

# CHAPTER ACHIEVEMENT REPORTING FORM

Mt. Diablo Legal Professionals Association participates every year in the Golda J. Cooper Chapter Achievement Contest. The Chapter Achievement Contest covers activities from May 1, 2013 through March 31, 2014. This form's purpose is to track each member's activity during the course of the year. **Please complete this form each time you attend a function and return it to the person named below.** If you attend a function and are not sure if it applies, describe it below. It will be determined by the Chapter Achievement Chair if it applies.

## Month/Year      Function

### ADVERTISING

\_\_\_\_\_ I submitted a potential advertiser to the Editor of *The Legal Secretary*.

### ARTICLES

\_\_\_\_\_ I submitted an article to *The Legal Secretary* magazine.

### ATTENDANCE AT LSI CONFERENCES

\_\_\_\_\_ I attended a LSI Quarterly/Annual Conference.  
\_\_\_\_\_ I attended a LSI Quarterly/Annual Conference for the first time.  
\_\_\_\_\_ I attended an Officer/Chairman Workshop at LSI Annual Conference.  
\_\_\_\_\_ I attended the President's Roundtable at LSI Annual Conference.

### BENEFITS

\_\_\_\_\_ I am insured through a LSI plan.  
\_\_\_\_\_ I belong to a LSI-sponsored credit union.  
\_\_\_\_\_ I am enrolled through LSI approved retirement planning program.  
\_\_\_\_\_ I used the LSI Hertz discount.

### BULLETIN

\_\_\_\_\_ I submitted an article to the Editor of MDLPA on law office products and management, education, legal procedure or CCLS Quiz.

### CALIFORNIA CERTIFIED LEGAL SECRETARY

\_\_\_\_\_ I participated in a CCLS study group.  
\_\_\_\_\_ I took the CCLS exam. (Test Date: \_\_\_\_\_)  
\_\_\_\_\_ I passed the CCLS exam. (Test Date: \_\_\_\_\_)  
\_\_\_\_\_ I submitted a question to LSI Continuing Education Council for use on the CCLS mock exam (indicate # of questions submitted: \_\_\_\_\_).  
\_\_\_\_\_ I recertified my CCLS during the 2013-2014 fiscal year.

### CAREER PROMOTION

\_\_\_\_\_ I spoke at a local educational institution about a legal secretarial career.

### INTERCLUB

\_\_\_\_\_ I attended another Association's monthly meeting, installation, or other function.

### LEGAL SECRETARIAL EDUCATION

\_\_\_\_\_ I taught a workshop or seminar under the direction of MDLPA.  
\_\_\_\_\_ I attended a seminar/workshop sponsored by MDLPA.  
\_\_\_\_\_ I attended an educational workshop or seminar sponsored by another Association.  
\_\_\_\_\_ I attended a LSI, Northern Central Valley Forum, Bay Area Forum, CEB, or Rutter Group seminar.

## CHAPTER ACHIEVEMENT REPORTING FORM, continued

### LEGAL SPECIALIZATION SECTIONS

I attended a LSI Legal Specialization Section Seminar at Quarterly or Annual Conference.

(# Attended: \_\_\_\_\_)

I am enrolled in at least one Legal Specialization Section as of 3/31/14.

I am enrolled in all six Legal Specialization Sections as of 3/31/14.

I attended a Legal Specialization Section Regional Seminar.

I submitted an article for use in a Legal Specialization Section Newsletter.

### MARKETING

I prepared and submitted a Press Release to news media about a MDLPA event.

### MEMBERSHIP

I made a formal presentation on the benefits of membership in LSI/MDLPA to a law office.

### PROFESSIONAL LIAISON

An article I submitted to a local bar association was printed in its bulletin.

I volunteered to help local bar association in bar-sponsored or cooperative project or function.

I wrote congratulatory letters to new bar association officers.

I attended a local bar association meeting.

### PUBLICATIONS

I purchased the LSI *Legal Professional's Handbook* between 4/1/13 and 3/31/14.

I purchased updates to the LSI *Legal Professional's Handbook* between 4/1/13 and 3/31/14.

I purchased the LSI *Law Office Procedures Manual* between 4/1/13 and 3/31/14.

I purchased updates to the LSI *Law Office Procedures Manual* between 4/1/13 and 3/31/14.

### REPORTING

I have responded to \_\_\_\_\_ LSI Directives.

(Please Specify) \_\_\_\_\_

[Describe Activity] \_\_\_\_\_

Name: \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

If you have any questions, contact Cristina Moreno, Governor, at 925-939-9933, or e-mail to her:

[Cmoreno@angius-terry.com](mailto:Cmoreno@angius-terry.com).

Please attach additional pages, if necessary. Thank you for your assistance.

Each year local associations like Mt. Diablo Legal Professionals Association vie to win the LSI Chapter Achievement contest. There are six categories based on size of Association (Associations compete against other Associations of similar size). The winner of each category is presented with a Certificate and a check for \$150, and announcement of the winners takes place at the Saturday night banquet at LSI's Annual Conference to be held on May 17, 2014, in Concord, California.

The list of reporting categories are referenced above. Every time you participate in a given activity, please make a note of it on this form and return same to the Governor listed above. MDLPA receives points for every activity, so every little bit counts.

Thank you for your participation. MDLPA looks forward to winning this year's Chapter Achievement contest with your help.