



2021-2022 ALAMN Scholarship Program

The mission of ALAMN is to advance the role of legal managers through education, sharing of knowledge and resources, and recognition of their contributions to the legal profession. The chapter created this Scholarship Program to assist our members with their professional development and to align with ALAMN's mission of providing quality educational opportunities to all members.

The ALAMN Board of Directors oversees the Scholarship Program. The Board may revise the Program guidelines and has the discretion to direct additional funds into new or existing scholarships. Scholarship Program funding is based on a percentage of the Association's projected yearly revenue. By relating Program funding to yearly revenue, we seek to ensure funding for the Scholarship Program while remaining good stewards of the financial health of the chapter.

The Scholarship Program is administered by the ALAMN Administrative Director, who will announce scholarship recipients. Scholarship reimbursements are processed by the ALAMN Finance Director.

ALAMN Administrative Director: Pat Stender
pstender@cvmmlaw.com

ALAMN Finance Director: Sarah Duerscherl
sduerscherl@foleymansfield.com

Scholarship Program Guidelines

1. You **MUST** be an Active regular member of ALAMN to be eligible to use scholarship funds.
2. If you accept a scholarship, you **MUST** attend one Service Team meeting and/or volunteer at a minimum of one ALAMN community service events during the year the scholarship was awarded and used. Please notify the Administrative Director once you complete your requirement. (2021/22 Administrative Director: Pat Stender pstender@cvmmlaw.com)
3. You **MUST** attend Conference and Chapter events occurring during the Conference if you accept a scholarship.
4. You **MUST** provide receipts for reimbursement including conference registration, airfare, hotel accommodations for conference dates, meals, or admission to any ALA-sanctioned event. Reimbursements will be considered for Conference related expenses. Reasonable reimbursements of minor expenditures (less than \$25) for items such as bus/cab fare, housekeeping tips, etc. may be requested, without providing receipts. If actual expenses exceed the total amount of your scholarship, some expenses may not be reimbursed and would be the responsibility of you or your firm.
5. You **MUST** provide reimbursement requests, along with required documentation within 30 days following the conference to the Finance Director for approval and payment (2021/22 Finance Director: Sarah Duerscherl sduerscherl@foleymansfield.com). After 30 days, reimbursements will not be made, and you will forfeit the balance of your scholarship. In addition, reimbursement requests may be submitted at the time of purchase prior to the conference.
6. You **MUST** use an awarded General Scholarship between June 1 and May 30.
7. You **MUST** use a Board, Chair, SIG, and Administrative Volunteer Scholarship during the term year of April 1 and March 31. Board Directors or Team Chairs who receive and use scholarships, and who resign their position voluntarily prior to the end of their term year, may be asked to refund a corresponding percentage of any scholarship money received (i.e., serve 1/2 term, receive only 1/2 the scholarship money). Board and Chair Scholarships are otherwise non-transferable.

General Scholarship Overview

ALAMN General Scholarships are awarded in May or during the Summer Social. Each winner will have seven days to accept or reject a Scholarship. If the winner does not respond, or is unable to use the Scholarship, the Scholarship will be made available to the next runner-up. The Administrative Director will then e-mail the runner-up, who will have seven days to respond. Scholarships are otherwise non-transferable and must be used for the designated Conference or forfeited.

Ineligible:

- ALAMN Board of Directors;
- Associate Members;
- Secondary Members;
- Anyone who used a General Scholarship in the preceding five years;

Eligible:

All other ALAMN Regular Members who meet the specific requirements as described for each General Scholarship, including Administrative Volunteers and Chairs and Co-chairs of Teams or Special Interest Groups (SIGs).

A Regular Member is eligible to win a maximum of only one General Scholarship every five years.

Each General Scholarship provides reimbursement for reasonable Conference-related expenses. Reimbursable expenses include registration fees, admission to any ALA-sanctioned special event, ground transportation, coach airfare, lodging for the nights of the Conference and costs incurred for miscellaneous items such as meals, tips, and cab fare.

General Scholarships Offered Not Requiring Application/Nomination

ALAMN Membership Scholarship - One scholarship offered per year to an eligible regular member drawn randomly.

ALAMN New Membership Scholarship - One scholarship offered per year to an eligible new regular member joining the previous April through March.

ALAMN Past Presidents National Scholarship in Honor of Richard J. Nigon, CLM - One scholarship awarded per year to a randomly drawn ALAMN Past President. This scholarship honors the many contributions of Dick, who previously served as ALA President.

General Scholarships Offered Requiring Application/Nomination

ALAMN First Time Attendee Scholarship - One scholarship is awarded per year to a regular member who has never attended the ALA Annual Conference and has expressed interest by providing a completed application.

ALAMN Opportunity Scholarship - One scholarship is awarded per year to a regular member who does not have funds available to support attendance at any ALA Conference. An application must be completed.

ALAMN Outstanding Member Scholarship - One scholarship is awarded per year to a regular member who has been nominated by a peer for outstanding service to the Association for attendance at any ALA Conference.

Business Partner Scholarships

To be eligible for a Business Partner Scholarship you MUST attend the designated ALAMN Social where the drawings take place. All regular members attending will be placed in the random drawing.

Each winner will have seven days to accept or reject a Scholarship. If the winner does not respond, or is unable to use the Scholarship, the Scholarship will be made available to the next runner-up. The Administrative Director will then e-mail the runner-up, who will have seven days to respond. Scholarships are otherwise non-transferable and must be used for the designated Conference or forfeited. The recipient of the scholarship is required to send a written "Thank You" note to the Business Partner providing the scholarship.

ALAMN Superior Business Partner Annual ALA Scholarship - One scholarship is funded by our Superior Business Partner for attendance at the next ALA Annual Conference as part of their yearly sponsorship.

ALAMN Conference Superior and/or Mille Lacs Business Partners Scholarships - A maximum of six scholarships are funded by our Superior and Mille Lacs Business Partners as part of their yearly sponsorship, depending on the number of Business Partners we have. At the Board's discretion, the \$1000 scholarships may be combined to create higher value scholarships before being awarded. Winners of this scholarship must be present at the Summer Social to win.

Administrative Volunteer Scholarships

Each ALAMN Regular Member working as a Board-appointed Administrative Volunteer at the time of the ALAMN Annual Educational Conference & Exposition will be awarded a scholarship to this day-long, local event, usually held in February or March. The Administrative Director will handle the registration. Volunteers are eligible for all other scholarship drawings.

The Verdict Editor Scholarship

The Editor of the Verdict is eligible for a scholarship due to their contribution to the Association. The scholarship will be comparable to the dollar amount given to a Section Team Chair/Co-Chair or SIG Chair/Co-Chair. The scholarship may be used to attend any ALA sponsored educational conference.

Certified Legal Manager (CLM) Scholarships

Active members of the CLM Study Group are eligible to have their test fee reimbursed for their initial testing for the Certified Legal Manager exam. Eligibility will be decided by the CLM Study Coordinator(s) and approved by the Board.

For more information about taking the CLM Test go to:

[http://www.alanet.org/clm/CLMPacket.pdf#search="CLM test"](http://www.alanet.org/clm/CLMPacket.pdf#search=)

2021 CLM Coordinator(s): Tracy Overson (toverson@ecklandblando.com)

2021 CLM Exam Fee: \$529

Chair Scholarships

To support leadership training, Board-approved Chairs of ALAMN Teams or Special Interest Groups (SIG) are eligible for a Chair Scholarship. The scholarship may be used to attend any ALA sponsored educational conference.

ALAMN Chair Scholarship

Service Teams, who perform specific services and tasks on behalf of the entire Association, will be awarded up to two Chair Scholarships.

- Education Program Team
- Business Partner & Relations Team
- Compensation and Benefits Team
- Communications Coordinator
- Community Service Team
- Diversity & Inclusion Team
- Membership Development Team

ALAMN Section Teams & SIG Scholarship

Section Team and SIG's, who meet to discuss and exchange information and ideas about a distinct area of expertise, will be awarded one Chair Scholarship. If a Section Team or SIG has Co-chairs, the Chair Scholarship may be used by either Co-chair or may be divided between the Co-chairs. The Board of Directors will determine scholarship allocation in the event of a disagreement.

- Human Resources Team
- Large Firm Team
- Small/Medium Team
- Corporate & Government Special Interest Group
- Facilities Management Special Interest Group
- Financial Management Special Interest Group
- St. Cloud Special Interest Group
- Systems & Technology Special Interest Group
- IP Special Interest Group

Chair Scholarships MUST be used during the Chair term-year of April through March or they are forfeited. If a Chair or Co-chair vacates his or her Chair position before the April through March term year has ended, any unused Scholarship funds are forfeited by that person and may become available instead to the succeeding Chair or Co-chair. Chair scholarships are otherwise non-transferable. No individual is eligible for more than one Chair or SIG Scholarship per term year.

Board Scholarships

ALAMN Board Scholarship

The Board Scholarship is available for use only at ALA Conferences held during the Board of Directors' term year which runs from April through March. Board Members are ineligible for Chair Scholarships, General Scholarships or ALAMN Conference Scholarships during their term-year. If a Board member vacates his or her Board of Directors position before the April term-year has ended, any unused Scholarship funds are forfeited by that person and may become available instead to the succeeding Board member.

The ALAMN President is expected to attend both the annual ALA Business of Law Conference & Exposition and ALA Annual Educational Conference & Exposition. All reasonable Conference-related expenses are covered by ALAMN.

Other Board members are encouraged to attend both the annual ALA Business of Law Educational Conference & Exposition and the ALA Annual Educational Conference & Exposition and are awarded scholarships to assist with expenses towards these conferences.

2021-2022 Board Positions:

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|------------------------|-------------------------|
| President | President Elect |
| Past President | Administrative Director |
| Communication Director | Education Director |
| Finance Director | Membership Director |

Chapter Leadership Institute Scholarship

Attendance at ALA's annual Chapter Leadership Institute (CLI) plays a key role in the Board of Directors leadership development and provides key information for the benefit of the Chapter's success. The President and the President Elect are expected to attend CLI. All reasonable expenses for Board members will be paid by the Chapter. ALA provides partial reimbursement for one Board member to attend.

2021-2022 ALAMN Scholarship Program

GENERAL SCHOLARSHIPS NOT REQUIRING APPLICATION/NOMINATION

- (1) ALAMN Membership Scholarship - \$1,300
- (2) ALAMN New Member Scholarship - \$1,300
- (3) ALAMN Past Presidents National Scholarship in Honor of Richard J. Nigon, CLM - \$2,000
This scholarship can be split into two \$1,000 scholarships

GENERAL SCHOLARSHIPS REQUIRING APPLICATION/NOMINATION

- (4) ALAMN First Time Attendee Scholarship - \$1,300
- (5) ALAMN Opportunity Scholarship - \$1,300
- (6) ALAMN Outstanding Volunteer Scholarship - \$1,300

BUSINESS PARTNER SCHOLARSHIPS

- (7) ALAMN Superior Business Partner Annual ALA Scholarship - \$1,000
- (8) ALAMN Conference Superior and/or Mille Lacs Business Partner Scholarship - \$1,000

ALAMN VOLUNTEER SCHOLARSHIPS

- (9) Service Team Volunteers - \$1,800 per person
Up to two scholarships may be used if a Team is chaired by Co-chairs.
- (10) Section Team Volunteers - \$1,300 per person
Up to two scholarships may be used if a Team is chaired by Co-Chairs.
- (11) Special Interest Group Volunteers - \$1,300 per person
Up to two scholarships may be used if a SIG is chaired by Co-Chairs.
- (12) Verdict Editor Scholarship - \$1,300
One scholarship to the Editor of the Verdict (for use between April 1 and March 31).
- (13) Administrative Volunteers - Admission to ALAMN Educational Conference & Exposition.

CERTIFIED LEGAL MANAGER SCHOLARSHIPS

- (14) Members of the CLM Study Group are eligible for a one-time payment of their initial testing fee.

ALAMN BOARD SCHOLARSHIPS

- (15) Scholarship for each board member - \$2,400
- (16) CLI Attendance