

## **NFPA Awards and Scholarships Nominations Process 2022 Awards Year**

The NFPA Annual Awards and Scholarships recognize excellence in individual paralegals and paralegal associations; demonstrate to the community the strengths and commitment of professional paralegals; and confirm NFPA's position as *The Leader of the Paralegal Profession*<sup>®</sup>.

These awards include the following categories:

- NFPA Individual Pro Bono
- NFPA Member Association Pro Bono
- Certification Ambassador
- William R. Robie Leadership
- Outstanding Local Leader
- Paralegal of the Year
- Justice Champion Award

**NFPA Board Members are ineligible for the awards listed above while serving on the Board.**

NFPA also awards a PACE and/or PCCE Scholarship and further recognizes excellence in paralegal students by the presentation of Student Scholarships.

### **General Award Nominations Procedures**

The following procedures apply to all nominations for all awards and scholarships. Award nominations and scholarship applications must be submitted via the online form and include all requested documentation. The nominating person or association is responsible for confirming the nominee meets the eligibility requirements for the award, including membership in good standing, if applicable.

**All individual awards** require three (3) letters of recommendation, in addition to the original nominator. One of the three recommendation letters must be from a NFPA member and that specific recommendation letter must indicate the author's local association affiliation. Headquarters will confirm the membership status of the author of the NFPA recommendation letter. All recommendation letters must be on letterhead indicating name, title, address, phone number, and email of the author.

Any nominator and/or author of a recommendation letter may be contacted for verification of details provided for the nominee.

All nominations and applications must be submitted using the online form by July 1, 2022. No applications will be accepted via fax, email, or U.S. Mail. Submissions will be confirmed by an auto-generated email confirmation to the nominator. All submissions will be reviewed "as is" with no opportunity to supplement after the submission deadline.

All award recipients receive formal recognition at the NFPA awards luncheon on Saturday of the Annual Convention, on NFPA's website, in the Reporter, and in press releases. Registration fees for the Policy Meeting and Saturday lunch for each recipient shall be reimbursed after Convention (if the recipient is not a Delegate for a local Association).

## ASSOCIATION PRO BONO AWARD

**Purpose:** Recognizes NFPA member association that has exhibited outstanding dedication and service in the area of *Pro Bono* services.

**Nomination Process:** Anyone may nominate a NFPA member association for this award. The submission can also be self-nominating. The nomination letter of no more than two pages should outline the specific Pro Bono Program ("Program") to be considered and shall include, but not be limited to:

- Name and address of the Association
- Name, address and telephone number of the nominated Association's Pro Bono Coordinator or other designated representative
- A description of the target sector of the community for which the Program was developed (e.g. low-income families, children, indigent, battered women, elderly)
- Requirements used to determine if an individual is eligible to participate in the Program
- Name and contact information of the individual or group who developed the Program
- Type of service(s) provided by the Program
- Name and contact information of the supervising attorney for the Program
- The goals of the Program
- Timeline for the Program; (when it was started, or will start, anticipated completion date or if it is an ongoing program).

**Eligibility/Criteria for Selection:** This award is open to all NFPA member associations in good standing. The determination of the award recipient will be at the sole discretion of the Judges. The general criteria includes, but is not limited to:

- The Program must be designed to target a portion of the community which cannot otherwise afford to seek legal assistance.
- Each paralegal participating in the Program shall comply with the ethical standards of NFPA and the local Association.
- At no time will the Judges consider the number of hours contributed by the Association's members, nor the number of people assisted in the program.

**Award Presentation:** Pending award sponsorship, a \$500 donation may be made to support the winning Association's pro bono program. The winning Association will receive a plaque to commemorate the award.

## INDIVIDUAL PRO BONO AWARD

**Purpose:** Recognizes an individual practicing paralegal who has exhibited extraordinary dedication to the delivery of quality legal services to a portion of the population that cannot afford to pay for legal services.

**Nomination Process:** Any individual or Association may nominate a practicing paralegal for this award. Self-nomination for this award is not accepted. The nomination shall be submitted as a letter of nomination of no more than two pages and shall include, but not be limited to:

- Name and contact information of practicing paralegal being nominated
- Name and contact information of the nominating individual or contact information for the nominating individual or Association
- A detailed synopsis, including, but not limited to, a clear identification of the services and accomplishments of the nominee in the area of *Pro Bono* services.
- Three (3) letters of recommendation, in addition to the nominator's statement, from individuals who can attest to the qualifications of the nominee.

**Eligibility/Criteria for Selection:** This award is open to all practicing paralegals. The nominee need not be a member of NFPA or a NFPA member association. The determination of the award recipient will be at the sole discretion of the Judges. The general criteria includes, but is not limited to:

- The nominee must have offered *Pro Bono* services designed to target that portion of the population which cannot otherwise afford legal assistance.
- The nominee must have contributed to the delivery of quality legal services directed to members of the community who are unable to pay reasonable or customary legal fees.
- Did the nominee further enhance the delivery of such legal services?
- Did the nominee exhibit a true dedication to the delivery of quality legal services?
- At no time will the Judges consider the number of hours contributed by the nominee, nor the number of people assisted in the program, but rather the dedication and motivation of the individual paralegal who has most enhanced the delivery of quality legal services to that portion of the population which cannot otherwise afford legal services.
- Greater weight shall be given to those nominees who provide *Pro Bono* services outside of or in addition to their normal course of employment.

**Award Presentation:** The award includes a commemorative plaque and, pending award's sponsorship, may include a \$1,000 donation to the pro bono project of the recipient's choice.

## NFPA OUTSTANDING LOCAL LEADER AWARD

**Purpose:** This award recognizes an individual NFPA member for outstanding leadership contributions to his/her local Association.

**Nomination Process:** NFPA member Associations or a member of a NFPA member Association may nominate an individual NFPA member for this award. Self-nomination for this award is not accepted.

- Nominations must include a statement detailing how the nominee meets the criteria for eligibility. The nomination may also contain the following:
  - a. clippings from newspapers, professional publications, etc.; and/or
  - b. photograph of nominee; and/or
  - c. resume or curriculum vitae of the nominee.
- Three (3) letters of recommendation, in addition to the nominator's statement, from individuals who can attest to the qualifications of the nominee.

**Eligibility/Criteria for Selection:** Nominees for this award must be a member of a NFPA member Association and must be nominated by a member Association or individual Member of the same association. The nominee will have demonstrated influential behavior in the paralegal profession; promoted interest and active participation in the activities of his/her local Association; motivated others to work toward establishing and carrying out professional goals; and will have been recognized by the legal community as a committed professional dedicated to the advancement of the legal profession.

**Award Presentation:** The award is a commemorative plaque.

## NFPA PARALEGAL OF THE YEAR AWARD

**Purpose:** This award recognizes an individual NFPA member whose on-the-job achievements have contributed to expansion of the paralegal profession, including contributions to his/her employer, colleagues and the paralegal profession in general.

**Nomination Process:** Anyone may nominate a member of a NFPA member Association or an individual sustaining member of NFPA for this award. Nominations for this award must include no more than a two page description of how the nominee has taken the initiative beyond typical job duties to contribute to expansion of the paralegal profession, including how an expanded role has served the paralegal's employer and/or others for whom the paralegal performed additional duties, cost savings, added efficiency, added professionalism, increased visibility, or other factors that have been a positive result of the paralegal's initiative and how his/her efforts have been recognized and appreciated by the individuals who the paralegal performs paralegal duties for. Self-nomination for this award is not accepted.

**Eligibility/Criteria for Selection:** Nominees for this award must be members of a NFPA member association or an individual sustaining member of NFPA. Paralegals working as traditional or non-traditional paralegals are eligible to receive this award. If the nominee is a freelance or independent paralegal (within the scope of the authorized practice of law), the nominating individual may be a client.

Three (3) letters of recommendation, in addition to the nominator's statement, from individuals who can attest to the qualifications of the nominee.

Judges for this award will consider the nomination with particular attention to the initiative taken by the nominee, overall contributions to the legal team with which the nominee works, the framework within which the nominee functions on the job and how the nominee has changed that framework, and the effects the initiative has had on the nominee's career, the environment in which the nominee works, and other paralegals in the organization. The award recipient will be chosen on the basis of her or his impact on expanding the paralegal profession and contributions to the nominee's employer, colleagues, and the paralegal profession in general.

**Award Presentation:** The award is a commemorative plaque.

## WILLIAM R. ROBIE LEADERSHIP AWARD

**Purpose:** This award recognizes a NFPA member in honor of the Honorable William R. Robie and his dedication to the paralegal profession, the expansion of the delivery of legal services and equal access to justice for all Americans.

**Nomination Process:** Any NFPA member Association may nominate a voting, student or affiliate member of a NFPA member Association for the Robie Award. The Nomination shall be accompanied by three (3) letters of recommendation, one of which shall be from the nominating Association's President, and the remaining two may be from other individuals who can attest to the nominee's qualifications. Self-nomination for this award is not accepted. Letters of recommendation should contain the following information:

- Information that confirms the nominee is a voting, student or affiliate member of a NFPA member Association in good standing.
- A description of the following qualities:
  - Dedication to the paralegal profession
  - Service to the legal community
  - Leadership
  - Participation in the NFPA member Association work
  - Positive attitude toward paralegal education either by service on an Advisory Board, as an instructor in a paralegal program, or as a speaker in a continuing legal education presentation; and
  - Has created a lasting legacy to the paralegal profession through some distinct contribution(s).

Supporting documents shall be provided (e.g. newspaper articles, CLE programs).

**Eligibility/Criteria for Selection:** Any NFPA member Association may nominate a NFPA member for the award. The nominee need not be a member of the nominating Association but must be a member of a NFPA Association. Currently serving NFPA Board Members, including the NFPA Board Advisor, are not eligible for this award. Nominees cannot be a vendor, full-time legal educator, lawyer or sustaining member of NFPA.

The award recipient will have demonstrated: dedication to the paralegal profession; service to the legal community; leadership; participation in Association work; a positive attitude toward paralegal education either by service on an advisory board, as a part-time instructor in a paralegal program, or as a speaker in a continuing legal education program; and, have made a lasting legacy to the paralegal profession through some distinct contribution(s).

Judges, at their sole discretion, will determine the award recipient based on the criteria set forth in the nominations procedure.

**Award Presentation:** The award is a commemorative plaque.

## PARALEGAL CERTIFICATION AMBASSADOR AWARD

**Purpose:** The award recognizes outstanding achievement in promoting NFPA's paralegal certification exams.

**Nomination Process:** Any NFPA member may nominate its Paralegal Certification Ambassador for the award by submitting a letter of nomination, providing evidence of all the marketing efforts made by the Ambassador and/or the Association in the previous year. The nomination must be specific as to dates with respect to accomplishments, projects or any other information submitted. It should answer the questions posted in the Eligibility/Criteria for Selection section below. Self-nomination for this award is not accepted.

**Eligibility/Criteria for Selection:** This award is presented to a Paralegal Certification Ambassador of an NFPA member Association.

The criteria are based on the previous calendar. Activities, projects and/or accomplishments, whether started and/or finished in said time frame, will be considered. Consideration is given for:

### **20%: Utilization of the Paralegal Certification Ambassador Program**

Considerations:

- Has the Association appointed a Paralegal Certification Ambassador?
- Has the Association sent its Ambassador or other representative to the NFPA Paralegal Certification Ambassadors' Conference?
- How effective has the Ambassador been?
- Any other evidence presented by the nominator.

### **20%: Assisting members by helping them prepare to take PACE or PCCE**

Considerations:

- Has the Association formed and mentored study groups?
- What is the percentage of members who have participated in study groups?
- Has the Association sponsored any PACE or PCCE Overview Seminars or other seminars geared toward helping their members prepare for either exam?
- Has the Association encouraged participation in the PACE or PCCE Review Course or overview seminars?
- Any other evidence presented by the nominator.

### **20%: Participation by individual members in PCCE and PACE**

Considerations:

- What percentage of the Association's members have taken either the PCCE or the PACE exam and what percentage took their exam during the previous calendar year?
- What percentage of local Association's board members have taken either exam?
- Any other evidence presented by the nominator.

### **20%: Marketing the PACE and the PCCE exams within the Association**

Considerations:

- Has the Association provided its members with exam information?
- Has the Association marketed the PCCE and PACE Review Course, study groups, overview seminars and other preparatory materials?
- Has the Association printed articles in its newsletter promoting NFPA's paralegal certification exams?
- Has the Association visited schools to promote NFPA's paralegal certification exams?

- Has the Association solicited vendors to sponsor an exam scholarship?
- Any other evidence presented by the nominator

**20%: Marketing the PCCE and PACE exams to other members of the legal community**

Considerations:

- Has the Association made exam presentations to employers or assisted paralegals in such presentations?
- Has the Association submitted articles regarding the NFPA certification exams to bar association(s)?
- Has the Association met with the bar association(s) to promote NFPA's certification exams?
- Has the Association educated and promoted the NFPA certification exams to the judiciary?
- Any other evidence presented by the nominator.

**Award Presentation:** The award is a commemorative plaque for the winning Certification Ambassador.

## JUSTICE CHAMPION AWARD CRITERIA

**Purpose:** This award recognizes a practicing paralegal whose conduct, actions and activities demonstrate extraordinary dedication to diversity and inclusion as defined in NFPA's Position Statement on Diversity.

**Nomination Process:** Any individual or association may nominate a practicing paralegal for this award. Submissions can also be self-nominating. All nominees must be practicing paralegals at the time of nomination and selection. Nominations shall be submitted via the online nominations platform and include, but not be limited to:

- Name and contact information of the practicing paralegal being nominated.
- Name and contact information of the nominating individual or nominating association (if applicable).
- A comprehensive summary including clear identification and documentation of the activities and accomplishments of the nominee in furtherance and support of the causes of civil, equal and human rights, diversity and inclusion.
- Three (3) letters of recommendation from current or past employers, professional colleagues or instructors attesting to the nominee's demonstrated work ethic and professionalism.
- Posthumous nominations may be considered.

The nomination may also be accompanied by the following:

- a. Articles from newspapers, professional publications, etc.;
- b. Photograph of the nominee;
- c. Resume or curriculum vitae of the nominee.

**Eligibility/Criteria for Selection:** This award is open to all practicing paralegals. The nominee need not be a member of NFPA or a NFPA member association. The determination of the award recipient will be at the sole discretion of the Judges. The general criteria includes, but is not limited to:

- The nominee must have a confirmable paralegal educational background such as a paralegal degree (associate, bachelor, master), a certificate from an ABA-approved or other recognized paralegal program, or a paralegal certification from a nationally recognized paralegal program.
- The nominee must exhibit consistent encouragement and understanding between persons of different races, genders, age groups, ethnicities, religious origins, national origins, indigenous heritages, socio-economic statuses, disabilities, and sexual orientations and identities.
- The nominee must demonstrate outstanding efforts to promote bias and discrimination free environments where all are valued, respected and have the same opportunities.
- The nominee must enhance inclusion through positive communication between diverse populations and promote healing between those in conflict.
- The nominee must establish extraordinary achievement or long-term commitment to diversity and inclusion.
- The nominee must validate genuine dedication to the advancement of civil and equal rights, civil liberties, and domestic and/or international human rights.
- The Judges will consider the dedication and motivation of the individual paralegal who has demonstrated a quantifiable and outstanding commitment to diversity and inclusion.
- Greater weight will be given to those nominees who demonstrate a commitment to diversity and inclusion over and above actions taken through the nominee's course of employment.
- The Judges will consider nominees' actions and activities in the following areas:
  - Extraordinary steps taken to promote diversity and inclusion.
  - Mentoring diverse populations.

- Encouraging inclusion in the paralegal profession of underrepresented populations.
- Participating in speaking engagements to champion diversity and inclusion and taking proactive steps to encourage diversity and inclusion.
- Writing articles or books promoting diversity and inclusion.
- Ensuring the voices of paralegals from diverse backgrounds are heard and included in NFPA's leadership.
- Working on pro bono matters that have a significant impact on diversity and inclusion objectives.
- Espousing initiatives to ensure policies are established in the nominee's local association or legal community to promote diversity and inclusion.

**In Memoriam:** This award was established in memory of Heather Heyer, a paralegal who “was a very strong woman,” said Alfred A. Wilson, manager of the bankruptcy division at the Miller Law Group in Charlottesville, Virginia where she worked as a paralegal. She stood up against “any type of discrimination,” he said. “That’s just how she’s always been.” Friends described Heather as a passionate advocate for the disenfranchised who was often moved to tears by the world’s injustices. That sense of conviction led her to join demonstrators protesting against a rally of white nationalists in Charlottesville on August 12, 2017, where she lost her life in the fight for justice.

**Award Presentation:** The award includes a crystal award or commemorative plaque incorporating purple, Heather's favorite color. If a sponsor is secured or at the Board’s discretion, and with the approval of the selected recipient, the award may also fund up to a \$1,000 donation in the recipient's name to the Heather Heyer Foundation or to a charitable nonprofit of the recipient’s choosing for Diversity and Inclusion initiatives.

NFPA general award nomination procedures will apply to this award.

## CERTIFICATION SCHOLARSHIP(S)

**Background:** NFPA and a selected sponsor (or sponsors) (“Sponsor(s)”) may award one PACE and/or PCCE scholarship each year, provided that sponsorship is obtained to cover the costs of the scholarship.

**Applications:** *(Note: At this time, there is no sponsor for the Certification Scholarships. Applications will be accepted with the reservation that sponsorship must be obtained to award the scholarships).*

- a. All applications must include:
  - i. A complete Application for PACE/PCCE Scholarship, with all required questions answered and information provided.
  - ii. An essay of 4 pages or less on a topic to be determined by the Vice President and Director of Paralegal Certification. Essays must be double spaced, typewritten, and provided in no less than a 12-point font. Margins must be 1 inch on all sides. Each page of the essay must include a header with the applicant’s name. Each page must be numbered as page \_ of \_\_.
  - iii. Affirmative acknowledgment and agreement by the applicant attesting that they meet the eligibility requirements for the specific exam scholarship they are applying for; and that they agree to take the exam within six (6) months of receipt of the scholarship, complying with the payment and reimbursement policies outlined below.
- b. No application will be considered without all components included.

**Basic Eligibility Requirements:** The criteria listed below may be utilized in selecting scholarship recipients:

- a. Must meet PACE/PCCE eligibility requirements.
- b. Must agree to take PACE/PCCE within six (6) months of the scholarship award.
- c. Prior unsuccessful attempts to take PACE/PCCE will not cause the applicant to become ineligible for the scholarship award.

**PACE Award Criteria:** The Judges will review applications based on the following criteria and weightings which were determined by the NFPA Board of Directors:

- a. Application – 5%
- b. Essay – 40%
- c. Years of paralegal experience – 15%
- d. Efforts to further the paralegal profession in the community. (This may be through pro bono work, serving on committees, local association boards, bar association committees, etc.) – 20%
- e. Leadership in place of employment and within local association and/or in the community - 15%
- f. Miscellaneous other criteria (might include financial need, whether the applicant’s employer will reimburse for costs associated with PACE/PCCE) –5%

**PCCE Award Criteria:** The Judges will review applications based on the following criteria and weightings which were determined by the NFPA Board of Directors:

- a. Application – 25%
- b. Education or experience performance – 10%
- c. Essay – 50%
- d. Miscellaneous other criteria (might include financial need, whether the applicant's employer will reimburse for costs associated with PACE/PCCE) –15%

At the direction and under the name of the Vice President and Director of Paralegal Certification, Headquarters will send letters to applicants who did not receive the scholarship.

**Disqualification:** Applicants may be disqualified for any one of the following reasons:

- a. Conviction of a felony or comparable crime as defined by an individual state that does not have felony designations.
- b. Currently under the suspension, termination, or revocation of a certificate, registration of a certificate, registration or license to practice by a professional organization, court, disciplinary board or agency in any jurisdiction.
- c. Falsification or misstatements on any part of the PACE Scholarship Application or plagiarism of any part of the essay.
- d. Failure to meet the PACE eligibility criteria or dishonesty in the affidavit accompanying the application.
- e. Failure to comply with the instructions or guidelines for completing the scholarship application.

**NOTE: Applicants will not be disqualified for prior unsuccessful attempts to take PACE/PCCE.**

**Default:**

- a. In the event that the scholarship recipient does not meet PACE/PCCE eligibility criteria, the scholarship shall be forfeited.
- b. If the scholarship recipient is unable to use the scholarship, they must notify the Vice President and Director of Paralegal Certification immediately but no less than 30 days before the deadline to use the scholarship. In the case of default by the original scholarship recipient, the applicant with the next highest score from the Judges shall receive all previously unused benefits of the scholarship, if one exists.
- c. In the event that a PACE/PCCE Scholarship recipient does not either (a) use the scholarship in the six months from being awarded the scholarship for any reason, or (b) fails to notify the Vice President and Director of Paralegal Certification of the inability to use the scholarship at least 30 days before the deadline to use the scholarship, that person shall be ineligible to reapply for the scholarship.
- d. Should the Scholarship Committee determine that no eligible candidates meet the requirements to award the scholarship(s) for a given year; the Committee will notify the VPDP, who will determine the appropriate disposition of the sponsorship funds.

**Award:** Provided that sponsorship is obtained, NFPA will award one (1) PACE and/or one (1) PCCE Scholarship which will include the following:

- a. The PACE or PCCE Exam fee, the PACE or PCCE Study Manual; access to one attempt on NFPA's online practice exam (currently only offered for PACE) or a \$50 credit towards NFPA webinars; and enrollment in the online review course of the sponsor's choosing. \*Note - scholarship recipients may not receive any scholarship funds as a reimbursement for PACE/PCCE expenses incurred prior to the scholarship award date or in violation of these procedures.

- b. A copy of the winning essay(s) will be provided to the Sponsor(s) of the scholarship. The essay(s) will be reprinted in the National Paralegal Reporter, when space can be allocated. The winning essay(s) shall become the property of NFPA and the recipient(s) shall surrender any claim to the ownership of said essay upon acceptance of the scholarship. The recipient's name will be announced in the National Paralegal Reporter and the News You Can Use publications, press release(s) and other marketing materials as determined and created by NFPA for the purposes of promoting the scholarship and NFPA's certification programs.
- c. The recipient(s) will receive a certificate provided by NFPA.
- d. The PACE/PCCE Review Manual shall be shipped to the recipient within 30 days of the award. \*Note, if the recipient is determined ineligible or is unable to use the remainder of the scholarship benefits (sit for the exam), the recipient must return the Review Manual to the NFPA offices at their own expense within 30 days of notification of same or will be invoiced the full price of the Review Manual and shipping costs.

## NFPA STUDENT SCHOLARSHIPS

NFPA will award annual scholarships to paralegal students in the United States. The number and amount of scholarships to be given shall be determined annually by the NFPA Board. The amount of money allocated each year for scholarships may be increased or decreased by either NFPA or the sponsor, with the party increasing the funds responsible for contributing the increased amount.

*NOTE: SCHOLARSHIP FUNDS ARE TO BE USED TO PURSUE A PARALEGAL EDUCATION. CHECKS WILL BE MADE PAYABLE TO THE SCHOLARSHIP RECIPIENT AND THE RECIPIENT'S PARALEGAL EDUCATION INSTITUTION. TRAVEL EXPENSE CHECKS WILL BE PROVIDED DIRECTLY TO RECIPIENTS BY NFPA FROM THE FUNDS PROVIDED BY THE SPONSOR.*

The scholarship essay topic for 2022 is:

**You are a newly graduated paralegal and have just started your first paralegal job. Your attorney has texted you at 8PM on a Friday night asking you to draft a pleading as soon as possible. Being you are new, you want to impress. How would you respond to the attorney? What legal principles might apply? How would you set boundaries and limits on your time with your attorney? What impact could being an exempt or non-exempt employee have on the issue?**

All applications must be submitted via the online form on or before July 1. No applications will be accepted via mail, fax or email. The application must include:

- The essay;
- Two references;
- A letter of recommendation from the program director;
- Transcripts;
- Participation in extracurricular and paralegal activities;
- And statement of financial need.

Incomplete applications will be reviewed "as is" with no opportunity to supplement.

Candidates may be disqualified for either one of the following reasons:

- a. Conviction of a felony or comparable crime as defined by an individual state that does not have felony designations; or
- b. Currently under the suspension, termination, or revocation of a certificate, registration of a certificate, registration or license to practice by a professional organization, court, disciplinary board or agency in any jurisdiction.

The criteria listed below will be utilized in selecting scholarship recipients. The applicant:

- a. Must be a full or part-time student enrolled in a paralegal program;
- b. Must demonstrate and maintain a B average;
- c. May demonstrate extracurricular activities and/or community service;
- d. May demonstrate active participation in paralegal program clubs or activities; and
- e. May demonstrate financial need.

Scholarship winner will be notified of the award by early September, either by the VPPD or Education Coordinator. Scholarship winners are asked to keep their achievement confidential until the award has been given.

The sponsor will provide a travel stipend for each scholarship recipient so that he/she may receive his/her scholarship at the NFPA Annual Convention. Travel stipends may not be granted if no sponsor is secured for the student scholarships.

A copy of the winning essays and bios will be sent to the sponsor. The scholarships and commemorative plaques will be presented to the recipients during the awards luncheon at the NFPA Annual Convention.

The winning essays, bios and photographs of the scholarship recipients will be posted on NFPA's website, *NFPA National Paralegal Reporter* or other media as deemed appropriate by the NFPA Board of Directors.