# Sarasota County Bar Association

# Richard R. Garland

# Diversity Scholarship Application Form

***Application Deadline: March 1, 2013***

COMMUNITY
FOUNDATION
OF SARASOTA COUNTY

## COMMUNITY FOUNDATION OF SARASOTA COUNTY

The Community Foundation is a public charity founded in 1979 by the Southwest Florida Estate Planning Council as a resource for caring individuals and the causes they support, enabling them to make a charitable impact on the community. With assets of nearly $200 million in more than 950 charitable funds, the Community Foundation awarded grants and scholarships totaling $12.25 million dollars (FY 2011-2012) in the areas of arts, culture and humanities; education, civic engagement, health, human services, animal welfare and the environment. For more information, visit www.CFSarasota.org.

## SARASOTA COUNTY BAR ASSOCIATION

Sarasota County is located on Florida's Gulf Coast between Tampa and Ft. Myers, and includes the municipalities of Sarasota, Longboat Key, Venice, and North Port. Sarasota County is under the jurisdiction of Florida's Twelfth Judicial Circuit. The Sarasota County Bar Association is a voluntary not-for-profit association of attorneys with over 800 members. As a leader of the local legal community, the Sarasota County Bar Association advances professionalism, promotes practice development, encourages public service, fosters fellowship and supports access to legal services for all. It is dedicated to the promotion of diversity, inclusion, and equal opportunity in the field of law and for all members, and prospective members, without regard to race, color, age, religion, gender, ethnicity, origin, sexual orientation, physical disability or socioeconomic background. Further information may be obtained by visiting the Sarasota County Bar Association website at www.sarasotabar.com or emailing to scba@sarasotabar.com.

## SARASOTA COUNTY BAR ASSOCIATION
## RICHARD R. GARLAND DIVERSITY SCHOLARSHIP

The Sarasota County Bar Association Diversity Scholarship Fund is intended to provide an internship opportunity for first through third year law students of under-represented minority backgrounds (e.g. race, color, religion, national origin, ethnicity, age, gender, sexual orientation, physical disability, or socioeconomic background), who have an interest in practicing law in Sarasota County upon graduation, to obtain summer placement in private law firms and governmental agencies in Sarasota County. The Scholarship Application is open to those aforementioned law students enrolled in Florida law schools and those enrolled in out-of-state law schools, but who have or having had family, school, or community ties to Sarasota County; are interested in practicing law in Sarasota County.

The Diversity Scholarship aims to foster an employment and collegial relationship between the law student/s and the legal employer/s and consequently enhance the diversity of the Sarasota legal community. At the conclusion of the student's summer employment, the law school where the student matriculates will receive scholarship funds of up to $5,000.00 per student, to be used by the student for his/her law degree. The Diversity Intern also earns wages from the Employer.

The SCBA Diversity Committee assigns an attorney mentor to each Diversity Scholarship Intern. Along with the Internship Employer, the SCBA mentor coordinates the activities promoting the Diversity Scholarship Intern's professional development during the internship period. The Diversity Scholarship Intern and the Diversity Scholarship Employer will be welcomed and recognized, respectively, at a reception by the SCBA and representatives from the Community Foundation of Sarasota County.

Information regarding housing alternatives may be obtained from the SCBA Diversity Committee.

## DETERMINATION OF AWARDS

Students are selected for the scholarship in a three step competitive process: a) a panel of attorney members of the Sarasota County Bar Association Diversity Committee reviews and ranks the applications considering financial need and personal merit; b) participating legal employers conduct job interviews of the top ranked students to determine the most suitable for employment; c) the Community Foundation approves the students selected.

## DETERMINATION OF FINANCIAL NEED

A needs analysis is conducted considering the total cost of education, the expected parent and/or student contribution, and other grant and loan funds awarded to the student. Scholarship finalists may be contacted either by letter or telephone and asked to provide additional information to the Foundation on other grants or loans awarded by schools and other funding sources. This data will be used in determining the amount of certain awards. This information will be held in strictest confidence.

## NOTIFICATION AND PAYMENT OF AWARDS

All applicants are notified in writing whether or not they receive an award. Recipients will be notified by the Community Foundation in April 2013. Payments are mailed directly to the school's financial aid office prior to the beginning of each school year.

## APPLICATION PROCESS

To apply, students must submit the application form and enclose any additional required attachments. **Completed applications must be in the Community Foundation office by March 1, 2013.** Applications MAY NOT be faxed or e-mailed.

If first semester grades of a 1L applicant are not available by deadline March 1, 2013, the 1L applicant authorizes his/her law school to promptly release his/her transcript to the Community Foundation of Sarasota County as soon as grades are made available by the law school registrar.

# SARASOTA COUNTY BAR ASSOCIATION DIVERSITY SCHOLARSHIP APPLICATION DATA

## I. PRELIMINARY INFORMATION

**Name: Mr. Ms. Dr.** _____
(circle one) Last First Middle Initial

Male _____ Female _____

**Present Address:** _____
Street

_____ _____ _____
City State Zip Code

Dates to use present address: _____

**Permanent Address:** _____
Street

_____ _____ _____
City State Zip Code

Dates to use permanent address: _____

**Mailing Address (if different from above):** _____

_____ _____ _____
City State Zip Code

**Telephone:** **(_____)**_____ **(_____)**_____
Primary Secondary

**E-Mail Address(es):**_____

**Date of Birth:** _____ **Place of Birth:** _____
Month/Day/Year

**Citizenship:** _____ **United States** _____ **Permanent Resident**

If a permanent resident, how long have you lived in the United States? _____
Alien #: _____

The purpose of the Sarasota County Bar Association Diversity Scholarship Fund is to provide an opportunity for first through third year law students of underrepresented minority backgrounds (e.g. race, color, religion, national origin, ethnicity, age, gender, sexual orientation, physical disability, or socioeconomic background), who have an interest in practicing law in Sarasota County upon graduation, to obtain summer placement in private law firms and governmental agencies in Sarasota County, Florida, so that they and potential employers in the Sarasota County legal community may establish a connection. *Please indicate here any such groups in which you would include yourself:*

_____

## II. ESSAY – No more than 250 words.

Please write a brief essay, (less than 250 words) describing how your particular background would help the Sarasota County Bar Association in achieving its goal of making the local legal community more diverse as previously defined.

## III. EDUCATIONAL BACKGROUND

### Undergraduate and Graduate/Law Education

| **Undergraduate Institutions** | City and State | Degree | Date Degree Awarded or Expected | Major | GPA |
|---|---|---|---|---|---|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

| **Graduate/Law Institutions** | City and State | Degree | Date Degree Awarded or Expected | Major | GPA |
|---|---|---|---|---|---|
| | | | | | |
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**Score on LSAT:** _____

### Honors and Awards

Please list the honors and awards you have received during your graduate/law and undergraduate studies (academic and non-academic). Please use the space provided.

_____

_____

_____

_____

_____

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_____

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_____

## IV. EXTRACURRICULAR ACTIVITIES

Please detail extracurricular activities in which you have been significantly involved during the last 5 years, and describe your participation or offices held. If you do not have significant extracurricular activity, you may choose to attach an optional brief statement explaining why there is minimal extracurricular activity.

| Activity | Years Involved | Special Awards, Leadership Roles |
|---|---|---|
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## V. COMMUNITY SERVICE

Please detail community service activities in which you have participated.

| Activity | Years Involved | Special Awards, Leadership Roles |
|---|---|---|
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## VI. PERSONAL

Please answer the following:

_____ Yes _____ No Have you been placed on academic probation or been required to withdraw from any school for academic reasons?

_____ Yes _____ No Have you ever been the subject of any disciplinary action taken by any school or college, or are charges pending?

_____ Yes _____ No Has your undergraduate or graduate/law course been interrupted for one or more terms for any reason?

_____ Yes _____ No Have you ever been convicted of a felony or misdemeanor? Or is any charge pending against you for any crime other than a minor traffic violation?

_____ Yes _____ No Have you been separated from a branch of the armed forces of the United States under conditions other than honorable?

**If you answer "yes" to any of these questions, please explain fully in a separate statement.**

### Recommendation Letter

You must submit at least one, but no more than two, letters of recommendation from a law professor or prior legal employer with your application. Please provide the name and email addresses of the person(s) submitting recommendations on your behalf. Include each person's affiliation to you, e.g., "professor" or "employer":

1. _____

2. _____

**This application will not be considered unless this recommendation is attached.**

It is the applicant's responsibility to ask this reference to submit a short (one page only) letter giving his or her opinion of the applicant's character, strengths, weaknesses, abilities and other information that would help the Committee make its decision. The reference should state his or her relationship to the applicant. **Please submit your recommendation letter in a sealed envelope accompanying your application, both in one mailing.**

## VII. EMPLOYMENT

### Full-Time Employment

Please list your last five positions of full-time employment and military service, starting with most recent employment. (List employment during the school year below.)

| Date From | Date To | Position | Name and Location of Employer | Reason for Leaving |
|---|---|---|---|---|
| | | | | |
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### Part-Time and Term-Time Employment

Please list positions of employment you held as an undergraduate or graduate/law student during the academic year, starting with most recent employment.

| Date From | Date To | Position | Name and Location of Employer | Reason for Leaving |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

## VIII. FINANCIAL INFORMATION

Do you have legal dependents other than a spouse? _____ Yes _____ No

How many people live in your household? _____Adults _____Children

Are you the first person in your family to attend college? _____ Yes _____ No

Are you the first person in your immediate family to attend graduate/law school? _____ Yes _____ No

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What are your current, major sources of income?

_____Alimony/Child Support
_____Employment
_____Public Assistance
_____Self Employed
_____Social Security
_____Spouse - Partner
_____Unemployment
_____Other (please explain)

**Current employment**

| | Student | Spouse/partner |
|---|---|---|
| Weekly earnings: | $_____ | $_____ |
| 2012 income: | $_____ | $_____ |

| | Employer | Position | No. of Weeks Employed | Weekly Income |
|---|---|---|---|---|
| Summer 2012 | | | | |
| Academic Year 2012-2013 | | | | |

Please fill in income, expense and asset data for the year January 1, 2011 to December 31, 2011 and enclose a complete signed copy of your **most recently filed IRS TAX RETURN** (Form 1040). If you have not filed a tax return in the past three years, please so indicate and give your best current estimate of income, expense and assets for the last year.

1. Adjusted gross income..... $_____

   Earned income…… $_____

   Interest/dividend income…… $_____

2. Total U.S. income tax paid..... $_____

3. Income earned by others living in your household... $_____

4. Non-taxable income: Social Security Benefits, Child Support, Alimony, Welfare, other ..... $_____

## IX. Student's Asset Information

Please complete the following asset information for the student (and spouse, if applicable). Please refer to the section at the end titled "Special Circumstances" if you wish to provide additional information for any item.

Cash, savings, checking accounts: $_____

Home:

_____ Own Monthly mortgage payment: $_____

Current principal balance: $_____

_____ Rent Monthly rent payment: $_____

Other real estate (explain): $_____

Business (explain): $_____

Stocks, bonds and other investments (explain): $_____

Trust funds of which student/spouse is beneficiary: $_____

Retirement accounts: $_____

### Estimated Expenses

Please use school data or information from your financial aid package. Budget should be for one full year of expenses and resources). *THIS SECTION IS VERY IMPORTANT TO SHOW HOW YOU PLAN TO FINANCE YOUR EDUCATION.

BUDGET for the period from _____ to _____

| Estimated Annual Expenses | | Estimated Annual Resources | |
|---|---|---|---|
| Tuition & Fees (credit hour costs & fees) | $_____ | From family, friends | $_____ |
| Books & Supplies | $_____ | Student contribution | $_____ |
| Room & Board | $_____ | V.A. or S.S. Benefits | $_____ |
| Personal Expenses | $_____ | Loans | $_____ |
| Transportation | $_____ | Other Financial Aid (Work Study, etc.) | $_____ |
| Child Care | $_____ | Other Awards | $_____ |
| Other(list) | $_____ | Other Resources (list) | $_____ |
| **TOTAL BUDGET:** | **$**_____ | **TOTAL RESOURCES** | **$**_____ |

## X. Educational Loans and Financial Assistance

Please refer to the section at the end titled "Special Circumstances" if you wish to provide additional information for any item.

Scholarships/grants for 2012-2013 academic year:

Source: _____ Amount: $_____

Source: _____ Amount: $_____

Financial Assistance from third persons (explain):

Source: _____ Amount: $_____

Source: _____ Amount: $_____

Are you currently in default on a federal educational loan? ____ Yes (explain) ____ No

Please list your outstanding educational loans:

Lender:_____ Amount:$_____ Payments:_____

Lender:_____ Amount:$_____ Payments:_____

Lender:_____ Amount:$_____ Payments:_____

Lender:_____ Amount:$_____ Payments:_____

Lender:_____ Amount:$_____ Payments:_____

### Special Circumstances

Please explain any special circumstances affecting your financial situation that would be helpful to the Committee in assessing your financial need. *(Add a separate sheet if necessary.)*

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_____

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## XI. CERTIFICATION

_____ I am NOT a relative of any donors who have established a Community Foundation of Sarasota County scholarship fund.

_____ The information contained in this application is true and correct to the best of my knowledge and I will inform the Community Foundation of Sarasota County of any changes which might occur in this information. I understand that providing false, misleading or incomplete information will be the basis for denial or revocation of scholarship funds.

_____ By signing this application I authorize the Community Foundation to verify any information provided herein and I authorize the Community Foundation of Sarasota County to contact present and former employers and references for information pertaining to this application. I hereby agree to provide proof of the information that I have given on this application form, including a copy of my and my parents' U.S. income tax returns. I understand that failure to provide such proof may result in denial of scholarship funds.

**Applicant's Signature**_____ **Date** _____

## RELEASE FORM

**Sarasota County Bar Association Diversity Scholarship**

This is to confirm that the undersigned has applied for a scholarship grant from the Sarasota County Bar Association Diversity Scholarship Program.

As consideration for such grant and for the opportunity to participate in the Sarasota County Bar Association Diversity Scholarship Program, you hereby grant to the Community Foundation of Sarasota County and the Sarasota County Bar Association the right to use in all media, your name and voice, and, if we so choose, your photograph, biography and excerpts from your scholarship application (excluding personal financial information), in connection with the Sarasota County Bar Association Diversity Scholarship, publicity about the program, newsletters, brochures and other materials.

If the foregoing terms are satisfactory, please sign and date this agreement below and return it with your application. Execution of this Agreement does not obligate the Sarasota County Bar Association or the Community Foundation of Sarasota County to select you as a scholarship recipient, nor to publish your information or other materials.

I hereby consent to the use of information about myself and my application, as stated and described herein, and agree with the provisions of this release form:

Signature: _____ Date:_____

Name: (typed or printed) _____

Permanent Address: _____

## ADDENDUM

If first semester grades of a 1L applicant are not available by deadline March 1, 2013, the 1L applicant authorizes his/her law school to promptly release his/her transcript to the Community Foundation of Sarasota County as soon as grades are made available by the law school registrar.

**Applicant's Signature**_____ **Date** _____

## CHECKLIST FOR COMPLETE APPLICATION

***(Please make sure you have completed the following:)***

_____ **Attached an essay of no more than 250 words.**

_____ **Completed all pertinent areas of this application.**

_____ **Signed the certification (IX).**

_____ **Supplied recommendation letter.**

_____ **Enclosed Law School transcript.**

_____ **Enclosed most recent IRS TAX RETURN, if applicable.**

_____ ***In the Community Foundation office* by the March 1, 2013 deadline.**
**(Faxed applications will not be accepted.)**

**Please return completed application to:**
**Community Foundation of Sarasota County**
**P.O. Box 49587**
**Sarasota, FL 34230-6587**

**Applications must be returned to the Community Foundation office by March 1, 2013**

**For further information please contact:**

**Earl Young, Grants & Scholarship Coordinator**
**Community Foundation of Sarasota County, Inc.**
**(941) 556-7150**

**eyoung@cfsarasota.org**
**www.cfsarasota.org**

**Please return completed applications to:**

**Mailing Address: P.O. Box 49587, Sarasota, FL 34230-6587**
**Physical Address: 2635 Fruitville Road, Sarasota FL, 34230**

**Please be careful to apply the CORRECT POSTAGE.**
**Failure to do so will result in your application being returned.**
**THANK YOU.**

**For information regarding the Sarasota County Bar Association:**
**www.sarasotabar.com**
**scba@sarasotabar.com**