

**THE GOLDA J. COOPER  
CHAPTER ACHIEVEMENT CONTEST  
2020-2021 OFFICIAL ENTRY FORM**

NAME OF ASSOCIATION: \_\_\_\_\_

NAME AND ADDRESS OF GOVERNOR: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

TELEPHONE NUMBERS:           WORK           \_\_\_\_\_

  HOME           \_\_\_\_\_

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

APRIL 1, 2020           \_\_\_\_\_                           MARCH 31, 2021           \_\_\_\_\_

CHECK APPLICABLE CATEGORY FOR TOTAL POINTS ACCRUED AS OF MARCH 31, 2021:

GROUP A   MEMBERSHIP FROM 0 TO 25

GROUP B   MEMBERSHIP FROM 26 TO 50

GROUP C   MEMBERSHIP FROM 51 TO 75

GROUP D   MEMBERSHIP FROM 76 TO 100

GROUP E   MEMBERSHIP FROM 101 TO 125

GROUP F   MEMBERSHIP OVER 126

PER LPI STANDING RULE 25.2: LPI MAY PROVIDE A MONETARY AWARD NOT TO EXCEED \$100 FOR THE WINNER OF EACH CATEGORY AT THE ANNUAL CONFERENCE OF LEGAL PROFESSIONALS INCORPORATED.

**INSTRUCTIONS:**

Association shall enter applicable number of points and compute the score on 2020-2021 entry form. Report shall cover activities from April 1, 2020 through March 31, 2021.

**NEW THIS YEAR: The winning association in each category will be determined based on a percentage of the total points achieved by each association divided by their total number of members.**

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 Secretary, with the executed Certification Form attached. Each of the officers listed above must verify all information and computations before signing the entry form.

**Completed 2020-2021 entry form (and certification) is to be e-mailed no later than April 15, 2021, to:**

Rod Cardinale, Jr., LPI Vice President  
E-mail: [vicepresident@legalprofessionalsinc.org](mailto:vicepresident@legalprofessionalsinc.org)

**NOTE: Entry forms and Certifications are no longer required to be mailed. Rather, please submit via e-mail as instructed above.**

If the entry form is received after April 15, 2021, the entry will be disqualified.

| <u>DESCRIPTION</u>   | <u># CLAIMED</u> | <u>POINTS</u> | <u>SCORE</u> |
|--|------------------|---------------|--------------|
| <b>Advertising</b>   |                  |               |              |
| Member submitting potential advertiser to the LPI Advertising Chair. (Per member, per advertiser. No duplicates. <i>Must include contact information for advertiser.</i> ) | _____            | X25           | _____        |
| <b>Articles</b>  |                  |               |              |
| 1. Article printed in <i>The Legal Professional</i> by a guest writer. (Per article.)  | _____            | X100          | _____        |
| 2. Article printed in <i>The Legal Professional</i> by Governor. (Per article.)  | _____            | X50           | _____        |
| 3. Article submitted to <i>The Legal Professional</i> by local association (do not take points under #3 if points were taken under #1 or #2 for the same article.)         | _____            | X50           | _____        |
| <b>ATTENDANCE AT LPI MEETINGS</b>  |                  |               |              |
| <b>Quarterly Conferences</b>   |                  |               |              |
| Governor or Governor Pro Tem, Per Quarter (maximum 4 quarters).  | _____            | X100          | _____        |
| Non-Governor. Per member (excluding LPI Officers and Chairmen who are Officially called).  | _____            | X50           | _____        |
| First time attendee (per member).  | _____            | X50           | _____        |
| <b>Annual Conference</b>   |                  |               |              |
| Each voting delegate or voting alternate (maximum 3).  | _____            | X100          | _____        |
| Each non-voting delegate (including non-voting alternate, excluding LPI officers and chairmen).  | _____            | X50           | _____        |
| Each member attending Officer/Chairmen Workshop (excluding LPI Officers and Chairmen).   | _____            | X50           | _____        |
| Local Association President attends Presidents' Roundtable (excluding LPI Officers and Chairmen).  | _____            | X100          | _____        |
| First time attendee (per member).  | _____            | X75           | _____        |
| Member accepts appointment to serve as Registrar at Annual Conference (May 2021).  | _____            | X100          | _____        |

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| <u>DESCRIPTION</u>  | <u># CLAIMED</u> | <u>POINTS</u> | <u>SCORE</u> |
|---|------------------|---------------|--------------|
| Member accepts appointment to serve as Assistant Registrar at Annual Conference (May 2021).                                     | _____            | X75           | _____        |
| <b>BENEFITS</b>   |                  |               |              |
| Members belonging to LPI-sponsored credit union.  | _____            | X100          | _____        |
| Members insured through LPI Plan (per member, <u>not</u> per policy).   | _____            | X100          | _____        |
| Members using Working Advantage (per member)  | _____            | X200          | _____        |
| Members using LPI Hertz discount (per member, per rental).  | _____            | X200          | _____        |
| Employee and Member Benefits (per member)   | _____            | X200          | _____        |
| Members using Legal Shield (per member)   | _____            | X200          | _____        |
| Member enrolled through LPI-approved retirement planning program.   | _____            | X100          | _____        |
| <b>BULLETIN</b>   |                  |               |              |
| Per issue (maximum 12 issues).  | _____            | X100          | _____        |
| 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 LPI Bulletin Contest (May 2020).  | _____            | X100          | _____        |
| First Place winner in one of the LPI Bulletin Contest categories (August 2020).   | _____            | X200          | _____        |
| <b>CALIFORNIA CERTIFIED LEGAL SECRETARY</b>   |                  |               |              |
| 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).  | _____            | X50           | _____        |
| Members participating in LPI's sponsored CCLS online 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           | _____        |
| PAGE SUBTOTAL   |                  |               | _____        |

| <u>DESCRIPTION</u>   | <u># CLAIMED</u> | <u>POINTS</u> | <u>SCORE</u> |
|--|------------------|---------------|--------------|
| Members taking CCLS examination (per member).  | _____            | X200          | _____        |
| Members who passed CCLS examination during 2020-2021 fiscal year (per member).   | _____            | X300          | _____        |
| Members submitting questions to Continuing Education Council for use in CCLS Study Guide (per question).   | _____            | X25           | _____        |
| Members recertifying during the 2020-2021 fiscal year (per member).  | _____            | X100          | _____        |
| <b>CAREER PROMOTION</b>  |                  |               |              |
| Presentation(s) on legal professional career at local educational institutions (per presentation).   | _____            | X100          | _____        |
| Association provides event flyers and/or bulletins to local educational institutions and law firms (per occurrence).   | _____            | X50           | _____        |
| Association Employment Chair forwards job announcement(s) to LPI for posting on Employment Page of LPI's website. (Per submission.)  | _____            | X50           | _____        |
| <b>COMMUNITY/CHARITABLE PROJECTS</b>   |                  |               |              |
| 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           | _____        |
| <b>DAY IN COURT</b>  |                  |               |              |
| Hold Day in Court function (per function, in-person or virtual).   | _____            | X250          | _____        |
| Hold a Mock Trial (per event, in-person or virtual).   | _____            | X150          | _____        |
| <b>HISTORY BOOK/SCRAPBOOK (You may only do one or the other)</b>   |                  |               |              |
| Prepare a History Book for 2020-2021 fiscal year.  | _____            | X200          | _____        |
| Entered History Book in LPI Contest (August 2020).   | _____            | X100          | _____        |
| Prepare a Scrapbook for 2020-2021 fiscal year.   | _____            | X200          | _____        |
| Entered Scrapbook in LPI Contest (August 2020).  | _____            | X100          | _____        |

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| <u>DESCRIPTION</u>  | <u># CLAIMED</u> | <u>POINTS</u> | <u>SCORE</u> |
|---|------------------|---------------|--------------|
| First Place winner in one of LPI History Book Contest categories (August 2020).   | _____            | X150          | _____        |
| First Place winner in LPI Scrapbook Contest (August 2020).  | _____            | X150          | _____        |
| Scrapbook winner of Members Choice Award (August 2020).   | _____            | X150          | _____        |
| History Book winner of Members Choice Award (August 2020).  | _____            | X150          | _____        |
| <b>HOSTING LPI CONFERENCES</b>  |                  |               |              |
| Bid to host LPI Quarterly Conference (LPI receives bid by February 2021 conference, unless deadline is extended by LPI President).  | _____            | X200          | _____        |
| Hosted an LPI Quarterly Conference held during fiscal year 2020-2021.   | _____            | X1000         | _____        |
| Co-hosted LPI Quarterly Conference held during fiscal year 2020-2021.   | _____            | X500          | _____        |
| Bid to host an LPI Annual Conference. (LPI receives bid by February 2021 Conference, unless deadline is extended by LPI President).   | _____            | X300          | _____        |
| Hosted the 2020 LPI Annual Conference.  | _____            | X1500         | _____        |
| Co-hosted 2020 LPI Annual Conference.   | _____            | X750          | _____        |
| <b>INTERCLUB</b> <i>(Excluding seminars, workshops, ways and means projects, day in court, or other functions for which credit was taken under other categories)</i>  |                  |               |              |
| Association(s) host(s) an interclub function. (per function, in-person or virtual).   | _____            | X100          | _____        |
| Attend another association's monthly meeting, installation, or other function. (per member, in-person or virtual) (excluding members of LPI Executive Committee and interclub event your association hosted). | _____            | X50           | _____        |
| Local Association donates to association hosting Annual or Quarterly Conference. (i.e., monetary donation, raffle/boodle bag prize) (per donation).   | _____            | X100          | _____        |
| Local Association makes a monetary gift to another local association to help send Governor or Delegate(s) to an LPI Conference (per donation).  | _____            | X500          | _____        |
| <b>LAW OFFICE MANAGEMENT</b>  |                  |               |              |
| Local meeting devoted to the discussion of new products and management problems (per meeting, in-person or virtual).  | _____            | X50           | _____        |
| PAGE SUBTOTAL   |                  |               | _____        |

| <u>DESCRIPTION</u>   | <u># CLAIMED</u> | <u>POINTS</u> | <u>SCORE</u> |
|--|------------------|---------------|--------------|
| Hold seminar/workshop on the subject of law office administration (per event, in-person or virtual).   | _____            | X50           | _____        |
| <b>LEGAL PROFESSIONAL EDUCATION</b>  |                  |               |              |
| Conduct Legal Professional Training Course using the <i>Law Office Procedures Manual</i> or <i>Legal Professional's Handbook</i> or <i>Legal Secretary's Reference Guide</i> (16 hours or more in duration) (per course).  | _____            | X800          | _____        |
| Conduct a training seminar or workshop (not CCLS) using the <i>Law Office Procedures Manual</i> or <i>Legal Professional's Handbook</i> or <i>Legal Secretary's Reference Guide</i> . (3 hours or more in duration.) (Per seminar, in-person or virtual).              | _____            | X300          | _____        |
| Association meeting or event where an educational presentation is conducted (less than 3 hours) (per meeting/event, in-person or virtual).   | _____            | X100          | _____        |
| Members teaching a seminar or workshop for and under direction of local association (per seminar, in-person or virtual).   | _____            | X75           | _____        |
| Members attending a meeting or event where an educational presentation is conducted, sponsored by your association (per member) (per event, in-person or virtual).   | _____            | X50           | _____        |
| Members attending a seminar or workshop sponsored by another local association (per member) (per event, in-person or virtual).   | _____            | X25           | _____        |
| Members attending a seminar or workshop sponsored by a Forum, CEB or The Rutter Group (per member) (per event, in-person or virtual).  | _____            | X25           | _____        |
| Short session on legal procedure at meetings (not principal program) (per meeting, in-person or virtual).  | _____            | 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, in-person or virtual). | _____            | X100          | _____        |
| Member attends LPI webinar or online training course ( <u>excluding LSS webinars</u> ) (per member, per paid webinar or course, in-person or virtual).   | _____            | X50           | _____        |
| <b>LEGAL SECRETARY/PROFESSIONAL OF THE YEAR</b>  |                  |               |              |
| Select a local Legal Secretary/Professional of the Year.   | _____            | X50           | _____        |

| <u>DESCRIPTION</u>   | <u># CLAIMED</u> | <u>POINTS</u> | <u>SCORE</u> |
|--|------------------|---------------|--------------|
| <b>LEGAL SPECIALIZATION SECTIONS</b>   |                  |               |              |
| Number of members enrolled in at least one Legal Specialization Section as of March 31, 2021 (per person).   | _____            | X50           | _____        |
| Number of members enrolled in all six Legal Specialization Sections as of March 31, 2021 (per person).   | _____            | X500          | _____        |
| Members attending Day of Education (per member).   | _____            | X200          | _____        |
| Member attending webinar sponsored by the Sections (per member) (per webinar).   | _____            | X50           | _____        |
| Member submits article for use in Legal Specialization Section Newsletter.   | _____            | X50           | _____        |
| <b>LPI CHAIRMEN</b>  |                  |               |              |
| Member accepts appointment to serve LPI as an appointed officer or chairman.   | _____            | X100          | _____        |
| <b>LPI OFFICERS</b> (Do not give credit for same member being nominated and elected with respect to same election)   |                  |               |              |
| Member elected to LPI Office (2020-2021 fiscal year) (each member).  | _____            | X500          | _____        |
| Member nominated for LPI Office (2020-2021 fiscal year) (each member).   | _____            | X250          | _____        |
| <b>MARKETING</b>   |                  |               |              |
| 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           | _____        |
| Hold one meeting or special function primarily for discussing the benefits of belonging to LPI. The following handout materials must have been distributed to those in attendance: (i) CCLS, (ii) Legal Specialization Sections, and (iii) LPI membership brochures. (Can take points in addition to those in membership category below <u>only</u> if all information was distributed.) | _____            | X200          | _____        |
| Have marketing table which contains membership information for both local association and LPI at monthly meeting or special event (per meeting/event).   | _____            | X50           | _____        |
| <b>MEMBERSHIP</b>  |                  |               |              |

PAGE SUBTOTAL \_\_\_\_\_



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| <u>DESCRIPTION</u>  | <u># CLAIMED</u> | <u>POINTS</u> | <u>SCORE</u> |
|---|------------------|---------------|--------------|
| Number of <u>new</u> members (for whom per capita tax has been paid to LPI) obtained between May 1, 2020 and March 31, 2021. (Per new member.)  | _____            | X100          | _____        |
| Number of <u>continuing</u> members retained between May 1, 2020 and March 31, 2021. (Per member retained.)   | _____            | X100          | _____        |
| 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 2020-2021 fiscal year.  | 1                | X1000         | _____        |
| Member-at-Large transfers to local association. (Per member, during fiscal year 2020-2021.)   | _____            | X100          | _____        |
| Hold function for specific/primary purpose of obtaining new members (per function).   | _____            | X500          | _____        |
| Formal presentation on benefits of membership to law office (per presentation, in-person or virtual).   | _____            | X100          | _____        |
| <b>PROFESSIONAL LIAISON</b>   |                  |               |              |
| Association assists or cooperates with local bar association in bar-sponsored or cooperative project or function. (Do not take points here if you took points under charitable or community project portion above.) (Per project/function, in-person or virtual.) | _____            | X200          | _____        |
| Association assists or cooperates with CEB or The Rutter Group in registration, presentation or other cooperation of seminar or function. (Per seminar/function, in-person or virtual.)   | _____            | X100          | _____        |
| Hold function for the specific and primary purpose of honoring bosses, members of local bar association (per function, in-person or virtual).   | _____            | X100          | _____        |
| Choose <i>Boss of the Year</i> .  | _____            | X50           | _____        |
| Offer assistance of association to local bar association.   | _____            | X50           | _____        |
| Association or member has article printed in local bar association bulletin (per article).  | _____            | X50           | _____        |
| Chairman writes congratulatory letters to new bar association officers.   | _____            | X50           | _____        |
| Formal presentation of benefits of membership to local bar association.   | _____            | X100          | _____        |
| Attend local bar association meetings (per member/per meeting, in-person or virtual).   | _____            | X50           | _____        |
| PAGE SUBTOTAL   |                  |               | _____        |

| <u>DESCRIPTION</u>   | <u># CLAIMED</u> | <u>POINTS</u> | <u>SCORE</u> |
|--|------------------|---------------|--------------|
| Employment Chairman informs local bar association re employment services, acts as liaison between both associations.                 | _____            | X100          | _____        |
| <b>PUBLICATIONS</b>  |                  |               |              |
| Member purchasing <i>Legal Professional's Handbook</i> between April 1, 2020 and March 31, 2021 (per member).                        | _____            | X200          | _____        |
| Member purchasing updates to the <i>Legal Professional's Handbook</i> between April 1, 2020 and March 31, 2021 (per member).         | _____            | X100          | _____        |
| Member purchasing digital updates to the <i>Legal Professional's Handbook</i> between April 1, 2020 and March 31, 2021 (per member). | _____            | X100          | _____        |
| Member purchasing updates to the <i>Law Office Procedures Manual</i> between April 1, 2020 and March 31, 2021 (per member).          | _____            | X100          | _____        |
| <b>REPORTING</b>   |                  |               |              |
| Officers and Chairmen reporting to LPI counterparts (per report, each quarter).  | _____            | X200          | _____        |
| Governor provides written Governor's Report to local association members (maximum of four reports).                                  | _____            | X250          | _____        |
| <b>SCHOLARSHIP</b>   |                  |               |              |
| Award one or more local association scholarships.  | _____            | X500          | _____        |
| Submit candidate for LPI Scholarship – 2020-2021 fiscal year (per candidate).  | _____            | X400          | _____        |
| First place winner(s) (of LPI Scholarship(s) – 2020 Annual Conference.   | _____            | X250          | _____        |
| Alternate Winner(s) of LPI Scholarship(s) – 2020 Annual Conference.  | _____            | X150          | _____        |
| <b>SOCIAL MEDIA</b>  |                  |               |              |
| Local association maintains a website.   | _____            | X200          | _____        |
| Local association website is linked to LPI website.  | _____            | X100          | _____        |
| Local association website is hosted by and/or maintained by LPI webmaster.   | _____            | X100          | _____        |

**DESCRIPTION**

**# CLAIMED**

**POINTS**

**SCORE**

Local association maintains a social media account (Facebook, Instagram, LinkedIn, Twitter, YouTube) (per account).

\_\_\_\_\_ X250 \_\_\_\_\_

**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 fundraising 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 OF PAGES 3 THROUGH 9

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PAGE FIVE \_\_\_\_\_

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PAGE NINE \_\_\_\_\_

PAGE TEN \_\_\_\_\_

PAGE ELEVEN \_\_\_\_\_

**SUBTOTAL OF PAGES 3 THROUGH 11:** \_\_\_\_\_

**TOTAL SCORE (DON'T FORGET ADDING MACHINE TAPE!)** \_\_\_\_\_

\_\_\_\_\_  
Signature of Governor

\_\_\_\_\_  
(Please type or print name)

PAGE SUBTOTAL \_\_\_\_\_

**CERTIFICATION**

We, \_\_\_\_\_, President, and  
(Please print your name)

\_\_\_\_\_, Secretary of  
(Please print your name)

\_\_\_\_\_ Legal Secretaries/Legal Professionals  
(Please print – DO NOT abbreviate)

Association, 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 Secretary)

\_\_\_\_\_  
(Type or print name of Secretary)

**THIS FORM MUST BE EXECUTED AND RETURNED TO  
THE LPI VICE PRESIDENT WITH THE COMPLETED ENTRY FORM**