



PROFESSIONAL DEVELOPMENT AWARD PROGRAM RULES

1. PURPOSE

The purpose of this Professional Development Program (“Program”) of the Association for Women Lawyers Foundation (“AWLF”) is to provide financial assistance to individual female members of the legal profession to be used for membership in professional organizations and to attend professional meetings, conferences, educational programs, and other functions and programs in furtherance of their professional development and legal career.

2. ADMINISTRATION

The Program shall be administered by the Board of AWLF in accordance with the AWLF’s strategic plan, which is devoted to charitable purposes to better the lives of women and girls. All decisions of the AWLF Board in reviewing applications and administering this Program are final.

3. THE PROGRAM FUND

For the Program, an annual total maximum of \$15,000 in awards will be funded. The Board of AWLF has sole discretion in determining the number and amounts of the awards to be disbursed. All amounts are in U.S. dollars.

4. ELIGIBILITY AND LIMITATIONS

Awards will be funded based primarily on the quality of the submitted Statement. Priority of Scholarship awards will be given to members of the Association for Women Lawyers of Greater Kansas City (“AWL”), women experiencing financial hardship, women working for an employer that does not pay for memberships, professional development, etc., to women living and/or working in the Kansas City metropolitan area, to women in the early years of their career and to first-time applicants. AWLF reserves the right to make exceptions and give awards to applicants who are not current members. Awards are not transferable and may not be substituted. All federal, state and local taxes are the responsibility of the Award recipients. The Program is intended to provide meaningful assistance to a wide audience. Therefore, each individual Award recipient shall be limited to a maximum distribution of \$2,000 in any calendar year and a maximum lifetime distribution of \$6,000.

5. APPLICATION DEADLINES

Early application is preferred, and timeliness of the application will be a factor of consideration in granting Awards.

6. FORM OF APPLICATION

To apply, submit an official application form (see attached) and a 250-word maximum, typed statement. The statement must include:

- Why you are applying for an AWLF Professional Development Award; and
- How the event/conference/educational opportunity for which you apply is aligned with and will benefit your professional goals.

Applications and statements will be judged based on commitment to the applicant's professional development and/or career, and the possible impact of the Award on the life of the recipient, her profession and/or her community. Applicants will be asked to provide receipts, proof of enrollment, documentation of coursework, educational acceptance, and/or other information related to the application. Applicants may also be subject to an interview. Applications will be accepted electronically and shall be e-mailed to Karan Garrison at kgarrison@offmyplatter.com.

7. REIMBURSEMENT PROCESS

One reimbursement check will be paid to the Award recipient AFTER the recipient has incurred the cost for the Award and only upon submission of PAID receipts to AWLF. Copies of registrations are not sufficient. The amount reimbursed must correspond to the amount requested on the application and cannot be greater than the amount requested and approved. However, reimbursement of a lesser amount is acceptable. Please submit one request containing copies of your paid receipts for reimbursement, along with a 50-100 word testimonial on the benefits you received from the Award that AWLF may use for promotional purposes, no later than 30 days following the event to Karan Garrison at kgarrison@offmyplatter.com.

8. SUPPORTED EVENTS/FUNDING

Examples of prior Awards include funding for: MODL Annual Meeting; MATA Annual Meeting, KCMBA Trial Academy; KCMBA Leadership Academy; KCMBA Bench-Bar and Boardroom Conference; Missouri Bar Leadership Academy; Missouri Bar Solo and Small Firm Conference; Missouri Bar Family Law Conference; Kansas Bar Association Annual Meeting and other meetings; KTLA Annual Meeting; Membership in professional organizations (excluding mandatory licensure fees); Continuing Legal Education; and other legal or professional seminars, meetings and events aligned with professional education and/or development of the applicant.

9. RELEASE AND WAIVER

Award recipients grant AWLF the right to use their name, likeness, statement, testimonial and application for any advertising, promotion and/or publicity purposes without further compensation to or permission from the recipient, except where prohibited by law. Applications become the property of AWLF, and it will own all rights to all applications received. Applications will not be returned. All applications must be the sole property of the applicant. Applications must be an original work of the applicant.

With the submission of an application, applicants agree to release and hold harmless AWLF, and its directors, employees, officers and agents, from any and all liability, loss or damages arising from, or in connection with, the judging of the applications, the decision to fund Awards, and the awarding, receipt, and/or use of misuse of funding.



ASSOCIATION FOR WOMEN LAWYERS FOUNDATION

PROFESSIONAL DEVELOPMENT AWARD APPLICATION

Date of Application: _____

CONTACT INFORMATION

Name: _____

Email: _____

Employer: _____

Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

MEMBERSHIP IN AWL

Are you a current member of AWL? *Yes* *No*

If no, are you a past member? *No* *Yes, when:* _____

Describe your past participation with AWL programs or socials: _____

PERSONAL INFORMATION

How many years have you been practicing law? _____

In what state bars are you licensed to practice law? _____

What are your principal areas of law practice? _____

How did you find out about the AWLF Professional Development Award Program?

Are you involved in any other law related organizations? *No* *Yes*, please describe:

Are you involved in any community organizations? *No* *Yes*, please describe:

Have you previously applied for/received an AWLF Scholarship or Award? *No* *Yes*, please describe amount(s) awarded, date(s) and purpose(s) of the Scholarships or Awards applied for and/or funded.

If claiming financial need (which is not required), please clearly state your financial need for this Award.

REQUESTED AWARD

What is the purpose for which you will use the Award funds?

What dollar amount are you requesting? _____

Please provide a detailed budget and breakdown of the requested Award amount (add additional lines, as needed):

Item	Amount
Total:	

NOTE: The total amount reimbursed will not exceed the total amount requested in this section.

Please attach a copy of any promotional materials describing the event or purpose of your Scholarship application.

PERSONAL STATEMENT

Please attach a typed 250-word maximum personal statement addressing why you are applying for an AWLF Award and how the event/conference/educational opportunity/membership for which you apply is aligned with and will benefit your professional goals.

I certify that the information contained in this application is true and correct to the best of my knowledge.

Name _____ Date _____