

**KENTUCKY PARALEGAL ASSOCIATION  
ANNUAL PARALEGAL STUDENT SCHOLARSHIP  
2023 APPLICATION**

This scholarship is open to any student member of the Kentucky Paralegal Association (KPA). Applicants shall be a KPA student member in good standing and enrolled as a degree-seeking student in a Paralegal Studies program approved by the American Bar Association (“ABA”) or a Paralegal Studies program that is not ABA-approved but meets the substantive legal studies requirements pursuant to the ABA guidelines.

Applicants must be attending a program located within the Commonwealth of Kentucky or be a Kentucky resident enrolled in an eligible paralegal studies program located outside the Commonwealth of Kentucky. Applicants shall also have completed a minimum of twelve (12) credit hours of Paralegal Studies coursework and have at least one semester of courses remaining for completion of their degree. Further, the Applicant shall have an overall Grade Point Average (GPA) of 3.0 or higher and a GPA of 3.5 or higher in his or her Paralegal Studies coursework.

An application for student membership in the KPA may be submitted at the same time as the scholarship application, allowing students who are not currently a member to become a member and meet the scholarship eligibility requirements. Student Membership requirements are: "Any student enrolled in a paralegal training program that would allow them to meet the qualifications for active membership upon acceptance of an application for membership shall become a Student Member of the KPA." Membership Applications are to be submitted online at: <http://www.kypa.org/join-kpa>.

The scholarship recipient will receive:

- A \$1,000.00 scholarship award made payable to the recipient.
- Free KPA membership for the first year after graduation from a paralegal program.
- Free registration for the 2023 KPA Annual Conference.

The recipient will be required to participate as a member of the Scholarship Committee the first year he/she is not eligible to apply for the scholarship.

The First Runner-up will receive:

- Free KPA membership for the first year after graduation from a paralegal program.
- Free registration for the 2023 KPA Annual Conference.

The Application must be completed and returned with all required documents by Thursday, September 21, 2023. The completed Application and all required documents must be emailed to the Scholarship Committee at [studentrelations@kypa.org](mailto:studentrelations@kypa.org) by this date. You will receive an acknowledgement of receipt.

Candidate interviews will be scheduled between September 30 and October 7, 2023.

The Scholarship recipient will be notified by October 13, 2023, and invited to the KPA’s Annual Conference in Lexington, Kentucky, to be held on November 2-3, 2023.

If you have questions or require additional information to complete your application, please contact the Scholarship Committee at [studentrelations@kypa.org](mailto:studentrelations@kypa.org).

## REQUIRED DOCUMENTS

- 1) Applicant Information Form
- 2) Letters of Recommendation (Minimum of two letters, one from a current professor)
- 3) Writing Sample
- 4) Essay
- 5) Transcript verifying good standing, current enrollment, and GPA.
- 6) Note: Any application materials received that do not fulfill the requirements listed above will not be accepted.

## INSTRUCTIONS

- 1) Application, Writing Sample, and Essay must be typed and include your signature.
- 2) Essay is to be submitted on the form provided.
- 3) If additional space is required, please use the additional pages provided and reference the question.
- 4) The Application and documents must be submitted in PDF format.

APPLICANT INFORMATION

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE: \_\_\_\_\_

EMAIL ADDRESS(ES): \_\_\_\_\_

PHONE(S): \_\_\_\_\_

COLLEGE OR UNIVERSITY: \_\_\_\_\_

MAJOR/MINOR: \_\_\_\_\_

PARALEGAL STUDIES GPA: \_\_\_\_\_

OVERALL GPA: \_\_\_\_\_

ANTICIPATED DATE OF GRADUATION: \_\_\_\_\_

POST HIGH SCHOOL INFORMATION: *(Please List School(s) and Address, Dates Attended, Major, Degree Date, Certifications.)* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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EMPLOYMENT HISTORY: *(Please begin with current or most recent position, listing employer name and address, position, and dates of employment.)* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

EXTRA-CURRICULAR ACTIVITIES: *(Please list memberships in organizations as well as any civic/community activities, giving dates of service and other pertinent information such as office*

*held or special committee service. In addition, please list any special talent, interest or hobby which could be a factor in determining individual capabilities.)* \_\_\_\_\_

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PLEASE TELL US ABOUT YOUR INTEREST IN THE LEGAL PROFESSION: *(What led you to pursue paralegal studies and a career as a paralegal? What do you enjoy most about the study of law? Have you experienced any challenges in your studies?)* \_\_\_\_\_

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What value does a paralegal receive in joining a professional association such as the Kentucky Paralegal Association? \_\_\_\_\_

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RECOMMENDATIONS: *(If your recommendations are being sent separate from your Application, please tell us who will be submitting letters of recommendations on your behalf.)*

1) \_\_\_\_\_

2) \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

### RECOMMENDATION GUIDELINES

Two (2) letters of recommendation must be submitted either with your application or sent under separate cover directly to the email address on the bottom of the recommendation forms. At least one (1) recommendation letter must be from a current teacher or professor in the paralegal program, the department head, or the chairperson/director of the paralegal program. The second recommendation letter may come from a past teacher/professor or employer.

### ESSAY GUIDELINES

A short essay authored by the applicant must be submitted with this application. All essays shall have a minimum of 500 words and shall not exceed 750 words. The essay shall be typed, double-spaced, and submitted on the form provided. Correct spelling, grammar and sentence structure are expected. The applicant's signature must be included on each page of the essay and shall serve as verification that the essay is the applicant's original work and not generated with the use of artificial intelligence.

### ESSAY TOPIC

The Rules of Professional Conduct apply to both in-person communications and social media activities. Give an example(s) of ethical issues that could arise in discussing cases with persons outside your firm or when inadvertently learning information relating to your firm's representation of a client. Discuss practices you should use to stay in compliance with SCR 3.700.

### WRITING SAMPLE GUIDELINES

A legal writing sample of your choosing on any legal topic must be submitted with this application. You may submit a sample from your paralegal studies coursework. Please be certain that your name is listed on each page of the writing sample.

## TRANSCRIPT GUIDELINES

A current copy of your college transcript must be submitted with this application. This shall be evidence of your good standing, current GPA, and verification of your enrollment in a paralegal program. Applicant must consent to verification of this information with the University Department Chair upon request.

## KENTUCKY PARALEGAL ASSOCIATION ANNUAL PARALEGAL STUDENT SCHOLARSHIP RECOMMENDATION GUIDELINES

Thank you for your time and willingness to complete and return this recommendation. The Kentucky Paralegal Association awards an annual scholarship to contribute toward a paralegal student's education in anticipation of that student making future positive contributions to the paralegal profession. Your recommendation will assist us in narrowing our nominees for the scholarship. You may use the 2-page Recommendation Form provided or email your recommendation as a separate letter.

Please return your Recommendation form no later than Thursday, September 21, 2023, either to the Applicant to submit with their application, or you may email it directly to the Scholarship Committee at [studentrelations@kypa.org](mailto:studentrelations@kypa.org).

KENTUCKY PARALEGAL ASSOCIATION  
ANNUAL PARALEGAL STUDENT SCHOLARSHIP  
RECOMMENDATION FORM

APPLICANT'S NAME: \_\_\_\_\_

RECOMMENDER: \_\_\_\_\_

TITLE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

PLEASE ANSWER THE FOLLOWING QUESTIONS AS THEY RELATE TO THIS NOMINEE:

- 1) How are you acquainted with this individual?
- 2) What stands out about this nominee?
- 3) What most clearly delineates this individual from other outstanding students?

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ESSAY SUBMISSION FORM

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ESSAY SUBMISSION FORM

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

ESSAY SUBMISSION FORM

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ESSAY SUBMISSION FORM

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