



# **Gateway (St. Louis)**

*A Chapter of the Association of Legal Administrators*

Association of Legal Administrators  
Gateway Chapter – Diversity Committee

## **Diversity Scholarship Fund**

**Purpose:** Raise awareness of the legal management profession to a diverse student body.

**Objective and Award:** Award up to \$1,000.00 in scholarship for college tuition, books, room or board. Award is intended for diverse students studying in an area related to legal administration with emphasis in: legal studies, paralegal studies, business administration, marketing, human resources, finance, or accounting. The scholarship money is paid directly to the college or university in the account name of the student attending. The scholarship money is restricted for use as tuition, books, room or board.

**Basic Qualifications:** Applicant must be accepted in and enrolled at an accredited college and in good academic standing.

### **Application Requirements:**

- Application must include a short 1 – 2 page essay by the student summarizing their area of intended study or degree and their interest in legal administration or a related field.
- Applications must describe leadership capability.
- Application must include two letters of reference.
- Applicant must include a letter of acceptance from their college or university or a copy of their current registration or class schedule.
- Applicant must include an official transcript from their college or university.
- Applications must be submitted on or before **July 15, 2011** to:

Diversity Scholarship Committee  
Gateway Chapter – Association of Legal Administrators  
c/o Michelle A. Martin, Committee Chair  
Thompson Coburn LLP  
One US Bank Plaza  
St. Louis, MO 63101

**Award Date: August 31, 2011**



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**THIS APPLICATION MUST BE ACCOMPANIED WITH:**

- The one page Diversity Scholarship Application form.
- A short 1 – 2 page essay (double spaced) as described in these materials written and signed by the student.
- Two letters of reference written on behalf of the student.
- An official transcript from the school which you attend.
- The certification & release form signed and dated.

**Please send completed application and required information together and post-marked by July 15, 2011 to:**

Diversity Scholarship Committee  
Gateway Association of Legal Administrators  
c/o Michelle A. Martin, Committee Chair  
Thompson Coburn LLP  
One US Bank Plaza  
St. Louis, MO 63101



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**GATEWAY CHAPTER – ASSOCIATION OF LEGAL ADMINISTRATORS  
 DIVERSITY SCHOLARSHIP APPLICATION**

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

Phone Number: \_\_\_\_\_

Student Address: \_\_\_\_\_

\_\_\_\_\_  
 City State Zip Code

E-mail Address: \_\_\_\_\_

Please identify the school which you attend:  
 \_\_\_\_\_  
 Name Address

\_\_\_\_\_  
 City State Zip Code

Area of Study: \_\_\_\_\_

Degree Pursued: \_\_\_\_\_

GPA: \_\_\_\_\_

Statement of why you are applying for this scholarship:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Explain in a 1 – 2 page, double spaced essay why you wish to receive this scholarship. Describe your interest in legal administration or a related field and give any additional information about yourself and your achievements you wish to highlight. Include positions of leadership held (e.g. school, church or community activities).

**VII. CERTIFICATION**

I am NOT a relative of a member of ALA Gateway Chapter.

The information contained in this application is true and correct to the best of my knowledge and I will inform the Diversity Scholarship Committee of any changes which might occur in this information. I understand that providing false, misleading or incomplete information will be grounds for denial or revocation of scholarship funds.

By signing this application I authorize the Diversity Scholarship Committee to verify any information provided herein. I authorize the Diversity Scholarship Committee to contact any present or former college/university and any references for information pertaining to this application. I agree to provide proof of the information that I have given on this application form. I understand that failure to provide such proof may result in denial of scholarship funds or rejection of the application.

The information provided in this form and any supplementary materials submitted by an applicant will be disclosed only to representatives of the Diversity Scholarship Committee as required to determine your eligibility for the scholarship, the accuracy of any information and the selection of the recipient. The information will be reviewed by qualified individuals who need to see it in the course of their duties.

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**RELEASE FORM**

**ALA Gateway Chapter – Diversity Scholarship**

This is to confirm that I, the undersigned named individual, have applied for a scholarship grant from the ALA Gateway Chapter.

As consideration for the opportunity to be considered for participation in the ALA Gateway Chapter, Diversity Scholarship, I grant the ALA Gateway Chapter the right to use my name, voice, photograph, biography and excerpts from my scholarship application in any and all media in connection with the ALA Gateway Chapter, Diversity Scholarship, including without limitation publicity about the program, newsletters, brochures and other materials.

Execution of this form does not obligate the ALA Gateway Chapter to select me as a scholarship recipient, nor to publish information or other materials concerning the undersigned.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name : (typed or printed)** \_\_\_\_\_

**Permanent Address:** \_\_\_\_\_

**CHECKLIST FOR APPLICATION**  
(Please make sure you have completed the following)

- \_\_\_\_\_ Completed all pertinent areas of this application.
- \_\_\_\_\_ Signed the certification.
- \_\_\_\_\_ Signed the release form.
- \_\_\_\_\_ Completed essay/personal statement.
- \_\_\_\_\_ Supplied recommendation letters.
- \_\_\_\_\_ Enclosed official undergraduate and graduate (if any) school transcript(s).
- \_\_\_\_\_ Postmarked by the July 15, 2011 deadline.

For further information please contact:  
Michelle A. Martin  
Diversity Committee Chair  
Thompson Coburn LLP  
One US Bank Plaza  
St. Louis, MO 63101

**Please return all materials to:**  
Diversity Scholarship Committee  
Gateway Chapter – Association of Legal Administrators  
c/o Michelle A. Martin, Committee Chair  
Thompson Coburn LLP  
One US Bank Plaza  
St. Louis, MO 63101

**Please be careful to apply the CORRECT POSTAGE.**  
**Failure to do so will result in your application being returned.**  
**Faxed, emailed or hand delivered applications will not be accepted.**

**THANK YOU.**