

**LEGAL SECRETARIES, INCORPORATED
CHAPTER ACHIEVEMENT CONTEST
2014-2015 OFFICIAL ENTRY FORM**

NAME OF ASSOCIATION: _____

NAME AND ADDRESS OF GOVERNOR: _____

EMAIL ADDRESS: _____

TELEPHONE NUMBERS: WORK () _____

 HOME () _____

NUMBER OF MEMBERS WHO HAVE PAID LSI PER CAPITA TAX AS OF:

APRIL 1, 2014 _____ MARCH 31, 2015 _____

CHECK APPLICABLE CATEGORY (MEMBERSHIP AS OF 3/31/2015). INCLUDE ONLY THOSE MEMBERS FOR WHOM PER CAPITA TAX WAS PAID:

GROUP A MEMBERSHIP FROM 0 TO 15

GROUP B MEMBERSHIP FROM 16 TO 30

GROUP C MEMBERSHIP FROM 31 TO 45

GROUP D MEMBERSHIP FROM 46 TO 65

GROUP E MEMBERSHIP FROM 66 TO 150

GROUP F MEMBERSHIP OVER 150

PER LSI STANDING RULE 25.2: LSI MAY PROVIDE A MONETARY AWARD NOT TO EXCEED \$100 FOR THE WINNER OF EACH CATEGORY AT THE ANNUAL CONFERENCE OF LEGAL SECRETARIES, INCORPORATED HELD IN MAY 2015.

INSTRUCTIONS:

Association shall enter applicable number of points and compute the score on 2014-2015 entry form.

Report shall cover activities from April 1, 2014 through March 31, 2015.

Unless entry form indicates that the number of points is applicable to each occurrence and/or each number, use only the specified points even if a particular act or function was performed on more than one occasion by more than one member.

Entry form must be signed by the Governor and certified by the President and Recording Secretary and the original executed certification form attached to the entry form sent to the LSI Vice President. Each of said officers must verify all information and computations before signing the entry form.

Completed 2014-2015 entry form (and certification) is to be forwarded to:

Jennifer L. Page, CCLS
LSI Vice President
P.O. Box 150427
San Rafael, CA 94915-0427
E-mail: jlpage@ix.netcom.com

and must be postmarked no later than **April 20, 2015**. **NOTE:** If postmark is later than meter mail date, postmark date will apply. If postmark is after April 20, 2015, entry will be disqualified. A copy of the completed form may be sent via e-mail to the LSI Vice President; however, the original entry form, with certification still must be sent to the LSI Vice President with a postmark no later than April 20, 2015.

All entries must be submitted on this 2014-2015 official entry form.

<u>DESCRIPTION</u>	<u># CLAIMED</u>	<u>POINTS</u>	<u>SCORE</u>
<u>ADVERTISING</u>			
Member submitting potential advertiser to the LSI Advertising Chair. (per member, per advertiser)	_____	X25	_____
<u>ARTICLES</u>			
Article printed in <i>The Legal Secretary</i> by a guest writer. (per article)	_____	X100	_____
Article printed in <i>The Legal Secretary</i> by Governor. (per article)	_____	X50	_____
Article submitted to <i>The Legal Secretary</i> by local association (do not take points under #3 if points were taken under #1 or #2 for the same article)	_____	X50	_____
<u>ATTENDANCE AT LSI MEETINGS</u>			
Quarterly Conferences			
Governor or Governor Pro Tem Per Quarter (maximum 4 quarters)	_____	X50	_____
Non-Governor. Per member (excluding LSI Officers and Chairmen who are Officially called)	_____	X50	_____
First time attendee (per member)	_____	X50	_____
Annual Conference			
Each voting delegate or voting alternate (maximum 3)	_____	X100	_____
Each non-voting delegate (including non-voting alternate, excluding LSI officers and chairmen)	_____	X25	_____
Each member attending Officer/Chairmen Workshop (excluding LSI Officers and Chairmen)	_____	X25	_____
Local Association President attends Presidents' Roundtable (excluding LSI Officers and Chairmen)	_____	X25	_____
First time attendee (per member)	_____	X75	_____
<u>BENEFITS</u>			
Members belonging to LSI sponsored credit union	_____	X100	_____
Members insured through LSI Plan (per member, <u>not</u> per policy)	_____	X100	_____
Members using LSI Hertz discount (per member, per rental)	_____	X200	_____
Member enrolled through LSI approved retirement planning program	_____	X100	_____

SUBTOTAL PAGE 3:

BULLETIN

Per issue (maximum 12 issues)	_____	X25	_____
Each issue containing education articles, legal procedure articles or CCLS Quiz (quiz must contain a minimum of ten questions)	_____	X25	_____
Each issue containing article on law office products and management	_____	X50	_____
Entered LSI Bulletin Contest (May 2014)	_____	X100	_____
First Place Winner in one of the LSI Bulletin Contest categories (May 2014)	_____	X150	_____

CALIFORNIA CERTIFIED LEGAL SECRETARY

Sponsor a CCLS study group (minimum 8 week course)	_____	X200	_____
Conduct a CCLS Mock Exam	_____	X150	_____
Members participating in a CCLS study group (whether sponsored by your association or another local association)(per member)	_____	X25	_____
Members participating in LSI's sponsored CCLS on-line study group (per member)	_____	X50	_____
CCLS mini mock exam given at local association meeting (exam must contain a minimum of 10 questions)(per meeting)	_____	X75	_____
Members taking CCLS examination (per member)	_____	X100	_____
Members who passed CCLS examination during 2014-2015 fiscal year (per member)	_____	X200	_____
Members submitting questions to Continuing Education Council for use in CCLS Study Guide (per question)	_____	X25	_____
Members recertifying during the 2014-2015 fiscal year (per member)	_____	X50	_____

CAREER PROMOTION

Presentation(s) on legal secretarial career at local educational institutions (per presentation)	_____	X100	_____
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COMMUNITY/CHARITABLE PROJECTS

Assist Legal Aid or charitable organization in the community; conduct own community project (i.e., collecting/donating clothing to shelter; collecting, distributing toys at Christmas to under-privileged family) (each project)	_____	X100	_____
Association makes monetary contribution to a non-profit charitable organization (maximum of two contributions)(per contribution)	_____	X50	_____

SUBTOTAL PAGE 4:

DAY IN COURT

Hold Day in Court function (per function)	_____	X250	_____
Association videotapes Day in Court event and sends copy of CD to LSI Professional Liaison/Day in Court Chairman (per function)	_____	X50	_____

HISTORY BOOK/SCRAPBOOK (you may only do one or the other)

Prepare a History Book for 2014-2015 fiscal year	1	x150	_____
Entered History Book in LSI Contest (May 2014)	1	x100	_____
Prepare a Scrapbook for 2014-2015 fiscal year	1	x150	_____
Entered Scrapbook in LSI Contest (May 2014)	1	x100	_____
First Place winner in one of LSI History Book Contest categories (May 2014)	1	x150	_____
First Place winner in LSI Scrapbook Contest (May 2014)	1	x150	_____
Scrapbook winner of Members Choice (May 2014)	1	x150	_____
History Book winner of Members Choice (May 2014)	1	x150	_____

HOSTING LSI CONFERENCES

Bid to host LSI Quarterly Conference (LSI receives bid by February 2015 conference, unless deadline is extended by LSI President)	1	x200	_____
Hosted an LSI Quarterly Conference held during fiscal year 2014-2015	1	x400	_____
Co-hosted LSI Quarterly Conference held during fiscal year 2014-2015	1	x200	_____
Bid to host an LSI Annual Conference. (LSI receives bid by February 2015 Conference, unless deadline is extended by LSI President)	1	x300	_____
Hosted the 2014 LSI Annual Conference.	1	x500	_____
Co-hosted 2014 LSI Annual Conference	1	x250	_____

INTERCLUB (Excluding seminars, workshops, ways and means projects, day in court, or other functions for which credit was taken under other categories)

Association(s) host(s) an interclub function. (per function)	_____	X100	_____
Attend another association's monthly meeting, installation, or other function. (per member, per event)(excluding members of LSI Executive Committee and interclub event your association hosted)	_____	X50	_____
Local Association donates to association hosting Annual or Quarterly Conference. (ie monetary donation, raffle/boodle bag prize)(per donation)	_____	X50	_____

SUBTOTAL PAGE 5:

LAW OFFICE MANAGEMENT

Local meeting devoted to the discussion of new products and management problems (per meeting)	_____	X50	_____
Hold seminar/workshop on the subject of law office administration (per event)	_____	X50	_____

LEGAL SECRETARIAL EDUCATION

Conduct Legal Secretarial Training Course using the <i>Law Office Procedures Manual</i> or <i>LSI Legal Professional's Handbook</i> or <i>Legal Secretary's Reference Guide</i> (16 hours or more in duration)(per course)	_____	X500	_____
Conduct a training seminar or workshop (not CCLS) using the <i>Law Office Procedures Manual</i> or <i>LSI Legal Professional's Handbook</i> or <i>Legal Secretary's Reference Guide</i> . (3 hours or more in duration) (per seminar)	_____	X200	_____
Conduct an educational seminar or workshop (less than 3 hours)(per seminar)	_____	X100	_____
Members teaching a seminar or workshop for and under direction of local association (per seminar)	_____	X75	_____
Members attending a seminar or workshop sponsored by your association (per member)(per event)	_____	X25	_____
Members attending a seminar or workshop sponsored by another local association (per member)(per event)	_____	X25	_____
Members attending a seminar or workshop sponsored by a Forum, CEB or The Rutter Group (per member) (per event)	_____	X25	_____
Short session on legal procedure at meetings (not principal program)(per meeting)	_____	X25	_____
Prepare/distribute material re legal education or changes in the law at local membership meetings <u>other than</u> in bulletin (<u>not</u> including material used in training course, seminar, or part of educational program)(per meeting)	_____	X100	_____
Member attends online LSI Legal Secretarial Training course (per member, per paid course)	_____	X50	_____

LEGAL SECRETARY OF THE YEAR

Select a local Legal Secretary of the Year	1	x50	_____
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LEGAL SPECIALIZATION SECTIONS

Number of members enrolled in at least one Legal Specialization Section as of March 31, 2015 (per person)	_____	X50	_____
Number of members enrolled in all six Legal Specialization Sections as of March 31, 2015 (per person)	_____	X100	_____

SUBTOTAL PAGE 6:

LEGAL SPECIALIZATION SECTIONS CONTINUED

Members attending Legal Specialization Section workshop at LSI Quarterly Conference or Annual Conference (per member)(per workshop)	_____	X50	_____
Member submits article for use in Legal Specialization Section Newsletter	_____	X50	_____

LSI OFFICERS (Do not give credit for same member being nominated and elected with respect to same election)

Member elected to LSI Office (2014-2015 fiscal year)(each member)	_____	X100	_____
Member nominated for LSI Office (2014-2015 fiscal year)(each member)	_____	X75	_____

MARKETING

Press Release prepared and submitted to news media (identical release sent to more than one newspaper, radio station or TV station is counted as one release)(per article)	_____	X25	_____
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Hold one meeting or special function primarily for discussing the benefits of belonging to LSI. The following handout materials must have been distributed to those in attendance: (i) CCLS, (ii) Legal Specialization Sections, and (iii) LSI membership brochures. (Can take points in addition to those in membership category below <u>only</u> if all information was distributed)	_____	X200	_____
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Have marketing table which contains membership information for both local association and LSI at monthly meeting or special event (per meeting/event)	_____	X50	_____
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MEMBERSHIP

Number of <u>new</u> members (for whom per capita tax has been paid to LSI) obtained between May 1, 2014 and March 31, 2015. (per new member)	_____	X50	_____
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Number of <u>continuing</u> members retained between May 1, 2014 and March 31, 2015. (per member retained)	_____	X100	_____
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BONUS points for association that starts year in one category and moves up to the next higher category before end of contest, or gains 25 members or more during the 2014-2015 fiscal year.	1	1000	_____
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Member-at-Large transfers to local association. (per member, during fiscal year 2014-2015)	_____	X100	_____
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Hold function for specific/primary purpose of obtaining new members (per function)	_____	X200	_____
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Formal presentation on benefits of membership to law office (per presentation)	_____	X50	_____
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PROFESSIONAL LIAISON

Association assists or cooperates with local bar association in bar-sponsored or cooperative project or function. (Do not take points under #1 if you took points under charitable or community project portion above)(per project/function)	_____	X75	_____
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SUBTOTAL PAGE 7:

PROFESSIONAL LIAISON CONTINUED

Association assists or cooperates with CEB or The Rutter Group in registration, presentation or other cooperation of seminar or function. (per seminar/function)	_____	X50	_____
Hold function for the specific and primary purpose of honoring bosses, members of local bar association (per function)	_____	X50	_____
Choose <i>Boss of the Year</i>	_____	X50	_____
Offer assistance of association to local bar association	_____	125	_____
Association or member has article printed in local bar association bulletin (per article)	_____	X50	_____
Chairman writes congratulatory letters to new bar association officers	_____	X25	_____
Formal presentation of benefits of membership to local bar association	_____	X100	_____
Attend local bar association meetings (per member/per meeting)	_____	X50	_____
Employment Chairman informs local bar association re employment services, acts as liaison between both associations.	1	x100	_____

PUBLICATIONS

Member purchasing <i>LSI Legal Professional's Handbook</i> between April 1, 2014 and March 31, 2015 (per member)	_____	X200	_____
Member purchasing updates to the <i>LSI Legal Professional's Handbook</i> between April 1, 2014 and March 31, 2015 (per member)	_____	X100	_____
Member purchasing <i>LSI Law Office Procedures Manual</i> between April 1, 2014 and March 31, 2015 (per member)	_____	X200	_____
Member purchasing updates to the <i>LSI Law Office Procedures Manual</i> between April 1, 2014 and March 31, 2015 (per member)	_____	X100	_____

REPORTING

Officers and Chairmen reporting to LSI counterparts (per report, each quarter)	_____	X20	_____
Governor provides written Governor's Report to local association members (maximum of four reports)	_____	X50	_____

SCHOLARSHIP

Award one or more local association scholarships	_____	X150	_____
Submit candidate for LSI Scholarship – 2014-2015 fiscal year (per candidate)	_____	X50	_____
First place winner(s) of LSI Scholarship(s) – 2014 Annual Conference	_____	X150	_____
Alternate Winner(s) of LSI Scholarship(s) – 2014 Annual Conference	_____	X50	_____

SUBTOTAL PAGE 8:

SOCIAL MEDIA

Local association maintains a website	_____	X100	_____
Local association website is linked to LSI website, www.lsi.org	_____	X50	_____
Local association website is hosted by and/or maintained by LSI webmaster	_____	X50	_____
Local association maintains a Facebook Page	_____	X100	_____

WAYS AND MEANS

For each net dollar earned from projects (other than Annual Conference or Quarterly Conferences) during period covered by entry form. Select points from table below. Choose only one category. (Note: Projects can include fund raising activities held in conjunction with hosting an Annual Conference or Quarterly Conference)

\$ 100 to \$499	500
\$ 500 to \$1,000	1000
\$1,001 to \$5,000	2000
\$5,001 to \$10,000	3000
Over \$10,000	4000

SUBTOTAL PAGE 9:

PLEASE ATTACH ADDING MACHINE TAPE

SUBTOTAL OF PAGES 3 THROUGH 9

PAGE THREE	_____
PAGE FOUR	_____
PAGE FIVE	_____
PAGE SIX	_____
PAGE SEVEN	_____
PAGE EIGHT	_____
PAGE NINE	_____
SUBTOTAL OF PAGES 3 THROUGH 9:	_____

BONUS

Chapter Achievement Contest Entry Form bearing postmark at least ten (10) days prior to deadline, or April 10, 2015	500
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TOTAL SCORE (DON'T FORGET ADDING MACHINE TAPE!) _____

Signature of Governor

(Please type or print name)

**ORIGINAL CERTIFICATION MUST BE COMPLETED
AND RETURNED WITH THIS ENTRY FORM**

CERTIFICATION

We, _____, President, and
(Please print your name)

_____, Recording Secretary of
(Please print your name)

_____, Legal Secretaries/Legal Professionals Association,
(Please print – DO NOT abbreviate)

jointly and severally certify that we have checked the foregoing entry form and that to the best of our knowledge and belief, all answers and computations shown thereon are true and correct.

DATED:

(Signature of President)

(Type or print name of President)

(Signature of Recording Secretary)

(Type or print name of Recording Secretary)

**THE ORIGINAL OF THIS FORM MUST BE EXECUTED AND RETURNED TO
THE LSI VICE PRESIDENT, ALONG WITH THE COMPLETED ENTRY FORM.**