



# Palm Beach County Chapter

## Officers 2018-2019

### President

Kimberly Ayers  
Lewis, Longman & Walker, P.A.  
561.640.0820  
[kayers@flw-law.com](mailto:kayers@flw-law.com)

### Vice President

Dina Lotz  
LaBovick, LaBovick & Diaz  
561.625.8400  
[dlotz@labovick.com](mailto:dlotz@labovick.com)

### Treasurer

Sarah Steele  
SSteele@MurphyReid.com  
561.355.8800  
[SSteele@MurphyReid.com](mailto:SSteele@MurphyReid.com)

### Secretary

Cheryl Sollenberger, CLM  
Jones, Foster, Johnston & Stubbs, P.A.  
561.659.3000  
[csollenberger@jonesfoster.com](mailto:csollenberger@jonesfoster.com)

### Past Presidents

Laura York (2017)  
Michele M. Parcels (2016)  
Susan Goldstein (2015)  
Sue Recchia (2014)  
Debbie Giordano (2013)  
Gloria E. Hernandez, CLM (2012)  
Dawn Tasca (2011)  
Jim Menendez, CLM (2010)  
Mary C. Aguiar (2009)  
Jamie Stanton (2008)  
David True, CLM (2007)  
Joyce Johnston (2006)  
Audrey L. Yeager (2005)  
Susan L. Jennings (2004)  
Sandra R. Gronek (2003)  
Georgiana McCall (2002)  
Lynne H. Duckett (2001)  
Pattie Lou McElvy (2000)  
Martha Kresen (1999)  
Steven E. Kelly (1998)  
Regina C. Nelson (1997)  
Joy R. Wilson (1996)  
Patricia J. McNamara (1995)  
(1953 - 1997)  
Mary L. Dawson (1994)  
Joan K. Bond (1993)  
Robert F. Schweda (1992)  
Donald L. Magruder (1991)  
Robert D. Keyser (1990)  
Elizabeth A. Summers (1989)  
Michael I. Danchuk (1988)  
Carolyn R. Shafer (1987)  
Edmond M. Feeks (1986)

March 20, 2019

Dear Legal Administrator:

It's time to kick off the 2019 Palm Beach County Chapter Annual Tisha J. McNamara Scholarship program.

The Education Committee, composed of Lori DeMayo of Rosenthal Levy, Michele Parcels of Nason Yeager and myself, will be working hard to make certain the best candidates are selected to receive this year's scholarships. After the selection is made in May, the awards will be presented at the Annual Scholarship Award Luncheon in June.

Please help us inform your office by posting the enclosed flyer in a conspicuous place, and notify everyone via memo, e-mail or your firm newsletter. We ask that you provide the Application and explanatory materials to all interested parties within five days of their request. A copy of the Application and explanatory materials are attached for reproduction. A copy will also be on our new Chapter Website. The success of the program depends on your involvement.

Thank you for your assistance in helping us promote our Chapter's 2019 Scholarship Program. Please give me a call if you have any questions.

Sincerely,

*Debbie*

Debbie Giordano

Education Committee Chair

Attachments

**NOTICE: A \$1,000 Scholarship is available to the employees of this Firm and to their dependents who meet the eligibility requirements outlined below. Please take a minute to read about this award - you or your dependent could be this year's scholarship winner.**

---

**PALM BEACH COUNTY CHAPTER OF LEGAL ADMINISTRATORS**

**TISHA J. MCNAMARA ANNUAL  
\$1,000 SCHOLARSHIP AWARD**

The Palm Beach County Association of Legal Administrators proudly announces its 2019 Scholarship Program for employees, or dependents of employees, of law firms in the Palm Beach County Chapter. The following describes the program in terms of:

- I. Eligibility*
- II. Procedure*
- m. Screening and Judging*
- IV. Method of Payment*

**I. ELIGIBILITY**

The Palm Beach County Association of Legal Administrators will award a scholarship for post-high school education at an accredited institution with a program that can lead to a four-year degree. The Applicant, at the time of making application, must be an on-going full or part-time employee or the dependent of an on-going full or part-time employee of a law firm or branch in Palm Beach County that has a representative in good standing in the Palm Beach County Association of Legal Administrators. The Applicant must be at least a high school graduate or be expected to graduate at the end of the semester in which the application is made. The Applicant must have applied to and be accepted by or enrolled in an accredited Community College, College or University as a full-time student carrying at least 12 credits per term. Applicants will be judged on academic achievement, community involvement, a personal interview, financial need, and other factors such as written application and supporting documentation. Interviews will be held for finalists only. Previous winners of this scholarship are not eligible for consideration until after one year has lapsed since winning the scholarship.

## II. PROCEDURE

1. Applications must be requested by calling the Legal Administrator in the office in which you work, or in which your family member works.
2. Applications will be sent within 5 working days of receipt of request.
3. The original application, with attachments, must be completed in full, and returned by April 19, 2019 to:

Email to: [dag@mccarthysummers.com](mailto:dag@mccarthysummers.com)

or mail to:

Debbie Giordano

McCarthy, Summers, et al.

2400 SE Federal Hwy., Suite 400

Stuart, FL 34994

4. One copy of the Applicant's **most recent transcript must accompany the application.**
5. One copy of the Applicant's ACT and SAT scores must accompany the application (if either score is not available, please explain.)
6. Judging and interviews for finalists will take place in late April, early May. The winner will be notified by the Committee Chair.

## III. SCREENING AND JUDGING

The Education Committee of the Association of Legal Administrators will screen all applications and from these select a maximum of seven finalists. These finalists will be ranked by each reviewer from 1 to 7. At the conclusion of this process, the top 5 Applicants will be notified of the interview time and place.

## IV. METHOD OF PAYMENT

A \$1,000 scholarship check will be issued by the Treasurer of the Palm Beach County Association of Legal Administrators upon receipt of a copy of the tuition and fees bill or room and board bill for the fall semester. This billing should indicate full-time student status and the institution they are attending. The check will be made payable to the Scholarship Recipient as reimbursement toward the term bill.

**Palm Beach County Association of Legal Administrators  
Tisha J. McNamara Annual \$1,000 Scholarship Award  
Year 2019 Application**

**APPLICANT DATA**

Mr.

Ms.

NAME

(Last)

(First)

(Initial)

PERMANENT  
ADDRESS

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SOCIAL

SECURITY #(last 4 digits)

DATE OF

BIRTH

TELEPHONE #

WORK

TELEPHONE #

HOME

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If Applicant is a **DEPENDENT** of an employee of an ALA law firm; name of law firm, name of firm's Legal Administrator, firm address, and firm telephone and facsimile numbers:

Law Firm:

\_\_\_\_\_

Legal

Administrator:

\_\_\_\_\_

Address:

\_\_\_\_\_

Telephone #:

\_\_\_\_\_

\_\_\_\_\_

Facsimile #:

\_\_\_\_\_

If Applicant is an **EMPLOYEE** of an ALA law firm; name of law firm, name of firm's Legal Administrator, firm address, and firm telephone and facsimile numbers:

Law Firm:

\_\_\_\_\_

Legal

Administrator:

\_\_\_\_\_

Address:

\_\_\_\_\_

Telephone #:

\_\_\_\_\_

\_\_\_\_\_

Facsimile #:

\_\_\_\_\_

**Palm Beach County Association of Legal Administrators  
Tisha J. McNamara Annual \$1,000 Scholarship Award  
Year 2019 Application**

**SCHOOL DATA**

Current School Attending: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Anticipated Graduation Date: \_\_\_\_\_

ACT Score: \_\_\_\_\_ (Attach copy or explain why copy is not available)

SAT Score: \_\_\_\_\_ (Attach copy or explain why copy is not available)

Explanation: \_\_\_\_\_

Name and address of post-secondary school(s) for which applicant's scholarship is requested:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> 4 Yr. College/University                    | <input type="checkbox"/> 4 Yr. College/University                    | <input type="checkbox"/> 4 Yr. College/University                    |
| <input type="checkbox"/> Community College                           | <input type="checkbox"/> Community College                           | <input type="checkbox"/> Community College                           |
| <input type="checkbox"/> Other _____                                 | <input type="checkbox"/> Other _____                                 | <input type="checkbox"/> Other _____                                 |
| <input type="checkbox"/> Yes <input type="checkbox"/> No Accredited? | <input type="checkbox"/> Yes <input type="checkbox"/> No Accredited? | <input type="checkbox"/> Yes <input type="checkbox"/> No Accredited? |
| <input type="checkbox"/> On Campus                                   | <input type="checkbox"/> On Campus                                   | <input type="checkbox"/> On Campus                                   |
| <input type="checkbox"/> Off Campus                                  | <input type="checkbox"/> Off Campus                                  | <input type="checkbox"/> Off Campus                                  |
| <input type="checkbox"/> Will Commute                                | <input type="checkbox"/> Will Commute                                | <input type="checkbox"/> Will Commute                                |

Anticipated date of graduation from post-secondary program: \_\_\_\_\_

Major field of study applicant plans to pursue:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Palm Beach County Association of Legal Administrators  
Tisha J. McNamara Annual \$1,000 Scholarship Award  
Year 2019 Application**

**PERSONAL DATA**

Make a statement of your plans as they relate to your educational and career objectives and future goals:

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

**Palm Beach County Association of Legal Administrators  
Tisha J. McNamara Annual \$1,000 Scholarship Award  
Year 2019 Application**

State why you believe the Association of Legal Administrators should award you this scholarship. Please include any unusual family or personal circumstances you feel warrant attention for purposes of awarding this scholarship:

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

**Palm Beach County Association of Legal Administrators  
Tisha J. McNamara Annual \$1,000 Scholarship Award  
Year 2019 Application**

**WORK EXPERIENCE**

Describe your work experience during the past four years. Indicate dates of employment in each job and approximate number of hours worked each week.

<b>POSITION</b>	<b>DATE FROM</b>	<b>DATE TO</b>	<b>TOTAL MONTHS WORKED</b>	<b>HOURS PER WEEK</b>

**SCHOOL/COMMUNITY ACTIVITIES**

List all school activities in which you have participated during the past four years (i.e. student government, music, sports, etc.).

List all community activities in which you have participated without pay during the past four years (i.e. Red Cross, church work, volunteer work). Indicate all special awards or honors (use additional paper if necessary).

<b>Activity</b>	<b>Number of Years</b>	<b>Special Awards/Honors</b>



**Palm Beach County Association of Legal Administrators  
Tisha J. McNamara Annual \$1,000 Scholarship Award  
Year 2019 Application**

**OTHER AWARDS**

Please list below the name and amount of any grants or scholarships that you have been awarded or which are pending for the coming school year, including Pathfinder Awards nomination.

Name of Award	Dollar Amount	Granted	Pending

(Attach copy of most recent school transcript, ACT and SAT scores. Applications will NOT be considered without a transcript or the test scores.)

.....

**I HEREBY STATE THAT THE INFORMATION GIVEN BY ME HEREIN IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. I AGREE THAT INFORMATION SUBMITTED MAY BE USED FOR PUBLICATION AND I ACCEPT THE DECISION OF THE JUDGES AS FINAL FOR THE SCHOLARSHIP AWARDS.**

**SIGNATURE OF APPLICANT/NOMINEE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_