__ est.) |
| ___ Snack Break between CLE sessions (\$__ 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 Conference Program:

Full Page (\$100): _____
Half-Page (\$50): _____
Quarter-Page (\$25): _____
Business card (\$10): _____

Attach camera-ready advertisement
to arrive no later than _____.

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

Make checks payable to: AALS 20__ Annual Conference Fund.

**Mail to: Host Committee *insert address*
(Your form, ad and check should arrive prior to _____, please!)**

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

ATTACHMENT E

GUIDELINES FOR SEMINAR (under direction of the CLEC)

1. Review the NALS Officer Training Toolkit – Meetings, Book 4 at www.nals.org. There are many helpful hints and ideas in the NALS guidelines, including planning timeline suggestions, sample contract with meeting facilities, etc.
2. Determine whether the seminar will be held in conjunction with a membership meeting. If it is, work closely with the host of the membership meeting. If not in conjunction with a membership meeting, obtain tentative dates, places, speakers, subjects, etc., and report on same to the EC as soon as possible thereafter. Before choosing your date, you may contact the local Chamber of Commerce and ask if their city is holding any special events that may interfere with obtaining hotels or that would raise hotel rates during that weekend. Also, special events may limit parking accessibility. If expected meeting attendance is low, consider alternatives to a hotel – schools, law firms, etc. – to avoid meeting room rental expenses. This also reduces the obligation to purchase meals through the hotel, which will help to keep costs down.
3. Personally inspect the facility accommodations or other building sites for:
Adequate rooms available for those staying overnight (if separate building, lodging facilities close by);
Parking facilities, accessibility, and easy directions for out-of-towners;
Large enough room to accommodate 30 to 40 people; and
Eating arrangements and charges – Be sure to consider plus plus charges (service and tax) on all orders. These charges are usually 25% - 30%.
Obtain written agreement on dates and all costs and the deadline for holding the facility.
4. Arrange for speakers and obtain prior EC approval of dates, costs, speakers, topics, etc. At the meeting, the CLEC is responsible for setting up the AV and/or projector/computer for all presentations, and for sharing membership information with each CLE speaker.
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 "host" 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 and publication on the AALS website at least six weeks prior to the seminar date.
8. Provide an evaluation form to each attendee and ask that the forms be completed and returned to a member of the CLEC at the end of the seminar.
9. A report should be submitted to the Publications Director for inclusion in the next issue of *The Informer*.

ATTACHMENT F

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. AALS Certification Chair is a member of the CLEC by virtue of office.

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 of and/or obtaining legal education articles for *The Informer*;
 - d. assisting and supporting chapters in planning educational programs; and
 - e. preparing and presenting a Professional Enhancement Retreat to be held not later than 60 days after the annual conference.
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. In order to comply with the AALS Mission Statement, all CLE offerings should follow the NALS criteria. Quality CLE will allow AALS members to obtain more legal education that will qualify for recertification and for the NALS Specialty Certifications. By providing a variety of specialty offerings, the NALS Specialty Certification program is designed to allow legal professionals to demonstrate their expertise in specialized areas of law and obtain recognition for their efforts. A full list of the current Specialty Certificate options is set out below:

Administrative Law	Estate Planning/Probate
Appellate Law	Family Law
Bankruptcy Law	Immigration Law
Business Law	Insurance Law
Civil Litigation	Intellectual Property
Contract Law	Juvenile Law
Corporate Law	Law Office Management
Criminal Law	Personal Injury Law
E-Discovery	Real Estate Law
Elder Law	Trial Management
Employment Law	

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 membership 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 and as early as plans are complete to the Marketing Director for publishing on the AALS website.
5. Continuing legal education speakers may be reimbursed for the following:
 - a. one night's lodging;
 - b. two meals: dinner and breakfast; and
 - c. round trip mileage at the rate suggested by the IRS, but not to exceed \$75.

6. 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. Total expenses for speakers shall not exceed the sum of \$175.
7. Other duties:
 - a. obtain credentials of speakers and provide membership information to each speaker;
 - b. arrange for printing and assembling handouts for speakers;
 - c. set up and staff registration desk;
 - d. coordinate with the Membership Director regarding handouts for prospective members;
 - e. set up or arrange for set up of AV and projector/computer (if any) for all presentations;
 - f. introduce speakers;
 - g. prepare and distribute certificates of completion;
 - h. distribute and retrieve evaluation forms; and
 - i. submit written reports to the Membership as required.

ATTACHMENT G

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

1. Each chapter and member-at-large is entitled to sponsor one candidate (Sponsor). The Scholarship Chair shall distribute to each chapter and member-at-large on or before December 1 of each year the current application form for scholarship including the Rules and Regulations for applicants. **All applications must be submitted by the Sponsor on the current form. Any application submitted that is not on the current form will be immediately disqualified.** In the event the application has been disqualified due to an error on the application, the Chair shall immediately notify the Sponsor. Applicant may resubmit the application prior to the deadline.
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 current grade point average of 3.0 or higher; and (c) be in need of financial assistance. A transcript evidencing the applicant's current GPA must be submitted with the application.
4. Candidates nominated and/or selected in prior years are eligible for re-nomination and selection.
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 first and second runners-up.
7. Prior to submitting the applications to the judges as outlined in paragraph 6 above, the Scholarship Chair shall redact from each application and the letters of reference any identifiable information of the applicant and the Sponsor. 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 distributed to the judges along with the applications no later than February 25 with instructions for returning the ballots 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, the (1) AALS President; (2) scholarship winner and (3) Sponsor, and shall notify by written communication, the (1) school, (2) AALS Marketing Director, and (3) 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. Invite the recipient(s) to the annual awards/installation banquet. Dinner will be provided for each recipient and one guest, respectively. Report to the annual conference host the number and names of guests who will be present at the banquet.
12. Present the award(s) during the annual awards/installation banquet.

13. It is recommended that the Sponsor of the winning applicant maintain contact with the winner during the school year.
14. The scholarship award shall be paid directly to the recipient upon proof of enrollment. If, for any reason, the recipient fails to complete the term, AALS shall be entitled to any refund of these scholarship funds made by the school.
15. Forward the recipient's biographical information and current photograph to the Marketing Director to prepare a press release, and to the Publications Director to be included in the next issue of *The Informer*.

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 current grade point average of 3.0 or higher; and (c) be in need of financial assistance. A transcript evidencing the applicant's current GPA must be submitted with the application.
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, and any application submitted that is not on the current form will be immediately 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. If, for any reason, the recipient fails to complete the term, AALS shall be entitled to any refund of the funds made by the school.
6. The winner shall submit a photograph suitable for reproduction 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. Current GPA: _____
(Must be 3.0 or higher.)

2. Attach to the application three (3) one-page letters of recommendation, at least one of which must be from applicant's teacher and/or a member of the school's administration, and all of which are from someone other than an AALS member or member of applicant's family addressed to "AALS – the Association for Arkansas Legal Support Professionals" to include the following:
 - A. The student's scholastic achievement, activities, and leadership record.
 - B. A description of the 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**.

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, including your anticipated field of study; and
 - a grade transcript showing GPA for the current year.

4. **Submit the application to your Sponsor by February 1.**

Sponsor Name: _____

Sponsor Address: _____

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, 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	
	Field of Study	

#	Qualification Category	Ranking
	Scholastic Achievement	
	Leadership Ability	
	Financial Need	
	Field of Study	

#	Qualification Category	Ranking
	Scholastic Achievement	
	Leadership Ability	
	Financial Need	
	Field of Study	

#	Qualification Category	Ranking
	Scholastic Achievement	
	Leadership Ability	
	Financial Need	
	Field of Study	

#	Qualification Category	Ranking
	Scholastic Achievement	
	Leadership Ability	
	Financial Need	
	Field of Study	

Ranking of Applicants

#1 _____ #2 _____ #3 _____

_____, Judge

ATTACHMENT H
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 family members shall include children or grandchildren.

1. Each chapter and member-at-large is entitled to sponsor one candidate (Sponsor). The Scholarship Chair shall distribute to each chapter and member-at-large on or before December 1 of each year the current application form for the grant including the Rules and Regulations for Applicants. **All applications must be submitted by the Sponsor on the current form. Any application submitted that is not on the current form will be immediately disqualified.** In the event the application has been disqualified due to an error on the application, the Chair shall immediately notify the Sponsor. The application may be resubmitted prior to the deadline.
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 current 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. A transcript evidencing the applicant's current GPA must be submitted with the application.
4. Candidates nominated and/or selected in prior years are eligible for re-nomination and selection.
5. To be eligible for judging, all entries shall be received by the Scholarship Chair via certified mail, return receipt requested, or electronic mail on or before February 15.
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 first and second runners-up.
7. Prior to submitting the applications to the judges as outlined in paragraph 6 above, the Scholarship Chair shall redact from each application and the letters of reference any identifiable information of the applicant and the Sponsor. The Scholarship Chair shall designate each application with a number, and shall retain the identity of each applicant and Sponsor until a final decision has been made.
8. The Scholarship Chair shall prepare a ballot for the judges. Said ballots shall be distributed to the judges along with the applications no later than February 25 with instructions for returning the ballots 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 determination of the winner, and no later than April 1, the Scholarship Chair shall notify by telephone then by written communication, the (1) AALS President; (2) the grant recipient, and (3) Sponsor, and shall notify by written communication, the (1) school, (2) AALS Marketing Director, and (3) AALS 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 contact with the winner during the school year.
12. The grant award shall be paid directly to the recipient upon proof of enrollment. If, for any reason, the recipient fails to complete the term, AALS shall be entitled to any refund of the funds made by the school.

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 family members 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 current grade point average of 3.0 or higher (a current transcript evidencing the GPA must be included with the application); 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, and any application submitted that is not on the current form will be immediately 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. If, for any reason, the recipient fails to complete the term, AALS shall be entitled to any refund of the funds made by the school.
6. The winner shall submit a photograph suitable for reproduction 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. Current GPA: _____ (if applicable)
(Must be 3.0 or higher.)

2. Attach to the application three (3) one-page letters of recommendation. If a high school senior or enrolled in an institution of higher education, at least one of the three letters must be from applicant’s teacher and/or a member of the school’s administration. All letters of recommendation must be from someone other than an AALS member or member of applicant’s family. The letters should be addressed to “AALS – the Association for Arkansas Legal Support Professionals” and include the following:
 - A. The applicant’s scholastic achievement, activities and leadership record.
 - B. A description of applicant’s personal traits, character, personality, ambitions, and home background.
 - C. The applicant’s financial need.
 - D. The relationship to applicant, such as employer, teacher, friend, pastor, etc.
 - E. The letters **MUST BE SIGNED**.

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, including applicant’s anticipated field of study; and
 - a grade transcript showing GPA for the current year, if applicable.

4. **Submit the application to your Sponsor by February 1.**

Sponsor Name: _____

Sponsor Address: _____

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	
		Field of Study	

#	Qualification Category		Ranking
		Scholastic Achievement	
		Leadership Ability	
		Financial Need	
		Field of Study	

#	Qualification Category		Ranking
		Scholastic Achievement	
		Leadership Ability	
		Financial Need	
		Field of Study	

#	Qualification Category		Ranking
		Scholastic Achievement	
		Leadership Ability	
		Financial Need	
		Field of Study	

#	Qualification Category		Ranking
		Scholastic Achievement	
		Leadership Ability	
		Financial Need	
		Field of Study	

Ranking of Applicants

#1 _____ #2 _____ #3 _____

_____, Judge

ATTACHMENT I

REQUEST FOR ASSISTANCE FORM

Date submitted to AALS Executive Committee: _____

Name of Member: _____

Chapter (or Member-at-Large): _____

Mailing Address (if applicable): _____

Description of Educational or Leadership Opportunity (full details please): _____

Is this Educational or Leadership Opportunity part of a multi-year plan? _____

What is the total cost of the Opportunity? _____

What other financial assistance are you receiving?
(from your employer?) \$ _____
(from your chapter?) \$ _____
(from another scholarship?) \$ _____

Amount Requested for Assistance from AALS \$ _____

Signature of Member: _____

Approved by EC on _____, _____ Total Approved: \$ _____
Reported to Membership at _____ Meeting on _____, _____.

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

Upon discussion at EC Meeting on _____, 20__, the request was denied for this reason:

ATTACHMENT J

RULES AND REGULATIONS FOR THE COMMITTEE CHAIR FOR AWARD OF EXCELLENCE COMPETITION

1. The current Award of Excellence (AOE) recipient shall serve as the chair. In the event the current recipient is unable to serve for any reason, the President shall appoint an AOE chair with the approval of the EC.
2. The chair will be in complete charge of the competition and shall, by January 10, distribute a call for nominations to all members. 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 AOE committee. Upon selection of committee members, the chair will notify the EC who will serve on the committee.
3. Each AALS member may nominate one member to compete for the AALS AOE. The nomination shall include:
 - a. Name of nominee;
 - b. Nominee's email address;
 - c. Reasons that the nominee should be considered for the AALS AOE;
 - d. Your name; and
 - e. Your email address.
4. All members of AALS who have been members for at least three consecutive years immediately preceding the competition and who are in good standing, are eligible for nomination, with the exception of the AALS AOE winners within the last five years.
5. The chair shall immediately notify the AALS President and any nominating member whose entry has been disqualified, giving the exact reason for disqualification.
6. Following receipt of all nominations, a personal data form will be sent to each qualified nominee. All entries shall be on the official personal data form. Testimonial letters or other support documents shall be included with the application.
7. To be eligible for judging, all applications shall be received by the chair via certified mail, return receipt requested, or electronic mail on or before March 10. The deadline for delivery of the applications to the first panel of judges is March 25 with a requested return date of a week after. (Depending upon the number of applications, the chair may allow more time for judges to review and return.)
8. The chair shall select all judges subject to the approval of the EC. The AOE 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 in the areas described in paragraph 9 below.
9. Each nominee will be judged by the first panel of judges on the following basis:

a. Job related skills and experience	up to 35 points
b. Association achievements (local, state, national)	up to 25 points
c. Professional achievements	up to 25 points
d. Education	up to 15 points
10. Applicants should make every effort to attend the entire annual conference, and must be present at the annual awards banquet to be eligible for this award.

11. 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, and 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 AOE file; with the same questions being asked of each applicant.)

The personal interviews will be conducted by the second panel of judges at a time mutually convenient for the judges during the annual conference. When the time is determined, the chair shall advise the applicants of the approximate time for the personal interview. The applicants will be judged on the basis of the following (receiving up to 20 points in each category): (a) neatness of appearance, (b) poise, (c) personality, (d) ability to communicate, and (e) comments on what the legal profession means to the applicant.

The interview judges shall use a second score sheet to rate the applicants. Following the interviews and before the judges leave, the chair and one other member, approved by the President, shall add the second ratings to the original ratings of the applicants, and the person receiving the highest combined rating shall be the recipient of the AALS AOE. There will be only one award. In the case of a tie, the interview judges will reevaluate each applicant and make a final determination. The recipient of the AALS AOE will be announced during the annual awards banquet.

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 AALS AOE will provide a biographical sketch and a photograph suitable for publication to the Marketing Director and the Publications Director as quickly as possible after the annual awards banquet.

RULES AND REGULATIONS FOR AWARD OF EXCELLENCE COMPETITION
AS THEY APPLY TO THE APPLICANT

The following rules and regulations are taken from the Rules and Regulations for the Award of Excellence (AOE) as they apply to the individual applicant:

1. All entries shall be on the official personal data form. The chair should receive two copies of the personal data form.
2. To be eligible for judging, the completed personal data form shall be received by the chair via certified mail, return receipt requested, or electronic mail on or before March 10.
3. The AOE 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 in the areas described in paragraph 4 below.
4. Each nominee will be judged by the first panel of judges on the following basis:

a. Job related skills and experience	up to 35 points
b. Association achievements (local, state, national)	up to 25 points
c. Professional achievements	up to 25 points
d. Education	up to 15 points
5. Applicants should make every effort to attend the entire annual conference, and must be present at the annual awards banquet to be eligible for this award.
6. The second panel of judges shall be selected from county officials, secretaries, judges, lawyers, ministers, or local business persons. The applicants will be judged on the basis of the following: (a) neatness of appearance, (b) poise, (c) personality, (d) ability to communicate, and (e) comments on what the legal profession means to the applicant.
7. The personal interviews will be scheduled at a time mutually convenient for the judges during the annual conference. When the time is determined, the chair shall advise the applicants of the approximate time for the personal interview.
8. Following the interviews, the applicant receiving the highest combined rating shall be the recipient of the AALS AOE. There will be only one award. In the case of a tie, the interview judges will reevaluate each applicant and make a final determination. The recipient of the AALS AOE will be announced during the annual awards banquet.
9. The recipient of the AALS AOE will provide a biographical sketch and a photograph suitable for publication to the Marketing Director and the Publications Director as quickly as possible after the annual awards banquet.

AALS Award of Excellence

Personal Data Form



Submission Deadline: All Entries Must be Received by March 10, 20__.

Nominees for the AALS Award of Excellence must complete this form in its entirety for consideration. Use additional sheets of paper, if necessary.

Name: _____ **Title:** _____

Employer: _____

I. Years of Experience in Legal Profession

A. Years With Current Employer _____

Total Years of Experience in Legal Profession _____

B. Detail your experience in the legal profession, including the names of your employers, positions held, and length of tenure.

Employer (incl. city, state)	Position Held	Years of Service
-------------------------------------	----------------------	-------------------------

II. Association Achievements

A. Years of Membership in NALS _____

B. List all elected or appointed positions you hold or have held.

Position Held	Dates
----------------------	--------------

Describe involvement in a local chapter (for example, speaking at meetings, accomplishments during tenure on various committees, etc.).

- C. List all elected or appointed positions you hold or have held in the state association.

Position Held

Dates

Describe involvement in the state association (for example, speaking at educational programs or workshops, accomplishments during tenure on various committees, etc.)

- D. List all elected or appointed positions you hold or have held at the national level.

Position Held

Dates

Describe involvement in the national association (for example, moderator, speaker, panelist at educational programs, accomplishments during tenure on various committees, etc.)

III. Professional Achievements

- | | | |
|----|--|----------------------|
| A. | Professional Designations/Certifications. | Year Attained/Joined |
| B. | Memberships in other professional associations. | Year Attained/Joined |
| C. | List awards received from other associations within your profession
<i>(outside of NALS).</i> | Year Attained/Joined |
| D. | List CLE awards or recognitions received from any level of the tri-level organization. | Year Attained/Joined |
| E. | List CLE renewal awards you have received. | Year Attained/Joined |
| F. | List NALS recertifications you have achieved. | Year Attained/Joined |

G. List certification exams for which you have served as test administrator during past five years.

Testing Date **Location**

IV. Education

A. Formal Studies

School **Course of Study** **Degree (if any)/Year Attained**

B. List CLE Seminars attended at local, state and national levels during the past five years.

Seminar Title **Date** **Sponsoring Organization**

C. List Professional Development/Leadership Seminars attended at local, state and national levels during the past five years.

Seminar Title **Date** **Presenter**

D. List Professional Development/Leadership Seminars taught during past five years.

Seminar Title **Event** **Date**

E. List Education Seminars/Courses taught during past five years (Legal Training Course, On-line Learning Center, In-house Training, etc.).

Program Name **Location** **Date**

V. Other

A. List any community and/or civic activities in which you are or have been active during past five years.

- B. List other information or achievements you feel should be considered by the judges when making the selection for this award, including materials you have written which have been published (please furnish copies) and up to three letters of recommendation, typed and on letterhead, including one from an employer, one from a current AALS member, and one from an individual of your choosing.

THIS APPLICATION MUST BE COMPLETED IN ITS ENTIRETY TO BE ACCEPTED.

I certify that the information supplied is correct and of my own doing and not copied from a previous applicant. I also certify that I have 3 years of legal experience. I understand that if I am a finalist, I will be required to attend the 20__ AALS Education Conference in _____, Arkansas, to meet with the Award of Excellence judges for an interview.

Name

Date

Submit two copies of the completed form and all attachments for receipt by March 10, 20__ to:

AALS Award of Excellence Chair

Questions? Email: _____

**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 | up to 35 points |
| (b) | Association achievements (local, state, national) | up to 25 points |
| (c) | Professional achievements | up to 25 points |
| (d) | Education | up to 15 points |

Please review the applications and rank each applicant. For your convenience, set out below is a score sheet listing the applicants and the qualification categories.

Applicant #	Qualification Category	Points
	Job related skills and experience (up to 35 points)	
Association achievements (up to 25 points)		
Professional achievements (up to 25 points)		
Education (up to 15 points)		

Applicant #	Qualification Category	Points
	Job related skills and experience (up to 35 points)	
Association achievements (up to 25 points)		
Professional achievements (up to 25 points)		
Education (up to 15 points)		

Applicant #	Qualification Category	Points
	Job related skills and experience (up to 35 points)	
Association achievements (up to 25 points)		
Professional achievements (up to 25 points)		
Education (up to 15 points)		

Applicant #	Qualification Category	Points
	Job related skills and experience (up to 35 points)	
Association achievements (up to 25 points)		
Professional achievements (up to 25 points)		
Education (up to 15 points)		

Applicant #	Qualification Category	Points
	Job related skills and experience (up to 35 points)	
Association achievements (up to 25 points)		
Professional achievements (up to 25 points)		
Education (up to 15 points)		

Applicants' Scores

#1 _____ #2 _____ #3 _____ #4 _____ #5 _____

_____, Judge

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

Please rank each applicant on a numerical scale awarding up to 20 points in each category. For your convenience, set out below is a score sheet listing the applicants and the qualification categories.

Applicant #	Qualification Category	Up to 20 Points each category
	Neatness of appearance	
	Poise	
	Personality	
	Ability to communicate	
	Comments on what the legal profession means to the applicant	

Applicant #	Qualification Category	Up to 20 Points each category
	Neatness of appearance	
	Poise	
	Personality	
	Ability to communicate	
	Comments on what the legal profession means to the applicant	

Applicant #	Qualification Category	Up to 20 Points each category
	Neatness of appearance	
	Poise	
	Personality	
	Ability to communicate	
	Comments on what the legal profession means to the applicant	

Applicant #	Qualification Category	Up to 20 Points each category
	Neatness of appearance	
	Poise	
	Personality	
	Ability to communicate	
	Comments on what the legal profession means to the applicant	

Applicant #	Qualification Category	Up to 20 Points each category
	Neatness of appearance	
	Poise	
	Personality	
	Ability to communicate	
	Comments on what the legal profession means to the applicant	

Applicants' Scores

#1 _____ #2 _____ #3 _____ #4 _____ #5 _____

_____, Judge