



**SCHOLARSHIP PROGRAM APPLICATION FORM**

The FJAA Scholarship Program was established to enable members in good standing to pursue their educational goals and professional development by taking courses and attending seminars and workshops to provide additional knowledge and skills to enhance job performance.

**PLEASE TYPE OR PRINT:**

Name: \_\_\_\_\_ SSN: \_\_\_\_\_  
(Last) (First) (M.I.)

Name of Judicial Officer: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

FJAA Membership:  Yes  No

How long have you been a member of FJAA: \_\_\_\_\_

Number of Conferences Attended: \_\_\_\_\_

**EDUCATIONAL BACKGROUND:**

School: \_\_\_\_\_ Dates Attended: \_\_\_\_\_

Highest Degree: \_\_\_\_\_

Scholarship to Be Used For:  Course(s)  Seminar(s)/Workshop(s)

Course/Seminar Workshop Title(s): \_\_\_\_\_

Educational Institute or Agency: \_\_\_\_\_

Length of Program(s): \_\_\_\_\_

Exact Cost of Program(s): \_\_\_\_\_

Brief Description of Program(s): \_\_\_\_\_

I have served FJAA in the following ways: \_\_\_\_\_  
\_\_\_\_\_

Are you eligible for or receiving other training or educational funds?  Yes  No

If yes, to what extent: \_\_\_\_\_  
\_\_\_\_\_

Why are you applying for this scholarship, and why is it important that you receive this award? (Use extra pages if necessary)

Have you ever received a FJAA scholarship before?  Yes  No

If yes, when and for what course(s) or program(s):

Is your judge aware of your intent to take this course/program and does he/she approve:  Yes  No

By applying for this scholarship, I agree that my name will be published in the FJAA Newsletter, *In Brief*, and will be provided to members at the annual meeting. I also understand and agree that if I receive a scholarship, I will write a brief article for the FJAA Newsletter, *In Brief*, describing the course content and the value of the educational program. I further understand and agree I must provide proof of successful completion of the course/program and I will return the funds to the Scholarship Program if I do not successfully complete the program.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE

**THE DEADLINE FOR RECEIPT OF APPLICATIONS IS MAY 31ST OR AUGUST 31ST.**

Send Applications to:

Emily Strobe  
Scholarship Chair  
United States District Court-  
Western District of Tennessee  
167 North Main Street, Room 942  
Memphis, TN 38103  
731-421-9206  
[emily\\_strobe@tnmd.uscourts.gov](mailto:emily_strobe@tnmd.uscourts.gov)

Please take advantage of this wonderful program to enhance your skills and personal growth. The more diversified a person is, the better chance of keeping our jobs in the uncertain future for judicial assistants. This does not cost a member a thing, other than the time it takes to fill out the application.

The FJAA Scholarship Program is gifted twice a year (when applicable), and is administered by the Professional Development & Continuing Education Committee (PDCEC) to enable and assist members in good standing to pursue their educational goals and professional development by taking courses and attending seminars and workshops to provide additional knowledge and skills to enhance job performance.

The course or training program for which the scholarship is used does not have to be applied toward a degree, but must be work or career-related so that the courts and the individual recipient benefit.

When making application for the scholarship, please remember to provide the **exact** amount that you are requesting **and documentation to support the request**. If applications are sent by mail, they must bear be postmarked by May 31st or August 31st. No extensions will be granted. Applications are accepted through email, regular mail, and fax to the chair of the committee. Applications postmarked after May 31st or August 31st will not be considered.

For other questions or inquiries, please contact:

Emily Strobe  
Scholarship Chair  
Chambers of Hon. S. Thomas Anderson  
United States District Court  
Clifford Davis and Odell Horton Federal Building  
167 North Main Street, Room 942  
Memphis, TN 38103

731-421-9206  
[emily\\_strobe@tnwd.uscourts.gov](mailto:emily_strobe@tnwd.uscourts.gov)