



## 2022-2023 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: Vanessa Kahn  
[mvkahn@mmblawfirm.com](mailto:mvkahn@mmblawfirm.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. (2022/2023 Administrative Director: Pat Stender [pstender@cvmmlaw.com](mailto: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 all expense reimbursement requests including conference registration, airfare, hotel accommodations for conference dates, meals, admission to any ALA-sanctioned event, airport parking, Uber, Lyft or taxis, etc. 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. See the ALAMN Travel Reimbursement Policy for details.
5. You **MUST** provide reimbursement requests, along with required documentation within 30 days following the conference to the Finance Director for approval and payment (2022/2023 Finance Director: Vanessa Kahn [vkahn@mmlawfirm.com](mailto:vkahn@mmlawfirm.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 31.
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. This scholarship covers early-bird conference registration, lodging expenses during the official travel/conference period and round-trip coach airfare which is required to be booked at least 45 days prior to the start of the meeting with the most cost-effective tickets, regardless of carrier preference. The Opportunity Scholarship is awarded to an ALAMN member only one time.

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. The winner of this scholarship must be present at the Summer Social to win.

ALAMN Mille Lacs Business Partners Scholarships - A maximum of four scholarships may be funded by our Mille Lacs Business Partners as part of their yearly sponsorship, depending on the number of Mille Lacs Business Partners we have. 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 the CLM Program go to:

<https://www.alanet.org/education/credentialing>

2022 CLM Coordinator(s): Tracy Overson [toverson@ecklandblando.com](mailto:toverson@ecklandblando.com)  
Tracy Skjeveland [tskjeveland@merchantgould.com](mailto:tskjeveland@merchantgould.com)

2022 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 Service Team 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 & Conference Team
- Business Partner & Relations Team
- Compensation and Benefits Team
- Communications Coordinator
- Community Service Team
- Diversity, Equity, Inclusion & Access 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 Officers Team
- Small/Medium Firm Team
- Corporate & Government Special Interest Group
- Facilities Management Special Interest Group
- Financial Management Special Interest Group
- St. Cloud Special Interest Group
- Intellectual Property Special Interest Group
- Branch Manager Special Interest Group
- IT for Office Administrators 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.

#### 2022-2023 Board Positions:

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.





## 2022-2023 ALAMN Scholarship Program

### GENERAL SCHOLARSHIPS NOT REQUIRING APPLICATION/NOMINATION

- (1) ALAMN Membership Scholarship - \$1,700
- (2) ALAMN New Member Scholarship - \$1,700
- (3) ALAMN Past Presidents National Scholarship in Honor of Richard J. Nigon, CLM - \$1,700

### GENERAL SCHOLARSHIPS REQUIRING APPLICATION/NOMINATION

- (4) ALAMN First Time Attendee Scholarship - \$1,700
- (5) ALAMN Opportunity Scholarship – See Page 3 of this document for details
- (6) ALAMN Outstanding Volunteer Scholarship - \$1,700

### BUSINESS PARTNER SCHOLARSHIPS

- (7) ALAMN Superior Business Partner Annual ALA Scholarship - \$2,000
- (8) ALAMN Mille Lacs Business Partner Scholarship - \$1,500

### ALAMN VOLUNTEER SCHOLARSHIPS

- (9) Service Team Volunteers - \$2,150 per person  
Up to two scholarships may be used if a Team is chaired by Co-chairs.
- (10) Section Team Volunteers - \$1,700 per person  
Up to two scholarships may be used if a Team is chaired by Co-Chairs.
- (11) Special Interest Group Volunteers - \$1,700 per person  
Up to two scholarships may be used if a SIG is chaired by Co-Chairs.
- (12) Verdict Editor Scholarship - \$1,700  
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 - \$2,850
- (16) CLI Attendance