INSTRUCTIONS FOR SAN ANTONIO LEGAL SECRETARIES ASSOCIATION
SCHOLARSHIP APPLICATION

APPLICATION MUST BE POSTMARKED BY DECEMBER 21, 2012

1. Must submit a letter stating why you want to pursue a career in the legal field.

2. Must have a grade point average (GPA) of 3.0 or above
   (Must attach a certified copy of student’s transcript).

3. Must have a financial need for the scholarship.

4. Must submit completed SALSA application showing:
   - Qualifications;
   - Extracurricular activities;
   - Probable choice of schools; and
   - Vocation desired.

5. Must submit a signed letter from a School Counselor or Principal, pertaining to Applicant’s:
   - Character;
   - Financial need; and
   - Extracurricular activities.

6. Must submit signed letters from two persons (not relatives) with whom applicant is well acquainted
   pertaining to Applicant’s:
   - Character;
   - Financial need; and
   - Extracurricular activities.

7. TALP Members or their children are not eligible according to the latest ruling from NALS.

Prospective applicants are urged to obtain and complete applications as soon as possible. Some items that
accompany the applications take time to prepare and assemble. Please remember that the DUE DATE IS
DECEMBER 21, 2012. Applications postmarked after that date (or incomplete applications) will be
disqualified. Each applicant should forward the original and one copy of the completed application and all
attachments to:

Victoria E. Flores
SALSA Scholarship Committee Chair
c/o Cox Smith Matthews Incorporated
112 E. Pecan Street, Suite 1800
San Antonio, Texas 78205

After the approved applications have been screened by the Scholarship Committee, and briefly shared with the
SALSA membership, the winner will be selected by a vote of said membership. The Scholarship Chair will
notify the winner by telephone and will confirm the award by letter. At that time, SALSA will forward the
information for the TALP scholarship to the winner, and will later notify the recipient of the SALSA scholarship
whether or not she or he receives the TALP scholarship.

The SALSA scholarship will be paid directly to the educational institute of the winner's choice. If recipient fails
to enter or re-enter school within one year from the date of the award, or fails to use the entire award, the funds
will revert to the general fund of SALSA.

If you have any questions that are not covered in this instruction sheet, or if you require further assistance, please
contact Victoria Flores at (210) 554-5465 or vflores@coxsmith.com.
SAN ANTONIO LEGAL SECRETARIES ASSOCIATION

SCHOLARSHIP AWARD APPLICATION

DEADLINE: DECEMBER 21, 2012

Name: ___________________________ Telephone: ___________________________

Address: ___________________________

City: ___________________________ State: _____________ Zip: _____________

Date of Birth: __________________

Parent or Guardian’s Address: ___________________________

Parent or Guardian’s Occupation: ___________________________

Secondary School Attended: ___________________________

Number in Class: _____________ Rank in Class: ___________________________

Graduation Date: __________________ Grade Point Average: __________________

Projected Graduation Date: __________________

College Planned to Attend: ___________________________

How many other dependent children are in your family? ___________________________

How many other members of your family are attending college? __________________

What are your interests and hobbies? ___________________________

Will it be possible for you to continue your advanced education without financial assistance? Explain briefly:

______________________________

What special recognition, if any, have you received in school, such as honors? List briefly:

______________________________

List extracurricular activities, in which you participated, such as athletics, clubs, etc., include any offices held:

______________________________

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List community, civic, or church activities in which you participated:__________________________________________________________

List any work experience you have:____________________________________________________________________________________

(If more space is needed to answer any of the above questions, please use the back of this form.)

Attach the following:

1. Transcript of grades to substantiate a least a “B” average.

2. Signed letter from Applicant stating why he/she would like to pursue a career in the legal field.

3. Signed letter from school counselor or principal.

4. Signed letter from two persons (not relatives) with whom Applicant is well acquainted to substantiate qualifications of applicant and financial need of applicant.

DATE __________________________ SIGNATURE OF APPLICANT __________________________

DEADLINE: DECEMBER 21, 2012

RETURN COMPLETED APPLICATION FORM AND ATTACHMENTS TO:

Victoria E. Flores
SALSA Scholarship Chair
c/o Cox Smith Matthews Incorporated
112 E. Pecan Street, Suite 1800
San Antonio, Texas 78205
(210) 554-5465
Email: vflores@coxsmith.com