2-20-1987

Letter to Scholarship Committee members regarding Scholarship guidelines, February 20, 1987

Claire Engel

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TO: Scholarship Committee Members

FROM: Claire Engel, Chairman

RE: Guidelines

Our time to complete SEALL scholarship guidelines is almost over. Enclosed are copies of scholarship guidelines I have received from other AALL Chapters, and a rough draft of a set of scholarship guidelines for your consideration. While I have attempted to put together a set of guidelines covering items we have previously discussed, this draft is open to radical additions or deletions. Please contact me at 304-347-1100 as soon as possible with your ideas, thoughts, suggestions, etc.
THE LUCILE ELLIOTT SCHOLARSHIP GUIDELINES

The Lucile Elliott Scholarship fund was established to provide financial aid for any purpose reasonably designed to improve one's career in law librarianship.

Applicants must be a paid member of the Southeastern Chapter of AALL at the time the application is completed.

Scholarship Committee members are ineligible to receive scholarships during their tenure on the Committee.

Applicants who have received a Lucile Elliott Scholarship within the previous three years are ineligible to receive a scholarship.

In selecting the scholarship recipients, the Committee will consider the following factors:

1. Length of membership in SEALL: The Chapter wishes to encourage the participation of its newer members (3 years or less). Therefore, when the applicant pool permits, scholarships will be awarded on a 70:30 newer members to older members ratio.

2. Participation and service to the library profession: This is demonstrated by participation in committees, sections, programs, projects, etc. of professional associations.

3. Intended use of scholarship. Scholarships may be used to provide financial aid for any purpose reasonably designed to improve one's career in law librarianship. Preference shall be given for attending any activity sponsored by the Southeastern Chapter or an AALL Institute.

4. Lack of financial assistance from employer.

5. Potential for staying within law librarianship: This is demonstrated by employment record and/or educational preparation.
In order that Scholarship Committee members have some criteria with which to select scholarship recipients as well as to inform applicants of the factors considered, this year's Scholarship Committee developed guidelines for awarding the Lucile Elliott Scholarships.

These guidelines were developed after consulting the Chapter President, the Chapter's Executive Board and other AALL Chapters' scholarship guidelines. In Charleston, SC the guidelines were presented to the Executive Board and the membership. Unfortunately, due to revisions made in Charleston, we were unable to distribute copies of the guidelines at that time. They are reproduced in this newsletter along with commentary on certain aspects of the guidelines.

While discussion of these guidelines is planned for our meeting in Chicago, we would appreciate receiving any comments or suggestions you may have prior to that meeting. These should be forwarded to Claire Engel, Library, Jackson, Kelly, Holt & O'Farrell, P.O. Box 553, Charleston, WV, 25322.

The Committee feels that these guidelines allow for flexibility while providing some structure to the awarding of scholarships. We hope that these guidelines will meet with your approval.
THE LUCILE ELLIOTT SCHOLARSHIP GUIDELINES

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Applicants must be a paid member of the Southeastern Chapter of AALL at the time the application is completed.

Scholarship Committee members are ineligible to receive scholarships during their tenure on the Committee.

Applicants who have received a Lucile Elliott Scholarship within the previous three years are ineligible to receive a scholarship.

In selecting the scholarship recipients, the Committee will consider the following factors:

1. Length of membership in SEALL: The Chapter wishes to encourage the participation of its newer members (3 years or less). Therefore, when the applicant pool permits, scholarships will be awarded on a 70:30 newer members to older members ratio.

2. Participation and service to the library profession: This is demonstrated by participation in committees, sections, programs, projects, etc. of professional associations.

3. Intended use of scholarship: Scholarships may not be used for courses taken toward earning a degree or attending the American Association of Law Libraries annual meeting.

4. Lack of financial assistance from employer.

5. Potential for staying within law librarianship: This is demonstrated by employment record and/or educational preparation.
COMMENTS

Required membership: The Committee feels that SEAALL dues is modest and that recipients should exhibit this minimum commitment to SEAALL.

Factors to Consider:
1. Length of membership in SEAALL: It was the sense of the Committee that the majority of scholarships should be used to encourage the participation of newer members of the profession. This provides a greater opportunity for newer members to receive a scholarship but still allows older members whose institutions cannot provide funding to obtain a scholarship.

2. Participation & service: The Committee will consider participation in library profession activities. This provides some mechanism for evaluating older members as well as librarians who come from other fields of librarianship.

3. Intended use of scholarships: This allows for the use of the scholarship for any continuing education purpose furthering one's career in law librarianship with the following exceptions:
   a) AALL annual meeting: The Committee feels that AALL awards a large number of grants for attendance at this meeting and that the number of grants will be increasing since AALL will no longer award grants for institutes. SEAALL's money will be better spent helping its members to attend SEAALL, AALL institutes and other types of seminars, workshops, classes, meetings, etc.
   b) Degree program courses: The Committee feels that the scholarship is for continuing education and not to obtain additional degrees.

4. Lack of financial assistance from employer: The Committee feels that the employer should be the preferred source for funds and that applicants should approach employers prior to requesting assistance from SEAALL.

5. Potential for staying in law librarianship: The Committee feels that scholarship funds are best utilized for people who will remain in the profession. While there is no way to guarantee this, employment records and/or educational preparation provide some guidance.
THE LUCILLE ELLIOTT SCHOLARSHIP
GUIDELINES

The Lucile Elliott Scholarship fund was established to provide financial aid for any purpose reasonably designed to improve one's career in law librarianship.

Applicants must be a paid member of the Southeastern Chapter of AALL at the time the application is completed.

Scholarship Committee members are ineligible to receive scholarships during their tenure on the Committee.

Applicants who have received a scholarship within the previous three years are ineligible to receive a scholarship.

In selecting the scholarship recipients, the Committee will consider the following factors:

1. Length of membership in SEALL: The Chapter wished to encourage the participation of its newer members (3 years or less). Therefore, when the applicant pool permits, scholarships will be awarded on a 70:30 newer members to older members ratio.

2. Participation and service to the profession: This is demonstrated by participation in committees, sections, programs, projects, etc. of professional associations.

3. Intended use of scholarship. Scholarships may not be used for courses taken toward earning a degree or for AALL meetings.

4. Lack of financial assistance from employer.

5. Potential for staying within the profession: This is demonstrated by educational preparation and/or employment record and/or educational preparation.
The Southern California Association of Law Libraries has sponsored a grant program for several years. Funding for the grants is supplied from profits made from the annual SCALL Institute. These grants are intended to provide financial assistance to deserving individuals, to encourage participation in SCALL and AALL functions, and to introduce people to our profession. Categories to be considered when determining the recipients of these awards are:

1. **MEMBERSHIP:** Eligibility for a grant is open to active, student, and life members of SCALL. The Grants and Education Committee will attempt to select recipients from the following groups:
   a. Those with three years or less of any library affiliation.
   b. Those with more than three years of any library affiliation.

2. **FINANCIAL NEED:** The amount of financial assistance which the applicant may receive from his/her employer shall be given consideration in awarding the grant.

3. **RECEIPT OF OTHER GRANTS:** If another award is received for the same function, the recipient must notify the Grants and Education Committee. Receipt of another award shall not automatically bar receipt of a SCALL award. The Committee will recall the SCALL award for further review; financial need and funds available will be the deciding factors.

4. **PROFESSIONAL ACTIVITIES:**
   a. Attendance at functions.
   b. Participation in SCALL/AALL activities.

These guidelines are presented as broad-based directions for the SCALL Grants and Education Committee. The number of awards and amount of each given will change as profits from SCALL Institutes vary.
January 15, 1987

Claire Engel
SEALL Scholarship Committee
Bowles, McDavid, Graff & Love
P.O. Box 1386
Charleston, West Virginia 25325-1386

Dear Claire:

In November, you wrote to me asking if our chapter had guidelines for awarding scholarships. I am just responding now because our Grants Guidelines were just approved on January 9, 1987. A copy is enclosed. I hope that these are in time to be of help to SEALL in developing its guidelines.

Sincerely yours,

Maryruth Storer
President
LLNE Scholarships

TO: LLNE Executive Board
FROM: LLNE Scholarship Committee
RE: Recommendations for LLNE Scholarships
DATE: February 28, 1986

Each year, in recognition of its role in furthering the continuing professional education of its members, the Law Librarians of New England will allocate funds to help make possible attendance at our meetings. All members are encouraged to apply.

1. The applicant must be a current member of LLNE, with current year's due paid, at the time application is made.

2. Current Scholarship Committee Members will be ineligible to receive awards during tenure.

3. Scholarships will be available to the fall, winter, and spring meetings.

4. Two or three scholarships MAY be awarded for each of these meetings. The amount awarded for each meeting may vary, reflecting registration fee, location and length of meeting. No award shall exceed $125.00. The number of scholarships awarded for each meeting (0-3), and the amount for the particular meeting, shall be determined by the Scholarship Committee.

5. In selecting the award recipients, the Committee will consider the following factors:
   a. Lack of financial assistance from employer.
   b. Individuals new to law librarianship and/or LLNE.
   c. Demonstrated commitment to LLNE or law librarianship.
   d. Relevance or expressed interest in particular subject of meeting.
   e. Longstanding members of LLNE who have been financially unable to attend meetings.

6. Priority will be given to applicants who have not previously received a scholarship.

7. If for any reason the award cannot be used as requested, or duplicate funds subsequently become available, the award will be returned to the Chair of the Scholarship Committee.

8. No member will receive an award more frequently than every third year.

9. Applications must be received by the Chair of the Scholarship Committee no later than two months before the desired meeting.
The Scholarship Committee recommends that $1,000 - $1,200 should be earmarked for the scholarship fund at the beginning of each year. Three hundred and seventy dollars ($375) should be set aside immediately for this purpose so that applications may now be solicited for the May 9-10th spring meeting at Harvard.

At the end of the 1986/1987 year the scholarship award program will be assessed. It will be determined at that time if an annual scholarship toward the AALL annual meeting will be possible, the amount, and any special conditions.

LLNE SCHOLARSHIP COMMITTEE
Karen Moss, Chair
Susan Sullivan
Martha Sullivan

---NOTICE---

At the LLNE Executive Board Meeting held on February 28, 1986, the Board approved the recommendations of the Scholarship Committee. Funds are available for the Harvard meeting in May. An application form is at the end of this Newsletter.

**Questionnaire on Microcomputers**

If you have not completed the Questionnaire on "Use of Microcomputers in Libraries," which appeared in the December issue of *LLNE News* (pp. 25-26), please do so immediately and return it to Robert Connell or Dennis Benamati at the University of Connecticut. If you need a copy of the questionnaire, contact either Robert or Dennis.
GRANT REGULATIONS, CONDITIONS, AND LIMITATIONS

The type and number of grants are determined annually by the Executive Board in consultation with the Grants Committee.

The applicant must be a paid member of PAALL at the time of filing an application.

A member may receive only one grant during the Association's fiscal year which runs from June 1st through May 31st.

Incomplete applications and those postmarked after the published deadline will be returned as ineligible for consideration.

All funds awarded must be used for the designated grant.

The applicant shall notify the Grants Committee of the amount and nature of any additional funding to be received from an employer after the application is filed or grant awarded.

If awarded a grant to attend any program or course of study, the recipient shall be required to submit to the Committee a brief, descriptive evaluation of the program which will be printed in the PAALL Newsletter.

The grant must be repaid to the Association if it cannot be spent as stipulated or if for reasons of personal disability a recipient cannot attend the program for which the grant is made. The grant is neither cumulative nor transferable.

The applicant may apply if s/he has been a PAALL grant recipient in a prior year, but applications will be chosen first from those who have never attended an AALL meeting, institute, or workshop, secondly, from those who have attended one AALL event, and so on. In no event shall a second grant for AALL membership be awarded to the same recipient.

A previous grant recipient may be awarded successive grants to the same type of activity only when such recipient is the sole applicant and has not also been the recipient of another PAALL grant within that fiscal year.

In the event there are no applicants for a designated grant, the unused, allotted funds shall be retained or disbursed at the discretion of the Executive Board and Grants Committee. Unused, allotted funds may be used to increase awards in other grant categories.
The chapter shall grant one or more scholarships annually to a member or members for the purpose of assisting with their professional development in law librarianship. The number of scholarships shall be determined each year by the executive board on the basis of the availability of funds.

(1) METHOD OF SELECTION OF RECIPIENTS
The Scholarship Committee shall design an application form and mail it to all NOALL members by February 1 of each year either as part of the chapter newsletter or separately. Each applicant must return his form postmarked by March 1 and shall be responsible for seeing that the required letters of recommendation are submitted to the committee postmarked by that same date. The committee shall select the recipients by March 15 and notify them immediately by mail.

(2) CRITERIA FOR SELECTION
A. Only current paid regular members of NOALL will be considered.
B. The member must be working in a law library.
C. The applicant must state a specific intended purpose for the expenditure of the grant. The purpose must involve educational activity designed to further one's professional development in law librarianship. Examples are the national convention, institutes, and workshops of AALL, the annual convention of the Southeastern Chapter of AALL, tuition or registration fees for workshops, institutes, library school courses, or law school courses offered in New Orleans or elsewhere in Louisiana.
D. Financial need: The applicant must first establish that it is not the policy or practice of the library or firm in which he is employed to pay the expenses for the desired educational activity. If the employer will pay only partial expenses, a member may apply for a grant to cover the remainder.
E. Commitment to the profession as demonstrated by one's educational preparation and/or employment record.
F. Commitment and service to NOALL as demonstrated by participation in committees, projects, programs, etc.
G. Commitment and service to AALL as demonstrated by current and past participation in special interest sections, committees, programs, etc.
H. Other scholarships or grants received during the last 3 years: Previous receipt of a grant shall not render an applicant ineligible, but applicants who have not received a grant within the previous three years shall be given priority if other factors in their application are deemed by the selection committee to be approximately equal to those of other applicants.
I. Members of the scholarship committee shall be ineligible to receive a grant during their tenure on the committee.

3) INABILITY OF RECIPIENT TO USE A SCHOLARSHIP AS STATED
If an applicant finds that after having been notified of his selection to receive a scholarship he will be unable for any reason to use it for the purpose described on his application, he must immediately notify the Scholarship Committee chairman and return the money. However, if an applicant requests assistance to attend an event that will take place before the selections are announced, the committee may make a grant to that applicant to cover expenses that he has already paid.
NEW ORLEANS ASSOCIATION OF LAW LIBRARIANS
APPLICATION FOR GRANT, 1986

1. Name ____________________________ Date __________________

2. Home address ____________________________

3. Library ________________
Library telephone ____________________________

4. Are you a member of NOALL? _____ For how long? ________________
   AALL? _____ For how long? ________________

5. For what purpose do you wish to use this scholarship? (convention, institute, workshop, coursework, etc.) Please give specific events, dates ____________________________

6. Estimated cost of activity (registration, tuition, air fare, housing, etc.) ____________________________

7. Have you received a grant or scholarship from NOALL, AALL, SEALL, a library school or law school in the previous 3 years? ________________ (State year and amount.) ____________________________

8. Present place of employment, title, and length of service. ____________________________
   full time? _____ other (specify) ____________________________

9. Previous employment in law librarianship ____________________________

10. Educational background (beyond high school) ____________________________

11. Participation in and service to the profession (NOALL, AALL and SEALL offices, committees, sections, projects, programs, etc) ____________________________

12. What AALL and chapter annual meetings, institutes and workshops have you attended? (List approximate dates.) ____________________________
Has your employer paid your expenses? 

13. What are your career goals? 

14. Please describe how this scholarship would contribute to your professional development. 

15. Have you requested funds for this purpose from your employer? 
   If not, why not? 

16. Briefly state your library or firm's policy or previous practice regarding payment of educational or travel expenses. 

17. To what extent will receipt of a scholarship affect your ability to attend the desired educational activity? 

If I receive a scholarship and for any reason cannot attend the activity described in question 5 of this form, I shall immediately return the money to the chairman of the Scholarship Committee. 
Signed: 

If more space is needed to answer a question, please attach an additional page.

At least 2 letters of recommendation are required. They may either be sent with this application or be mailed separately by the writers. The writers should be persons who are familiar with your work and/or professional activities.

Four copies of both the application and each of the letters of recommendation must be submitted bearing postmarks no later than March 1, 1986.

Send all materials to Carol D. Billings, Chairman, NOALL Scholarship Committee; Law Library of Louisiana, Supreme Court Building, 301 Loyola Ave., New Orleans, LA 70112

Please enclose a stamped, self-addressed envelope to be used to notify you of the committee's decision.
Claire -

Sara Sanet and I are Co-Chairs of the 5+6 Committee this year for USWDC.

Hope this helps. Sorry for the initials - as usual, I'm in a rush.

Mickey Byrnes
SCHOLARSHIPS & GRANTS COMMITTEE GUIDELINES

Each year, in recognition of its role in furthering the continuing professional education of its members, the Society has allocated funds to help make possible attendance at various courses, workshops, seminars and national meetings. All members are encouraged to apply.

The following guidelines shall be followed in making scholarship grants:

1. The applicant must be a paid, Regular Member of the Law Librarians' Society of Washington, D.C. at the time this application is completed.

2. Ordinarily grants of $200 will be awarded but lesser amounts will be considered.

3. A member may receive only one grant during the Society's fiscal year.

4. Distribution of grants shall be based on demonstrated benefit, relative need, and furtherance of the objective of the continuing education program.

5. If for any reason the grant cannot be used as requested, or duplicate funds subsequently became available, the grant will be returned to the Society.

6. Scholarships and grants will not be awarded for coursework that is part of a formal degree program.

Approved 9/12/84
LAW LIBRARIANS' SOCIETY OF WASHINGTON, D.C.
Continuing Education Grant Application Form

Name: ________________________________ Date: _____________

Library: ________________________________

Title or Position: ____________________________

Work Address and Telephone: ____________________________

Course/Program Title: ______________________ Date(s) Offered: ______________________

Sponsoring Organization: ____________________________

Address: ____________________________ Telephone: ____________________________

Cost of Course: ______________________

1. Please describe how you feel completion of this course/program will help further your personal professional development, and/or the profession of law librarianship as a whole. You are encouraged to outline any feedback you might be willing to provide to other members of the Society as a result of your attendance of this course/program, e.g., bibliographies, oral presentations, etc.

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

2. If you do NOT receive a grant: (check one)

   __ I definitely will not be able to attend the course/program.
   __ I may not be able to attend the course/program.
   __ I will still attend the course/program.

3. If employed, my employer will reimburse me for the following expenses:

   Travel: $ ____________ Other: $ ____________

   Tuition: $ ____________ Time Off: __ Yes ___ No ___

4. I have previously received a continuing education grant: ___ Yes ___ No ___
   (If yes, give details & date of award)

5. How long have you been a member of the Law Librarians' Society? Years __

6. Are there any additional factors regarding your application that you wish the Grants Committee to consider?

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

7. I hereby attest that I am a paid Regular Member of the Law Librarians' Society of Washington, D.C. at the time of this application. If for any reason I cannot attend or comply with the guidelines, I shall return the grant money to the Society Treasurer, who will so notify the Grants Committee.

       ___________________________________________________________________
       (Signature)

Return this application to: Law Librarians' Society of Washington, D.C., Scholarship and Grants Committee, P.O. 33112, Washington, D.C. 20033. Check LIGHTS for the current Chair of the Committee if you have questions.
December 5, 1986

Claire Engel
SEALL Scholarship Committee
Law Library
Bowles, McDavid, Graff & Love
P.O. Box 1386
Charleston, West Virginia 25325

Dear Ms. Engel:

    I am responding to your letter to Chapter Presidents concerning information on scholarship awards by chapters.

    As of the moment the MAALL Chapter has not had a Scholarship Committee thus we have no guidelines to report. I do think it is a worthwhile idea and our chapter may well pursue this during my tenure of office.

Sincerely yours,

Kathie Belgum
Executive Law Librarian

KB/sr
December 16, 1986

Dear Ms. Engel:

David Proctor, the president of our local law library association, asked me to send you a copy of our "guidelines" for awarding scholarships. I am happy to do so, and they are enclosed. Please let me know if I can be of further assistance.

Sincerely,

JoEllen Berger
Chairperson
GPLLLA Grants Committee, 1986-1987
STANDARDS FOR SELECTION OF GRANT RECIPIENTS

It is the intent of GPLLA to award Institute grants to newer members as a means of encouraging their participation in GPLLA.

It is the intent of GPLLA to award AALL grants to members who have actively demonstrated support of GPLLA (usually long-term members).

The Grants Committee is not obligated to award the total amount budgeted. Money not given in grants will revert to the Treasury.

Grants will be given only to individual applicants.

No consideration will be given to an applicant if specific financial information is not completed by the employer.

Standards and Guidelines will be published in the newsletter.

Applicants who have questions about grant awards should contact the Grants Committee in writing. No applicant should talk to an individual member of the Committee about grants received or not received.

GUIDELINES FOR SELECTION OF GRANT RECIPIENTS

In addition to the requirement that the applicant be a GPLLA member, the Committee will consider the following:

1. Participation in GPLLA (meetings, committees, offices)
2. Receipt of prior awards from GPLLA
3. Financial need
4. Length of membership (see Standards)
5. Geographic distance (Institute only)

Approved by Board
Fall 1984
November 14, 1986

Connie M. Pirosko
Holland and Hart
P.O. Box 8749
Denver, Colorado 80201

Dear Chapter President:

The Southeastern Chapter of the AALL is developing guidelines for awarding scholarships. If your chapter awards scholarships, and has written guidelines, I would appreciate receiving a copy of your guidelines. Thank for your help.

Cordially,

Claire Engel, Chairperson
SEALL Scholarship Committee

CE:lw

11/18/86

Claire: We do award scholarships, but we don’t have written guidelines. Briefly, $5 of our $15 membership fee goes into a savings account for scholarships. Applicants write a letter to the Executive Board requesting a scholarship for attendance at AALL, SWALL, or other library meetings. The Executive Board reviews the applications and grants the # and amount of awards.
that our savings (scholarship fund) allows. Periodically, and especially prior to the SWALL and AALL meetings, the Past-President (as a member of the Exec. Bd. and responsible for scholarships/grants) puts a notice in our newsletter to remind people of the availability of funds for scholarships/grants.

Good luck!
Connie
November 14, 1986

Shirley Blazer
Greyhound Corporation
Greyhound Tower, Station 1742
Phoenix, Arizona 85077

Dear Chapter President:

The Southeastern Chapter of the AALL is developing guidelines for awarding scholarships. If your chapter awards scholarships, and has written guidelines, I would appreciate receiving a copy of your guidelines. Thank for your help.

Cordially,

Claire Engel, Chairperson
SEALL Scholarship Committee

CE:lw

11-20-86

Claire:

Enclosed is a copy of our grant regulations, conditions & limitations. If I can be of further assistance please let me know.

Sincerely,

Stella Matyevich, Chair
Grants Committee - AALL
The Greyhound Corporation
1742 Greyhound Tower
Phoenix, AZ 85077
602-248-6675