



## Volunteer Scholarship Application for AILA Members' Paralegals and Law Students

To submit your volunteer scholarship application by email, be sure to:

1. Complete the application below
2. Attach a letter outlining the reasons you would like to attend the 2016 AILA Annual Conference and explaining why you should receive a volunteer scholarship.
3. Law School Students Only: In addition, attach a letter from your registrar certifying full-time status and including your expected date of graduation. Students who graduate before June 25, 2016 are not eligible for a scholarship.

### Contact Information

Name\_\_\_\_\_

Firm/School\_\_\_\_\_

Firm Address/Mailing Address\_\_\_\_\_

\_\_\_\_\_

Telephone\_\_\_\_\_

E-mail\_\_\_\_\_

### Eligibility (check and complete one)

- I am a legal assistant/paralegal employed by the law offices of an AILA member  
(AILA member must sign on page 2, where indicated)

AILA Member's name (please print)\_\_\_\_\_

AILA Member #\_\_\_\_\_

- I am a full-time law student and my graduation date is not before June 25, 2016

AILA Member # (for Student Members) \_\_\_\_\_

Have you volunteered at previous AILA conferences? [ ] Yes [ ] No

If yes, which conference(s) \_\_\_\_\_

Preferred area(s) of law if assigned to sessions:

\_\_\_\_\_

## Commitment

I understand that if I am granted a scholarship to the 2016 AILA Annual Conference, I will be **required** to attend an orientation meeting prior to the conference (the date, time, and location TBA) and to assist as directed with the conference administration for an estimated three (3) periods of 6 hours each as assigned by AILA.

I hereby apply for a scholarship to the 2016 AILA Annual Conference; thus, making the commitment indicated above. I understand that the scholarship grant and assignment of volunteer times is solely within AILA's discretion. I hereby agree that in consideration for the waiver of the registration fee for my volunteering, should I fail to volunteer at the times/dates assigned to me, I will immediately remit payment to AILA for the full registration fee at the early bird rate.

Signature \_\_\_\_\_ Date \_\_\_\_\_

***Paralegals and Legal Assistants:*** have your attorney complete the portion below:

I hereby verify that I fully understand that my staff member, \_\_\_\_\_, has applied for a volunteer scholarship for the 2016 AILA Annual Conference and that he/she will be required to volunteer for certain time frames throughout the conference. I hereby agree that if he/she fails to fulfill his/her assignments and fails to remit payment to AILA for the registration fee at the early bird rate, that I will remit payment to AILA for his/her registration fee at the early bird rate.

AILA Member's Signature \_\_\_\_\_ Date \_\_\_\_\_

## How to Apply

### **Apply By Email:**

Email all required documents as attachments to: [acvolunteerscholarship@aila.org](mailto:acvolunteerscholarship@aila.org). Indicate "2016 Volunteer Scholarship" in the email's subject line.

### **Deadline:**

Completed applications must be received by March 14, 2016; however, positions are usually filled sooner. Thus, early applications are encouraged.