



Reply to:  
Jody Hoffman

1901-A S. Ventura  
Springfield, Missouri 65804  
E-mail: [jhoffman@springfieldlaw.net](mailto:jhoffman@springfieldlaw.net)

TO: SCHOOL COUNSELORS AND OTHER INTERESTED PERSONS

The Springfield Area Legal Support Professionals (SALSP) is sponsoring a \$500.00 scholarship to be awarded on the basis of scholastic achievement, leadership ability and need. Applicants must be a high school senior or enrolled in and attending classes in a school of advanced education, have the equivalent of a "B" grade average or higher, in the top 25 percent of their class, and be in need of financial assistance. The scholarship award may be granted to any qualified applicant; however, special consideration will be given to those with a career path of a legal nature.

Enclosed you will find an application form and instructions for completing the application for submission to SALSP. If you have any students who are interested in this scholarship, please have them complete the application according to the instructions and return their application and attachments to me at the above address above, **no later than MARCH 31, 2020.**

If you have any questions about the scholarship award, please do not hesitate to contact me at (417) 883-6566 or at the e-mail address above.

Thank you for your attention and cooperation and we look forward to your students' application submissions.

Sincerely,

*Jody Hoffman*

Jody Hoffman  
SALSP Scholarship Chair

Enclosures

RECEIVED  
FEB 26 2020

[www.salsp.org](http://www.salsp.org) The Springfield Area Legal Support Professionals (SALSP)

*Dedicated to enhancing the competencies and contributions of members in the legal profession*

SPRINGFIELD AREA LEGAL SUPPORT PROFESSIONALS  
*POLLY HUNTER MEMORIAL SCHOLARSHIP*

Instructions and Application

**PLEASE FOLLOW CAREFULLY.** If any of the rules or these instructions are not strictly adhered to, the application will be **DISQUALIFIED**.

1. Application and all attachments must be submitted in legible form.
2. Application must be fully completed and submitted by the sponsoring school, signed by an administrative official of the sponsoring school.
3. The name of the applicant shall appear only on the application.
4. Applicant must carry the equivalent of a 3.5 grade point average or higher and be in the top 25% of his or her class.
5. Attach official high school transcript of grades or transcript of last four years' grades, if presently in school of advanced education.
6. Attach only two one-page letters of recommendation addressed to the Scholarship Chairman of the Springfield Area Legal Support Professionals. These letters must be signed by someone other than an applicant or member of the applicant's family. Each letter shall describe:
  - (a) The applicant's personality, character, and drive; and
  - (b) The applicant's home background and financial need.
7. Attach a one-page (8 1/2" x 11"), unsigned biographical statement in narrative form, prepared and typed by the applicant showing:
  - (a) Schools attended, school activities (honor clubs, choir, etc.), accomplishments (awards, languages, etc.), outside activities (church, civic, etc.), employment and hobbies;
  - (b) Family background, including occupation of applicant's father and mother, if employed, and number of children in family; and
  - (c) Reason why applicant should receive a scholarship.



**APPLICATION FOR  
POLLY HUNTER MEMORIAL SCHOLARSHIP AWARD**

Applicant's Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF APPLICANT

School: \_\_\_\_\_

Sponsor: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF SPONSOR

**FOR COMPLETION BY SALSP SCHOLARSHIP CHAIRMAN**

Date of Application Postmark: \_\_\_\_\_

All attachments included:    \_\_\_ Yes    \_\_\_ No

- If no, check missing attachments:
- 1. Transcript of Grades
  - 2. Two (2) Letters of Recommendation
  - 3. Biographical Statement