

# Monmouth Legal Secretaries Association

(Member, NALS...the association for legal professionals and  
NJALS...the association for legal professionals)

Office of: Scholarship Committee  
c/o Deborah A. DeFazio  
309 Monmouth Road  
Freehold, NJ 07728  
Email: [ddefazio@sdbrownlaw.com](mailto:ddefazio@sdbrownlaw.com)  
(732)517-0720 (Work)

December 1, 2011

RE: THE CATHERINE J. WHITFIELD MEMORIAL SCHOLARSHIP FUND - \$1,000 Scholarship

Dear School Counsellor/Administrator:

I am writing to provide you with information regarding a scholarship which is available through our Association. Each year the Monmouth Legal Secretaries Association ("MLSA") awards one deserving individual pursuing a career in the legal field with a \$1,000.00 scholarship payable to the school they attend. The guidelines for eligibility are listed in the Rules and Regulations, a copy of which is enclosed herein for review. Additionally, MLSA's scholarship requires the applicant to reside in Monmouth County.

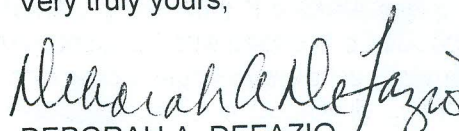
By way of background, *The Catherine J. Whitfield Memorial Scholarship Fund* is named in honor of a past member of the Monmouth Legal Secretaries Association, whose name was Catherine J. Whitfield. Cathy Whitfield joined MLSA in the mid 1970's and from that point on, she became a very active member. She worked through various chairmanships and held various offices, until she eventually became President of MLSA in 1981. After only having served six months in office, Cathy developed meningitis and passed away in December of 1981, not long after her installation as President. In Cathy's memory, MLSA named its scholarship fund after her, which is known as *The Catherine J. Whitfield Memorial Scholarship Fund*.

In addition to the scholarship awarded by MLSA, the winner and next top two applicants are also submitted for entry into our State Association's scholarship known as the Jean M. Napolitano Scholarship and awarded by NJALS...the association for legal professionals, which scholarship is in the amount of \$1,200.00.

If you know of any students who are interested in applying for the scholarship, please contact me and I will be happy to fax or email the application. **All properly completed applications must be received by me no later than January 30, 2012 to be eligible for either award. Please be sure applicants comply with all requirements listed in the guidelines so they are not subject to disqualification.** Voting for MLSA's scholarship will take place on February 2, 2012, and the winner will be invited to a future meeting to accept the award. Voting by NJALS will take place at its board meeting in the spring. All applicants will be notified once voting takes place for both awards.

Of course, if you have any questions, please feel free to contact me at the number listed above.

Very truly yours,

  
DEBORAH A. DEFAZIO  
MLSA Scholarship Chairman

/dad

Enclosure

cc: Patricia Peterson, MLSA President  
Rachel Blasi, MLSA Vice President



APPLICANT'S RULES AND REGULATIONS

JEAN M. NAPOLITANO MEMORIAL SCHOLARSHIP AWARDS

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REPLY TO:

1. Scholarships are awarded on the basis of financial need, scholastic achievement, and leadership ability. The awards may be granted in such law-related fields as the NJALS Board of Directors shall designate with a special emphasis on prospective legal support staff. No applicant can be a member of the immediate family of a current NJALS member.

2. The scholarship applicant must:

- (a) have a grade point average of "B" or above;
- (b) be in need of financial assistance; and
- (c) be a high school senior or enrolled in a school of advanced education.

3. No applicant may submit an application directly to the State Scholarship Chairman. All applications **MUST BE** sponsored by a local chapter which shall submit the applications to the State Scholarship Chairman. Any questions should be directed to the local scholarship chairman.

4. In the event any winner is unable to accept the scholarship award, said scholarship award shall go to the next highest finalist. If any winner accepts the scholarship award and thereafter is unable to attend school, the award or any unused balance thereof shall be returned to the State Association.

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5. One scholarship shall be awarded in the amount of \$1,200.00. Said monies shall be paid directly to the school of the winner's choice for enrollment for the fall term, with not more than half the total scholarship award to be sent to the school by the State Treasurer on direction of the State Scholarship Chairman. Prior to December 1 of the school year, the winners shall notify the State Scholarship Chairman of their intention to continue school. Thereafter the balance of each award shall be forwarded to the respective schools by the State Treasurer on direction of the State Scholarship Chairman.

\*\$600.00 for the fall semester and \$600.00 for the spring semester

