

# The Legal Link

Fall/Winter 2018



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**Arkansas**  
Chapter



Published by the Arkansas Chapter of the Association of Legal Administrators

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STATEMENT**

- Promote and enhance the competence and professionalism of all members of the legal management team;
- Improve the quality of management in law firms and other legal service organizations; and
- Represent professional legal management and managers to the legal community and to the community at large.

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## President's Message

Leadership, commitment, hard-working, dedicated, trailblazer – these are all words that come to mind when I think about my colleague, Nancy Collins, for whom this edition of The Legal Link is dedicated. Nancy retires at the end of this year from her career of 38 years with Mitchell Williams law firm as Director of Administration and, in turn, retires from ALA.

While I am envious of her retirement, I can only hope that I have accomplished as much as she has by the time I retire. Nancy has been a member of the Arkansas Chapter of ALA since June 30, 1981; that's over 36 years! As a charter member of our chapter, she attended the very first organizational meeting held on July 9, 1981; and since then has attended roughly over 400 monthly meetings. She played an instrumental part in starting this organization that I value and hold with such high regard.

Twice having served as this chapter's President, Nancy led this organization through many changes in the legal industry over the years. It's through leaders such as herself that this organization has pioneered the legal administration industry. She laid the foundation for us and showed us how to collaborate and come together to better each other's firms and explore ideas to improve upon the means in which we continue to lead within the legal industry.

Stephen Covey, author of The 7 Habits of Highly Effective People, said, "Leadership is a choice, not a position." On behalf of the Arkansas Chapter of ALA, I thank you, Nancy, for choosing ALA and most of all for choosing to be a leader in this industry and organization. We wish you a relaxing and blissful retirement. We hope you know how much you are appreciated and will be missed. Best wishes to you!



**Michelle Stewart**  
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# Member Spotlight: Michelle Tyree

**Tell us about your background, where you grew up and then transition into your career.** I grew up here in Central Arkansas. I attended Sylvan Hills High School and went to Arkansas State University for a year. After that *very* fun year, I joined the work force and eventually went back to school. I graduated from Pulaski Technical College with an Associates Degree and continued to University of Arkansas at Little Rock. I worked in boutiques from age 16 to 21, mainly to support my shopping habit. I started working in the legal field as a receptionist and finally found a career.

**Tell us about your family.** My dad is a retired HVAC business owner, and my mother is retired from banking. I have two older sisters and an older brother. I got married in 2012 to the most wonderful man, Chris, who is an active duty Air Force Loadmaster. Jack was born in 2014 and has kept us on our toes since then.

**How did you begin your career in the legal field?** I started working for an attorney in 2001 as a receptionist. Soon, I was promoted to be a legal assistant on multi-million dollar Ford/Firestone litigation. Talk about the deep end of the pool. In 2004, I joined The Brad Hendricks Law Firm as a paralegal and was promoted to Executive Administrator after a year.

**What are your main responsibilities?** My main responsibilities are ensuring our workplace is as efficient and pleasant as possible. I supervise all staff for adherence to policies and procedures. I am actively involved in advertising decisions and production. All building maintenance issues are under my supervision. After his wife died in 2014, I also started handling all of Mr. Hendricks' personal affairs. I also secure our Professional Liability and the employee benefits (insurance, vacation/sick time, & 401k).

**How would your attorneys and staff describe you?** I hope they would say I'm funny. I love to laugh. I also think they would say that I'm fair.

**What is the best professional advice you ever received?** I have two great mottos that I live and work by. The first was told to me by my boss: "If you're not making mistakes, you're not working hard enough." The second is one I've heard about being a great assistant: Fulfilling your boss' request makes you a good assistant. Anticipating those requests and fulfilling them before being asked makes you a great assistant.

**What do you like best about being a legal administrator?** I love thinking outside the box to fix problems. Brad allows a lot of personal discretion for me to handle all office and staff related issues. He trusts my instincts and always backs my plays. I'm not a paint-by-numbers kind of girl. I'm always thinking of ways to improve and excel at my job.

*(Continued on next page)*

## Member Spotlight: Michelle Tyree

If you weren't a legal administrator, what would you do? I'd probably still be in management somewhere. My Type A Personality motivates me to be the best I can be in every situation. I like to be in control.

What are your outside activities? My husband and I are very active. I cycle 4-5 times a week for exercise and my sanity. We love to play outside with Jack. Also, wine.

What do you enjoy most about your affiliation with ALA? I enjoy all of it! I feel like I found a niche in which I can relate to professionals that do what I do every day. You are my people.

How has ALA benefitted you? It's given me a sense of camaraderie that I have never really known in my professional life. The resources I have to help me through difficult situations is now exponentially more than what I had prior to joining ALA.

My favorite quote is... by Harry Truman, "It's amazing what you can accomplish when it doesn't matter who gets the credit."

My favorite book is... I love to read, but don't have time to do it much anymore. I'm currently reading *I'll Be Gone in the Dark* by Michelle McNamara. I'm addicted to a podcast called *My Favorite Murder*. I'm a true crime enthusiast. SSDGM (Stay Sexy, Don't Get Murdered)

My favorite trivia fact is... the human head weighs 8 lbs. I typically subtract that amount from my weight, because I don't care how much my head weighs.

My favorite daydream or fantasy is... winning the lottery and being able to travel around the world.

My favorite movies are... *Monty Python and the Holy Grail*, *Tombstone*, *Usual Suspects*, and *Army of Darkness*.

Outside of my family, my most treasured belonging is... my wedding dress.

Someone I really admire is... my dad. He's awesome.

My friends describe me as... loving.

My favorite musical artist is... Jack Johnson.

What is your favorite word? Love.

What is a word you dislike? Can't.

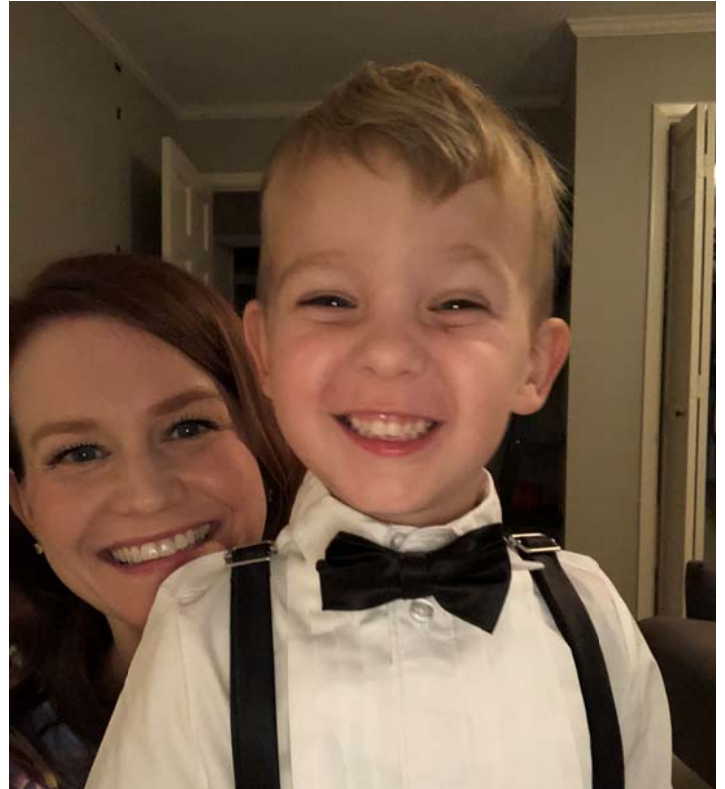
A sound or noise I love is... my son's laughter.

A sound or noise I hate is... a whiny four year old.



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# Member Spotlight: Michelle Tyree





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A close-up photograph of several green grass blades, with one blade in sharp focus in the foreground and others blurred in the background. The lighting is bright, highlighting the texture of the grass.

# 30 REMARKABLE WAYS TO GO GREEN IN THE WORKPLACE

## 30 Remarkable Ways to Go Green at Workplace

Going green isn't something that only has to be done in your personal time. You can apply the concepts of sustainability to every aspect of your life and everywhere that you go, and this includes your workplace too. No matter what type of job you have, there's always something you can do that makes your work environment a little more earth-friendly. Some of the most common things include using less paper for printing, switching off gadgets like laptops and printers when not in use, carry water bottle instead of using a disposable bottle, using energy saving lights and many more.

With global warming and climate change making noise all around the world, one should provide a helping hand by being environmentally conscious not only at workplace only but at home too by making some simple and small changes in their daily lifestyle. All the tips mentioned below are pretty simple and easy to follow. All that is required is an intention to do something for this planet that has given you amazing landscapes, stunning wildlife, exotic species to look and admire. Below are 30 remarkable ways to go green at workplace and make this planet a wonderful place to live and work.

1. Change the way you commute. Using public transport isn't as bad as you may think. It cuts back on gas and it saves you money in the long term. You can also talk to people in your neighborhood to set up a carpooling system that could be beneficial to everyone. If there are already carpoolers in the area, join in. Also, if you don't live far from your job, consider walking there when the weather is pleasant.
2. Pack your lunch ahead of time with reusable containers. When you buy food during lunch, it's likely that it will be packed in a bag you'll have to throw away. If you have to do this, make sure you dispose of the recyclables in a recycle bin. If you do bring food from home, pack your food in reusable containers inside of a storage bag that can be reused as well.
3. Use reusable water bottles and mugs at work. Disposable water bottles are found all over landfills and their environmental impact is atrocious. With reusable water bottles, you save money and won't have to ingest the invisible residue that is known to come from throwaway plastic bottles. You can also enjoy the personal touch of drinking coffee from your own mug instead of disposable cups.
4. Be conscious of your printing practices. It's best to print using the double-sided printing option that comes with many of today's printers. If that's not an option, then print what you must and reuse the sheet of paper by writing on the blank side if you can. When you fax, learn ways to do so electronically. There are many virtual options that don't require you to print paper in order to send a fax, and e-signatures help you sign off on important documents without needing to do it by hand on paper.

*(Continued on next page)*



## 30 Remarkable Ways (cont.)

5. Have a personal spot for your recyclables if necessary (and encourage others to do the same). Sometimes, recycling while at work isn't always an option. If this is the case, then you can set aside recyclable material that you can properly dispose of later, whether it be at home or dropping it off in a recyclable bin during your commute.
6. Upgrade your office decor. Suggest that real plants be placed throughout your office and other indoor working spaces. Because carbon is stored in plants, putting them inside filters the air. They also create a more peaceful and enjoyable environment for everyone.
7. Use energy saving lights. It goes without saying that anywhere we must work should be well lit, but this need can also be met in an eco-friendly manner. LED lights conserve energy and last much longer than standard light bulbs while brightly illuminating the room.
8. Make it a habit to think before you act. Have you ever thought about the reminders at the bottom of some emails telling you to consider if your document really needs to be printed? These considerations are a good practice for all of your work habits. Think about the things you do and consider alternatives that are more environmentally friendly.
9. Don't trash gently used material and items. Donate books and manuals that could be of benefit to someone else. When you upgrade equipment, see if someone else may need what you are replacing. Oftentimes, we forget that many of the items we no longer use can be of value to others.
10. Share printed files with coworkers to cut back on how many copies have to be printed. To avoid printing altogether, create digital copies that everyone can open and read from their computers or create a presentation that can be viewed by everyone at once.
11. Have a recycle bin and encourage its use. If there is no recycle bin at work, find out if it's acceptable to place one in a frequently traveled area within the office so that everyone can be prompted to use it. Spread the word that there is a recycle bin in the office if one has to be newly added. Then, by placing it in clear view of everyone, it will serve as a gentle reminder of the importance of recycling.
12. Show that recycling is part of your company values. Usually, the culture of the office is set by both the higher-ups and the employees. Offer fun prizes and giveaways as a way to show employees that you appreciate their efforts to work sustainably. If you are an employee, suggest the idea to management.
13. Make the most of paper you use. After you use one side of a sheet of paper, whether it be printed or notebook paper, it's typical to throw it away. Along with making use of the blank side of the paper, you can cut out blank spots of paper to create a custom notepad to jot down reminders before recycling the rest.

*(Continued on next page)*

## 30 Remarkable Ways (cont.)

14. Buy eco-friendly office supplies. When you buy recycled products, you support a business that values sustainability, and you are also helping to support initiatives that preserve trees and natural resources.
15. Get into the habit of turning off electricity when it isn't in use. Turn off lights and unplug electronics when they're not in use in order to save energy.
16. Set up a collaborative online workspace. There are all sorts of ways that team members within a company can communicate online without the use of traditional methods involving paper and limited natural resources. This also helps to keep everyone organized and on track while fostering better communication.
17. For holidays, special events and birthdays, send e-cards instead of buying traditional cards and mailing invitations. Not only are e-cards fun and often humorous, they are more environmentally-friendly than sending out paper announcements that recipients tend to discard after reading.
18. Turn computers and electronic devices completely off instead of setting them in standby mode when they're not in use. Standby mode and screen savers still use a lot of energy. Give your computer and the electricity at the office a well-deserved break.
19. Telecommute whenever possible. Many bosses will allow employees to work from home in order to complete tasks that doesn't require their physical presence at the office. If your boss doesn't offer this, it never hurts to ask about it. Telecommuting is both a convenient way to work and a great way to reduce your carbon footprint from commuting to and fro.
20. Purchase gently used items for work. You would be surprised at the quality of clothing you'll find at thrift stores that are appropriate for work, along with miscellaneous items for storage or general decor. Office furniture, including chairs and desks, can also be bought and re-purposed if desired. Shopping this way is eco-friendly when considering the natural resources that are exhausted to constantly produce new items.
21. Fill the office kitchen or break room with reusable dishes and silverware. Plastic and paper is the norm when it comes to eating at work, but replacing them with reusable products that simply require washing is a very effective way to reduce the amount of disposable products that have to be discarded.
22. Recycle old office furniture and equipment. Many times, businesses are remodeled and upgraded with the newest of computers and furniture. A very common practice is to throw away the old items. Instead, suggest that it be donated. Anything that is not worthy of donation might be completely recyclable or composed of parts that can be recycled instead of trashed.

*(Continued on next page)*



## 30 Remarkable Ways (cont.)

23. Take the stairs instead of the elevator. It takes a large amount of energy to travel back and forth between floors using an elevator. Furthermore, stairs are a worthy alternative since taking the stairs is a healthier option that can help you get in better shape because of the aerobic benefits.

24. Use refillable pens. At work, we tend to go through a countless number of pens that we have to throw away shortly after use. Reusable pens simply require cartridge changes and can be used for a long period of time.

25. Use lights with motion sensors. When you use lights with motion sensors, you don't have to remind everyone to turn the lights off in order to conserve energy. Motion lights are also extremely convenient since they intuitively know when they are needed, and they are quite appreciated by workers who are often on the move and carrying many items at once.

26. Instead of paper towels, use hand dryers. Usually, everyone at work is washing their hands throughout the day, which means paper towels are constantly in use. Hand dryers are a sanitary replacement that can largely reduce the use of paper towels. If hand dryers are not an option, put a recycle bin close to the paper towel holder for disposal.

27. Get creative. Upcycling is a fun way to reuse products without having to dispose of them. You can find inspiration for just about anything through social media sites, such as Pinterest and various websites online. Everything from old jars to random items that can be used for storage are likely to have various uses.

28. Use natural light if it's an option. If you have various windows, or just a large window that can be opened, make use of it. Natural light adds a great ambiance to the room and is very inviting to workers and visitors.

29. Buy re-manufactured ink. Re-manufactured ink is affordable and environmentally friendly. The cartridges are also more full and producers of manufactured ink help to keep excess metals and disposables from being trashed.

30. Use non-toxic cleaning products to tidy up. There are all sorts of cleaning products that are based on natural substances instead of hazardous chemicals that are dangerous to the environment, the user, and harsh on furniture and electronics. Oftentimes, there are all-natural solutions that will work just as well as store-bought products.

Original article: <https://www.conserve-energy-future.com/remarkable-ways-to-go-green-at-workplace.php>

About the Author:

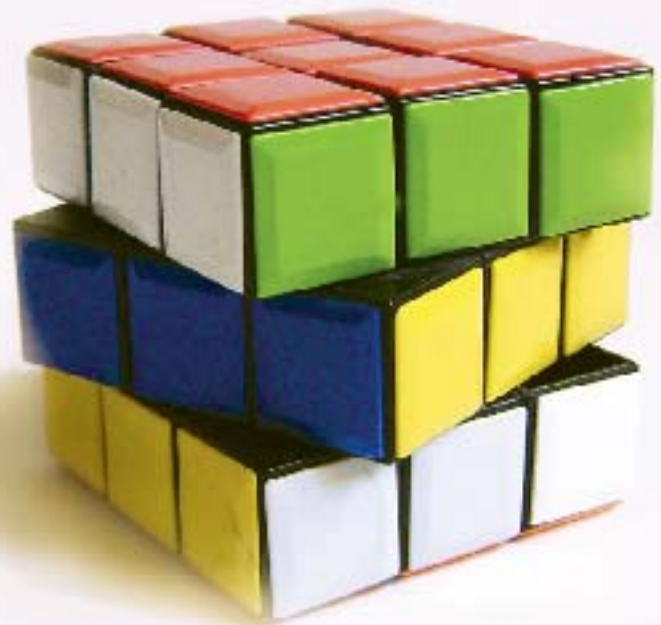
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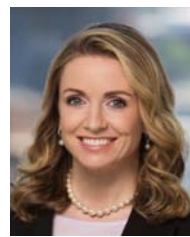
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## SUPERMAN: STRENGTH AND SOLIDARITY

Steve Wingert, an ALA Past President, has been recently diagnosed with pancreatic cancer. Mark Bridgeman, his husband and also an active ALA member, is doing his best to maintain two households, travel to Steve's treatments, and focus on the responsibilities of his position. Right now, what Mark requests is anything that puts a smile on Steve's face.

The Wingert-Bridgeman family and friends have adopted a Superman support system with the tagline "Strength and Solidarity." The Gateway Chapter ordered Superman wristbands for chapter members, so the Arkansas Chapter has done the same.

Also, Angela Falco, who is attending the Regional Legal Management Conference in Austin, will wear the Superman wristband every day. They will attempt to take a huge group shot and send it to Steve and Mark.

The Arkansas Chapter is proud to show our STRENGTH AND SOLIDARITY for two people who have given so much to ALA!





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- » Sample job descriptions – using the UPBMS – in the areas of legal support services, finance, HR, marketing, technology and IP

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# HAPPY RETIREMENT NANCY!

As you all know, the Arkansas Chapter of the Association of Legal Administrators was first chartered on June 30, 1981. The Charter members were Charter President Myra Runyon, Willie Mae Etheridge, Carolyn Huber, Frances Benton, Jean Sheffer, Judy Jones, Priscilla Kilgore, Judy McNeil, MaryAnn Jungkind, Donna Blacklaw, Sallie Langford, Christie Black, Pam Pierce, Gloria Lockett, Becky Chapman, and our very own Nancy Collins. All of the original Charter members have sadly passed or happily retired since then. This year, the last Charter member, Nancy Collins, will be retiring. We wanted to take a moment to celebrate and remember her for all of her dedication, hard work, loyalty, wisdom, sense of humor, and friendship. Nancy, we wish you all of the best and hope to see you for Christmas parties and happy hours in the near future. Your guidance has always been appreciated and we have such big shoes to fill thanks to your service.

From all of us over all the years, we love you and will miss you. Congratulations, Nancy! Enjoy the next few pages dedicated to you.



*Congratulations*



# HAPPY RETIREMENT NANCY!



Susan French Koran and Patti Groff (former National ALA Presidents), Andrea Smalac, and Nancy Collins

“Nancy, you have been such a role model and mentor to many ALA members over the past years. I suspect we will be saying for many years – WWND – What would Nancy do? We will truly miss seeing you at our monthly meetings. Best wishes for a happy and memorable retirement!”

Diane Smith

“Nancy is and always has been one of those members who is willing to share information and help other members on their projects. When we were preparing to take over a whole floor in our building and do a complete remodel (while occupying the space), she answered a lot of questions and gave a lot of advice. She gave me a tour of their offices and talked about the pros and cons they encountered. It was very helpful as this was the first time I had been involved in a project like that.”

- Kathy Cagle





# HAPPY RETIREMENT NANCY!



“Little Rock hosted a Regional Conference many, many years ago. At that time, the host chapter did most of the work. Nancy was one of a few key members who got Little Rock chosen, organized the event and ensured its success.”

-Kathy Cagle

“Every time I think of a Cosmopolitan cocktail, I am reminded of Nancy and Judy Jones Stafford Brison.”

-Kathy Cagle



# HAPPY RETIREMENT NANCY!

## Business Partners: A Chapter's Most Valuable Assets

By: Nancy Collins, Winter 2012 *Legal Link*

Over the years, I have come to recognize the value of my relationship with our firm's business partners. It is more than the business partner providing the product or service and us paying for it. It is being able to count on the business partner when the going gets rough...and the business partner being able to count on us to help him/her expand their business.

I have needed a business partner to help work through a sticky phone problem one Friday night as a result of a desperate call from one of our lawyers. I have needed a business partner to get us a special supply for an unexpected client/attorney demand.

From the ALA perspective, we couldn't provide anywhere close to the level of member education that we have been able to do. Without the support of our business partners, members in small firms wouldn't be able to go to conferences and bring valuable information back to their firms. Our business partners really came through for us with our Community Connection project this year. Standard Business Systems donated \$500 toward our Community Connection raffle item and all it took was a phone call. Conversely, business partners have needed me to give a good reference to a prospective client. I am always glad to do this. The more successful the business partner, the more likely that they will continue to be in business.

From a business partner perspective, Richard Gully with Standard Business Systems views his ALA sponsorship as "an investment in ALA and his business. It is a symbiotic relationship. Both his business and ALA benefit from the relationship!"



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# HAPPY RETIREMENT NANCY!



**“She hosted a really great Christmas gathering at her home. I think that was my favorite one. She had just done some remodeling – loved her kitchen. Her house was beautiful; the food was great; and the company was wonderful. It was a really nice evening.”**

**-Kathy Cagle**





# HAPPY RETIREMENT NANCY!



“I didn’t get to know you as well as I would’ve wanted, or as well as you deserved. I look up to the example you’ve set, and I know I have a long way to go. Shoot for the moon. If you miss, at least you’ll land amongst the stars. Nancy is our very own ALA Rockstar!”

-Michelle Tyree



# HAPPY RETIREMENT NANCY!

## **“Keepers” by Nancy Collins, June 2010**

I believe if there is something good to come out of the recent economic troubles, it is that we learn to appreciate and keep what we have; fix and reuse rather than throw away.

For our parents and grandparents, keeping used to be a way of life – fixing, re-using, and fixing again. Later generations didn't understand. Somewhere along the line we decided that waste meant affluence. Buy cheap, use it up, throw it away, repeat the cycle. Not many things are “keepers” anymore.

But as we get older, we experience the loss of a loved one; we experience the pain of learning that sometimes there isn't any more. Sometimes, what we care about most gets all used up and goes away... never to return. So, while we have it, we learn to love it, care for it, fix it when it's broken, and heal it when it's sick.

This is true for marriage, children who get in trouble at school, dogs and cats with bad hips, aging parents and grandparents... and friends. We keep them and love them because they are special, and they enrich our lives. Even when they are gone, we keep them close in our heart and mind.

## NANCY, YOU'RE A KEEPER.





# HAPPY RETIREMENT NANCY!



“We used to do the Poor Man’s Lunch to raise funds for our Community Challenge project (now Community Connection). Part of this fundraiser was a silent auction. Bev Eberle used to get a lot of credit for the silent auction (deservedly – she procured most of the items, and they were great items), but Nancy was also a silent auction master. She prepared the bid sheets, collected the money, and disbursed the prizes. It went so smoothly because of her organization and attention to detail. She was also able to get a lot of our food donated, and her bake sale items were amazing. She can really bake. Without her efforts, we would not have been as successful in those fundraisers.”

-Kathy Cagle



“Hearing how young she started in law, and how far she went in her career, gives me hope for my own.”  
-Anna Wakeling

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# November 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 <i>Webinar: Ransomware &amp; Social Engineering</i>	2 <i>Nancy's Birthday</i>	3
4 <i>Selina's Birthday</i>	5	6	7	8 <i>Webinar: Time Entry, Billing &amp; Collection Solutions</i>	9	10
11	12	13 <i>Webinar: Conducting a Successful HR Audit</i>	14 <i>Business Meeting: Rita Garrett – Diversity</i>	15 <i>Webinar: Current Issues, Trends and Challenges</i>	16	17
18	19 <i>Kathy's Birthday</i>	20	21	22 <i>Thanksgiving</i>	23	24
25	26	27	28	29	30	

# December 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6 Webinar: <i>eBilling Best Practices and Readiness</i>	7	8
9	10	11	12 4 pm <i>Christmas Party at Dugan's Pub</i>	13 Webinar: <i>Burying the Billable Hour</i>	14	15
16	17	18	19 Webinar: <i>Presentations that Engage</i>	20	21 <i>Ann's Birthday</i>	22
23	24 <i>Christmas Eve</i>	25 <i>Christmas Day</i>	26	27	28	29 <i>Dede's Birthday</i>
30	31 <i>New Years Eve</i>					



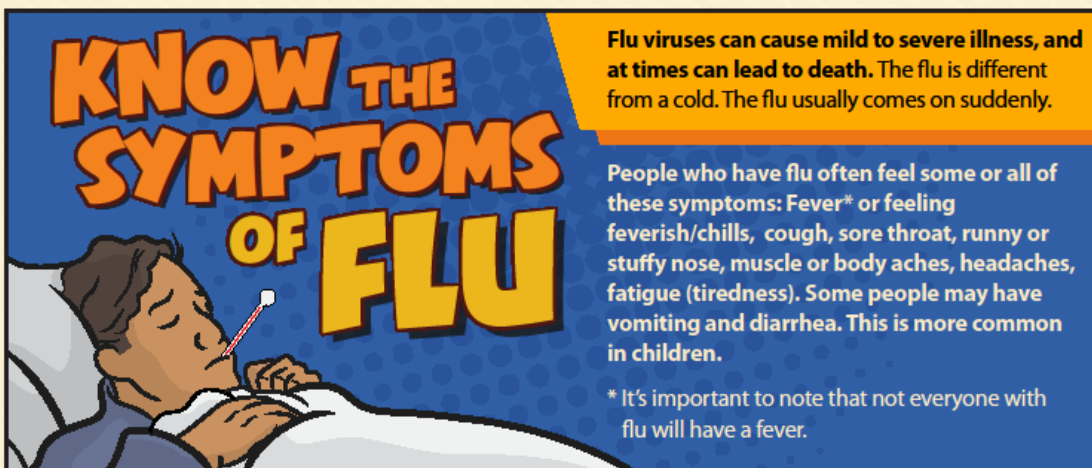
# January 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5 <i>Pamela's Birthday</i>
6	7	8	9 <i>Business Meeting: LTC Solutions (ALA VIP BP Webinar)</i>	10	11	12
13	14	15	16	17 <i>Connie's Birthday</i>	18	19
20	21	22	23	24	25	26
27	28	29	30	31		



# SICK WITH FLU? KNOW WHAT TO DO!

**Influenza (or flu)** is a contagious respiratory illness caused by flu viruses. Most people with flu have mild illness and do not need medical care or antiviral drugs. If you get flu symptoms, in most cases, you should stay home and avoid contact with others except to get medical care.



## KNOW THE SYMPTOMS OF FLU

**Flu viruses can cause mild to severe illness, and at times can lead to death.** The flu is different from a cold. The flu usually comes on suddenly.

People who have flu often feel some or all of these symptoms: Fever\* or feeling feverish/chills, cough, sore throat, runny or stuffy nose, muscle or body aches, headaches, fatigue (tiredness). Some people may have vomiting and diarrhea. This is more common in children.

\* It's important to note that not everyone with flu will have a fever.



## TAKE ANTIVIRAL DRUGS IF YOUR DOCTOR PRESCRIBES THEM!

Antiviral drugs can be used to treat flu illness. Antiviral drugs can make illness milder and shorten the time you are sick. They also can prevent serious flu complications.

CDC recommends that antiviral drugs be used early to treat people who are very sick with the flu and people who get flu symptoms who are at high risk of serious flu complications, either because of their age or because they have a high risk medical condition.



## STAY HOME WHEN SICK

When you are sick, limit contact with others as much as possible. Remember to cover your nose and mouth with a tissue when you cough or sneeze, and throw tissues in the trash after you use them. Stay home for at least 24 hours after your fever is gone except to get medical care or for other necessities.

\*Your fever should be gone for 24 hours without the use of a fever-reducing medicine before resuming normal activities.



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## **2019 Member Scholarship Eligibility Criteria**

Members must meet the eligibility criteria in the year preceding the scholarship year. For this reason, the Board is recommending eligibility criteria for 2019 so that chapter members may take the necessary steps in 2018 to be eligible for a scholarship in 2019. Typically, the Board will recommend scholarship eligibility criteria one year in advance of the awarding of scholarships.

### **2019 Scholarship Eligibility**

1. Attend at least six chapter meetings during 2018.
2. Participate in the 2018 Business Partner Event.
3. Participate on the Board or a Committee.
4. Attempt to recruit one new member.
5. Write an article for the newsletter during 2018.
6. Other services deemed beneficial to the Chapter by the Board.

All chapter members in good standing will be entered into each scholarship drawing in 2019. To be eligible for a full scholarship, a chapter member must have performed two of the six criteria listed above.

If a chapter member does not meet the 2019 scholarship criteria as stated above, the member will be eligible for 50% of the 2019 scholarship amount.

### **General Scholarship Rules**

Chapter members are only eligible for one scholarship per calendar year. Additionally, scholarship recipients from the prior year are not eligible for a scholarship the next year unless all eligible members for the current year have been given an opportunity to accept a scholarship.

Each scholarship recipient should report to the Chapter President within two weeks of the drawing indicating if they plan to use the scholarship, whether they are eligible for a full scholarship, and whether they plan to attend an ALA conference or some other conference. The Chapter will continue to draw for scholarships from the remaining pool of member names until all scholarships are awarded.

## **EDITORIAL POLICY**

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Editor & Photographer

Michelle Tyree

