

INSTRUCTIONS FOR SAN ANTONIO LEGAL SECRETARIES ASSOCIATION
SCHOLARSHIP APPLICATION

APPLICATION MUST BE POSTMARKED BY DECEMBER 16, 2011

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 16, 2011**. 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.