



**GWENDOLYN S. DURAN  
MEMORIAL SCHOLARSHIP FUND  
SCHOLARSHIP APPLICATION**

The Colorado Association of Legal Support Staff (CALSS) established the Gwendolyn S. Duran Memorial Scholarship in 1999 to support students in need, pursuing a higher education degree. Based on eligibility criteria, one \$1,000 scholarship will be awarded annually.

The Award is for twelve (12) consecutive calendar months, covers tuition, books and fees, and is paid on a semester basis or as agreed upon by Recipient and CALSS.

In the event the Recipient withdraws from his/her legal courses/program during the term of the scholarship award, CALSS will determine the continuance of the Award and determine if Recipient must refund any unused portion of the Award.

**APPLICATION FORM**

Applications will be accepted from December 1 through April 15 of each school year. Decisions on the award will be made at the end of April, and the applicant will be notified after May 15. If you meet the eligibility criteria below, please submit a completed application to:

Pauli Ingwersen  
CALSS Scholarship Chairman  
c/o Holland & Hart LLP  
90 South Cascade Avenue, Suite 1000  
Colorado Springs, CO 80903  
(719) 475-6487  
email: pingwersen@hollandhart.com  
www.calss.org

We must receive the completed application and accompanying documentation **postmarked on or before the deadline of April 15**. Incomplete applications will NOT be reviewed.

**ELIGIBILITY:** You are eligible to apply for a CALSS scholarship if you satisfy the following criteria:

- You have declared the legal field as your major or are enrolled in a legal program, such as secretary, court reporter, legal assistant, paralegal, or pre-law concentration.
- You are a full time student.
- You can demonstrate financial need



**CALSS SCHOLARSHIP APPLICATION**  
(Please type or print neatly)

Name \_\_\_\_\_  
First MI Last

Permanent Address: \_\_\_\_\_  
Street Address

City State Zip

Telephone Email address

**Financial Information:**

- Check: \_\_\_\_\_ I have applied for federal or state student financial aid  
\_\_\_\_\_ I intend to apply for federal or student financial aid  
\_\_\_\_\_ I do not intend to apply for federal or student financial aid  
\_\_\_\_\_ I have student financial aid but still have a need

**Required Attachments (Must be Typed):**

Application and the following required documents are due **April 15:**

- Copy of high school transcript or transcript of last four years' grades if presently enrolled in a school of higher education.
- One letter of recommendation signed by student's teacher or counselor outlining the student's leadership activities and/or community participation.
- One letter of recommendation signed by employer, teacher friend or other character reference.
- Autobiographical statement/resume including schools attended, employment, school activities (honors, clubs, etc.), family background, brief discussion of financial need, interests and/or hobbies.

**INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED**

Send completed applications and required attachments to:

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