

South Florida Chapter Association of Legal Administrators

2026 Conference Scholarship Program Application

The ALA South Florida Chapter Scholarship Program recognizes and awards members that have exhibited an exceptional level of chapter involvement and/or provided an impactful contribution to the chapter. This application allows for members to highlight these engagement endeavors and, in return, are eligible to receive discretionary funds to be applied to **ONE** of the following 2025 ALA Conferences: national conference or regional conference. Applications must be emailed to the Board of Directors by December 16, 2024. All applications will be reviewed upon receipt and scholarship winners will be announced during the February 2025 board meeting.

Scholarship Program Eligible Events & Participation	Points
Happy Hour	5
Charity/Community Service (1-2 hours)	5
Webinar	5
Monthly Luncheon	10
Charity/community Service (1/2 day)	10
Attendance at a Family Event	10
Share a relevant article through the listserv that is relevant to current law firm administration issues	10
Participate in Salary Survey - National Level	10
Business Partner Appreciation Event	15
Special Educational Offerings (Half-day seminars, etc.)	15
Serve on a committee	15
Mentor a new member	15
Charity/Community Service (Full Day)	20
Annual Conference, Regional Conference, Specialty Conference	20
Meet with a Business Partner Vendor	20
Enroll a new member to ALA & Chapter	20
Taking CLM Exam	25
Enroll new vendor to BP Program	25
Roundtable Moderator	25

Name: _____ Year joined South Florida ALA Chapter _____

Job Title: _____ Firm Name: _____

South Florida Chapter Association of Legal Administrators

Points will be awarded for each of the following activities for attendance between January 1, 2024, and December 31, 2024. An activity can only be used for one conference application.

Have you ever attended:

Annual Conference?__ ALA Specialty Conference?__ ALA Regional Conference? __

- Attended an educational seminar or round table (monthly luncheons):

Date and Topic

- Met with a Chapter Business Partner – a list of official Chapter Business Partners can be found on the chapter's website.

Date of Meeting and Company Representative

- Enrolled/Referred a new Business Partner:

Name of Company and Representative

- Enrolled/Referred a new Member:

Name of Member Name of Firm

- Attended a webinar:

Date of Webinar and Topic

- Attended a Charity/Community Service chapter event:

Date of Event and duties performed

South Florida Chapter Association of Legal Administrators

- Share a relevant article through the listserv that is relevant to current law firm administration issues:

Date of email and topic

- Attended a Chapter Social Event (Happy Hour, Family Event, etc.): Date of event and location

- Attended a Conference:
Conference Date and Location

Are you studying to take the CLM Exam? _____ If so, when? _____

Did you participate in Salary Survey for National? Yes or No

Did you attend the Business Partner Appreciation event? Yes or No

Did you Moderator a roundtable: Yes or No

Do you serve on a committee? _____ If so, which one? _____

Are you a mentor for a new member? _____ If so, please include member's name

Is there anything else that should be considered when awarding a scholarship?
