EULA MAE JETT SCHOLARSHIP PROGRAM

PLAN OF ADMINISTRATION

FOR THE 2027-2028 SCHOLARSHIP YEAR

1. Legal Professionals, Incorporated (hereinafter "LPI") offers scholarships to persons desiring a career in the legal field. A career in the "legal field" shall include, but not be necessarily limited to, (i) legal secretary, (ii) legal assistant (including paralegal), (iii) court reporter, (iv) law office administrator, or (v) court clerk. Scholarships are not intended for students planning to enter law school.

2. The following shall apply to LPI Members and their relatives:

a. LPI Active Members, LPI Student Members, LPI Associate Members and LPI Members-at-Large shall be eligible for LPI scholarships as long as they meet the criteria as set forth herein.

b. LPI Honorary Members and LPI Life Members are not eligible for LPI scholarships.

c. Relatives of any LPI member (including Honorary Members and Life Members) are eligible for LPI scholarships as long as they meet the criteria as set forth herein.

3. An applicant must (i) be a legal U.S. resident, (ii) be a legal California resident, (iii) live in California during the scholarship year, and (iv) be enrolled in a school or online approved program of no less than six months in duration during the scholarship year.

4. An online approved program may be located outside of California; however, the program must be accredited by the American Bar Association, and focus on a career in the "legal field" (as described above) and must be approved by the LPI Scholarship Chair.

5. The scholarship year shall be from September 1 through August 31 of the ensuing year (e.g., September 1, 2027 through August 31, 2028). Except as otherwise provided to the contrary, all references to dates herein are to those dates within a scholarship year. The scholarship year may be extended as needed by the LPI Executive Committee.

6. On September 1 or later, the updated Eula Mae Jett Scholarship Program Plan of Administration (hereinafter the "Plan"), together with any applicable forms, shall be made available on the LPI web site. Upon request, the LPI Scholarship Chair shall provide electronic copies to anyone who is unable to download the documents from the LPI web site.

7. The scholarship categories are as follows:

a. <u>Category A – High School Senior (two awards)</u>

Applicants shall be restricted to seniors who will have successfully completed high school by the end of June and will be enrolled in the fall semester immediately

following the school year in a college or business school offering a course of study in the legal field.

b. Category B – College Student (two awards)

Applicants shall be restricted to students who will have completed at least one year of college by June of the school year, and who will be enrolled in the fall semester immediately following the school year in a college or business school in a course of study in the legal field, until all such courses have been taken to satisfy the requirements for a degree or certificate in said legal related program.

c. Category C – Career Change Student (two awards)

Applicants shall be restricted to students who will be enrolled in the fall semester in a college or business school in a course of study in the legal field and shall be an individual who either (a) desires to re-enter the workforce after a prolonged absence but requires training or specialized education in order to qualify as a candidate for a position in the legal field; or (b) has been in the workforce for a number of years but desires to enter the legal field and wants to receive the training or specialized education needed to do so.

8. Each association desiring to participate in the scholarship program shall advise schools in its respective area of the availability of the scholarships to be awarded by LPI, and may distribute as many applications locally as it desires. Applicants must present applications and accompanying documents to the local sponsoring association by the due date determined by the sponsoring association.

9. Applicants may submit applications and accompanying documents directly to LPI ONLY when there is no local association to sponsor the applicant. Should applicants present their application and accompanying documents directly to LPI and a local association is available to sponsor the applicant, the LPI Scholarship Chair will immediately notify the applicant and the local association's Scholarship Chair, President and Governor. If the local association agrees to sponsor the applicant but the applicant chooses not to provide the requested documentation to the local association, the applicant shall be deemed to be disqualified for a LPI scholarship. All correspondence between LPI, the applicant, and the local association regarding the matter shall be in writing via email in order to avoid any miscommunication.

10. Applicants may apply as many times as they wish, but may only win once in any given category (e.g., Category A, Category B, Category C). Once an applicant has won either first or second place in any category, he or she may apply again, under a different category, even if the applicant forfeited the scholarship award. If an applicant is chosen as an alternate and receives any portion of a scholarship award due to forfeiture, he or she may still re-apply and may receive the full scholarship if chosen as a first or second place winner in any category.

11. Applications and accompanying documentation should be neatly handwritten and/or typewritten on current forms, and should include an unofficial school transcript. LPI reserves the right at any time to request an official transcript from the applicant. "Official transcript" shall be defined as transcripts printed on original school letterhead containing either an embossed school seal or certification. A copy of the transcript may be accepted if it contains certification identifying the copy as a true copy of the original transcript. If a recent school

transcript is not available (e.g., in the case of a career change student), the applicant should provide a resume listing the applicant's legal and/or secretarial experience, if any. Resumes must include dates of employment, employer name and address, position, and reason for leaving.

12. The applicant's biographical letter should state the reasons why the applicant should receive a scholarship, the academic achievements of the applicant (including any academic or non-academic honors or awards), the applicant's motivation to pursue a career in the legal field, the applicant's future goals, and the applicant's financial need. Letters should be typewritten and addressed "To Whom it May Concern."

13. Letter of recommendation should be from someone other than a family member (e.g., long-term family friend, teacher, school counselor, employer, or co-worker) and should contain the author's relationship to the applicant. A total of one (1) letter of recommendation is required. Items to include in the letter are a description of the applicant's personal traits (character, personality, and goals) and the applicant's school or work experience and ethic. Letters should be typewritten and addressed "To Whom it May Concern." Letters of recommendation from LPI members not related to the applicant are encouraged.

14. Each sponsoring association shall select up to two (2) applications per category (for a total of up to six (6) applications) to be forwarded to LPI for consideration. Applications should be sent via email to scholarship@legalprofessionalsinc.org no later than April 1. Alternatively, applications may be submitted via U.S. mail or overnight delivery by the due date. Applications and accompanying documents submitted on April 2 or later shall be disqualified without notification.

15. The LPI Scholarship Chair shall appoint three (3) judges to review and score the applications. The panel of judges should be comprised of educators in a legal program, lawyers, judges, civic leaders or other business leaders. The LPI Scholarship Chair shall act as an advisor and non-voting member of the judging panel.

16. Scholarships shall be judged based upon (a) the applicant's desire for a career in the legal field; (b) the academic achievement of the applicant; (c) the financial need of the applicant; and (d) the personal characteristics, aspirations, and goals of the applicant.

17. On or about May 1, each judge shall advise the LPI Scholarship Chair of the points given to each application. The points given by the three judges for each application shall be totaled and then averaged in order to determine two winners and two alternates in each of the three categories. The first place winner in each category shall be awarded $2,000 and the second place winner in each category shall be awarded $1,000.

18. The scholarship winners (each hereinafter a "Winner") and sponsoring associations shall be announced at the LPI Annual Conference in May of each year. It is the responsibility of the local sponsoring association to notify the Winner(s) immediately after the LPI Annual Conference.

19. The LPI Scholarship Chair shall contact the Winners no later than June 30, and provide further instructions on how to collect the scholarship funds. The LPI Scholarship Chair shall also contact the non-winning applicants to encourage them to reapply the following year.

20. The LPI Scholarship Chair shall request proof of enrollment for the fall semester from each Winner, to be provided by a date specified by the LPI Scholarship Chair. Payment of the scholarship award shall be made in full to the Winner, upon receipt of the required proof of enrollment.

21. Failure to furnish proof of enrollment by the required date may result in a forfeiture of the entire award, as recommended by the LPI Scholarship Chair to the LPI Executive Committee. If a Winner is unable to provide the necessary proof of enrollment through no fault of his or her own, the Winner shall immediately notify the LPI Scholarship Chair, who will make a recommendation to the LPI Executive Committee.

22. Proof of enrollment shall consist of a copy of the Winner's schedule of classes for the semester as distributed by the school at the time of registration. Alternatively, the Winner may provide a copy of the enrollment agreement or such other contract as the Winner may enter into with the school.

23. If a Winner fails to timely enroll in the fall semester, the scholarship will pass to the alternate who shall be bound by the same rules above. If an alternate has already enrolled in a school at the time he or she is advised of the scholarship award, such award will be paid directly to the alternate. If the alternate is unable to be admitted into the fall semester after making application to do so, the alternate shall be eligible for the scholarship for the following winter or spring semester (whichever is sooner).

24. The LPI Scholarship Chair shall, at a minimum, maintain applications for the current scholarship year. Additional files may be kept at the LPI Scholarship Chair's discretion; however, LPI shall not be responsible for the cost of storing any such files. Prior year scholarship applications should be saved electronically and the hard copies destroyed at the LPI Scholarship Chair's discretion. All electronic files shall be maintained by each new LPI Scholarship Chair.

25. Recommendations by the LPI Scholarship Chair and subsequent decisions by the LPI Executive Committee are final.