



**ASSOCIATION OF LEGAL ADMINISTRATORS – GATEWAY CHAPTER
Diversity, Equity, Inclusion, Accessibility & Belonging Scholarship**

Purpose: To provide financial assistance to individuals in the metropolitan St. Louis area seeking to advance their careers in the legal management profession.

Objective and Award: Award up to \$1,000 in scholarship funds for college tuition and books or for certifications such as Certified Legal Manager or Paralegal Certificate. The award is intended for members of underrepresented or marginalized groups seeking to further their education and obtain an undergraduate or graduate degree or a certification with an emphasis in the legal management profession.

Areas of study may include legal studies, business administration, marketing, human resources, finance and accounting. All scholarship funds will be provided to the educational facility directly, in the account name of the scholarship recipient. Scholarship funds are restricted to tuition and books. Scholarship funds must be redeemed within one year of award.

Award Date: August 22, 2025

Application Requirements:

- Application must include a concise 1-2 page essay summarizing the applicant's field of study and the extent of their interest in a non-attorney legal career.
- Application must describe applicant's leadership capability to include participation in extracurricular activities, performance of community service, etc., and how the scholarship will enhance their current or future legal career.
- Application must include two letters of recommendation.
- Application must be submitted on or before **August 15, 2025**.

Scholarship Program Contact:

Jill O'Connell, Co-Chair
Diversity, Equity, Inclusion, Accessibility & Belonging Committee
Association of Legal Administrators – Gateway Chapter
314.244.3654
Email: joconnell@pcblawfirm.com



**ASSOCIATION OF LEGAL ADMINISTRATORS – GATEWAY CHAPTER
Diversity, Equity, Inclusion, Accessibility & Diversity Scholarship**

THIS APPLICATION MUST BE ACCOMPANIED BY:

- The Diversity, Equity, Inclusion, Accessibility & Belonging Scholarship Application form;
- A concise 1-2 page essay (double-spaced) as described in these materials, prepared and signed by the applicant;
- Two letters of recommendation prepared on behalf of the applicant;
- Signed and dated certification and release form.

Please submit completed application with all required information by [August 15, 2025](#).

Jill O'Connell, Co-Chair
Diversity, Equity, Inclusion, Accessibility & Belonging Committee
Association of Legal Administrators – Gateway Chapter
[Email: joconnell@pcblawfirm.com](mailto:joconnell@pcblawfirm.com)



**ASSOCIATION OF LEGAL ADMINISTRATORS – GATEWAY CHAPTER
Diversity, Equity, Inclusion, Accessibility & Belonging Scholarship**

APPLICATION

Applicant Name:

Phone Number:

Address:

E-mail Address:

Name and address of college where applicant plans to attend or is presently attending:

College Degree applicant intends to pursue or presently pursuing:

Prepare a concise 1-2 page (double-spaced) essay describing your interest in the legal management profession. Provide additional information about yourself and achievements that you wish to highlight. Describe leadership positions to include participation in extracurricular activities, clubs, church, organizations, community service, etc., and how the scholarship will enhance your current or future legal career.

APPLICANT CERTIFICATION

The information contained in this application is true and correct to the best of my knowledge. I will inform the Diversity, Equity, Inclusion, Accessibility & Belonging Committee of any changes which might occur in this information. I understand that providing false, misleading or incomplete information will be grounds for denial or revocation of scholarship funds.

By signing this application, I authorize the Diversity, Equity, Inclusion, Accessibility & Belonging Committee to verify any information provided herein. I authorize Equity, Inclusion, Accessibility & Belonging Committee to contact any employer and any references for information pertaining to this application. I agree to provide proof of the information that I have stated on this application form. I understand that failure to provide such proof may result in denial of scholarship funds or rejection of the application.

The information provided in this form and any supplementary materials submitted by an applicant will be disclosed only to representatives of the Equity, Inclusion, Accessibility & Belonging Committee and Board of Directors as required to determine your eligibility for the scholarship, the accuracy of any information and the selection of the recipient. The information will be reviewed by qualified individuals who need to see it in the course of their duties.

Signature: _____ **Date:** _____

Applicant's Name (typed or printed): _____

RELEASE FORM

This is to confirm that I, the undersigned named individual, have applied for a scholarship grant from the Association of Legal Administrators - Gateway Chapter.

As consideration for the opportunity to be considered for participation in the ALA Gateway Chapter Diversity, Equity, Inclusion, Accessibility & Belonging Scholarship, I grant the ALA Gateway Chapter the right to use my name, voice, photograph, biography and excerpts from my scholarship application in any and all media in connection with the ALA Gateway Chapter Equity, Inclusion, Accessibility & Belonging Scholarship, including without limitation, publicity about the program, newsletters, brochures and other materials.

Execution of this form does not obligate the ALA Gateway Chapter to select me as a scholarship recipient, nor to publish information or other materials concerning the undersigned.

Signature: _____ **Date:** _____

Name: (typed or printed) _____

Permanent Address:

Signature of Parent if applicant is under 18 years of age: _____



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Equity, Inclusion, Accessibility & Belonging Scholarship**

**CHECKLIST FOR APPLICATION
(Please make sure you have completed the following)**

- _____ Complete all pertinent areas of this application
- _____ Include signed certification
- _____ Include signed release form
- _____ Include completed essay/personal statement
- _____ Include recommendation letters
- _____ Postmark or email by the deadline of **August 15, 2025**

For further information and to submit all materials, please contact:

Jill O'Connell, Co-Chair
Equity, Inclusion, Accessibility & Belonging Committee
Association of Legal Administrators – Gateway Chapter
[Email: joconnell@pcblawfirm.com](mailto:joconnell@pcblawfirm.com)

THANK YOU
For your interest in the ALA Gateway Scholarship Program.