

<u>DESCRIPTION</u>	<u># CLAIMED</u>	<u>POINTS</u>	<u>SCORE</u>
Advertising			
Member submitting potential advertiser to the LSI Advertising Chair. (Per member, per advertiser. No duplicates. <i>Must include contact information for advertiser.</i>)	_____	X25	_____
Articles			
1. Article printed in <i>The Legal Secretary</i> by a guest writer. (Per article.)	_____	X100	_____
2. Article printed in <i>The Legal Secretary</i> by Governor. (Per article.)	_____	X50	_____
3. Article submitted to <i>The Legal Secretary</i> by local association (do not take points under #3 if points were taken under #1 or #2 for the same article.)	_____	X50	_____
ATTENDANCE AT LSI MEETINGS			
Quarterly Conferences			
Governor or Governor Pro Tem, Per Quarter (maximum 4 quarters).	_____	X100	_____
Non-Governor. Per member (excluding LSI Officers and Chairmen who are Officially called).	_____	X50	_____
First time attendee (per member).	_____	X50	_____
Annual Conference			
Each voting delegate or voting alternate (maximum 3).	_____	X100	_____
Each non-voting delegate (including non-voting alternate, excluding LSI officers and chairmen).	_____	X50	_____
Each member attending Officer/Chairmen Workshop (excluding LSI Officers and Chairmen).	_____	X50	_____
Local Association President attends Presidents' Roundtable (excluding LSI Officers and Chairmen).	_____	X100	_____
First time attendee (per member).	_____	X75	_____
Member accepts appointment to serve as Registrar at Annual Conference (May 2020).	_____	X100	_____
Member accepts appointment to serve as Assistant Registrar at Annual Conference (May 2020).	_____	X75	_____
PAGE SUBTOTAL			_____

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BENEFITS			
Members belonging to LSI-sponsored credit union.	_____	X100	_____
Members insured through LSI Plan (per member, <u>not</u> per policy).	_____	X100	_____
Members using LSI Hertz discount (per member, per rental).	_____	X200	_____
Member enrolled through LSI-approved retirement planning program.	_____	X100	_____
BULLETIN			
Per issue (maximum 12 issues).	_____	X100	_____
Each issue containing education articles, legal procedure articles or CCLS Quiz (quiz must contain a minimum of ten questions).	_____	X25	_____
Each issue containing article on law office products and management.	_____	X50	_____
Entered LSI Bulletin Contest (May 2019).	_____	X100	_____
First Place winner in one of the LSI Bulletin Contest categories (May 2019).	_____	X200	_____
CALIFORNIA CERTIFIED LEGAL SECRETARY			
Sponsor a CCLS study group (minimum 8-week course).	_____	X200	_____
Conduct a CCLS Mock Exam.	_____	X150	_____
Members participating in a CCLS study group (whether sponsored by your association or another local association) (per member).	_____	X50	_____
Members participating in LSI's sponsored CCLS online study group (per member).	_____	X50	_____
CCLS mini mock exam given at local association meeting (exam must contain a minimum of 10 questions) (per meeting).	_____	X75	_____
Members taking CCLS examination (per member).	_____	X200	_____
Members who passed CCLS examination during 2019-2020 fiscal year (per member).	_____	X300	_____
Members submitting questions to Continuing Education Council for use in CCLS Study Guide (per question).	_____	X25	_____

PAGE SUBTOTAL _____

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Members recertifying during the 2019-2020 fiscal year (per member).	_____	X100	_____
CAREER PROMOTION			
Presentation(s) on legal secretarial career at local educational institutions (per presentation).	_____	X100	_____
Association provides event flyers and/or bulletins to local educational institutions and law firms (per occurrence).	_____	X50	_____
Association Employment Chair forwards job announcement(s) to LSI for posting on Employment Page of LSI's website. (Per submission.)	_____	X50	_____
COMMUNITY/CHARITABLE PROJECTS			
Assist Legal Aid or charitable organization in the community; conduct own community project (i.e., collecting/donating clothing to shelter; collecting, distributing toys at Christmas to under-privileged family) (each project).	_____	X100	_____
Association makes monetary contribution to a non-profit charitable organization (maximum of two contributions), (per contribution).	_____	X50	_____
DAY IN COURT			
Hold Day in Court function (per function).	_____	X250	_____
Hold a Mock Trial (per event).	_____	X150	_____
HISTORY BOOK/SCRAPBOOK (You may only do one or the other)			
Prepare a History Book for 2019-2020 fiscal year.	_____	X200	_____
Entered History Book in LSI Contest (May 2019).	_____	X100	_____
Prepare a Scrapbook for 2019-2020 fiscal year.	_____	X200	_____
Entered Scrapbook in LSI Contest (May 2019).	_____	X100	_____
First Place winner in one of LSI History Book Contest categories (May 2019).	_____	X150	_____
First Place winner in LSI Scrapbook Contest (May 2019).	_____	X150	_____
Scrapbook winner of Members Choice Award (May 2019).	_____	X150	_____
History Book winner of Members Choice Award (May 2019).	_____	X150	_____

<u>DESCRIPTION</u>	<u># CLAIMED</u>	<u>POINTS</u>	<u>SCORE</u>
HOSTING LSI CONFERENCES			
Bid to host LSI Quarterly Conference (LSI receives bid by February 2020 conference, unless deadline is extended by LSI President).	_____	X200	_____
Hosted an LSI Quarterly Conference held during fiscal year 2019-2020.	_____	X1000	_____
Co-hosted LSI Quarterly Conference held during fiscal year 2019-2020.	_____	X500	_____
Bid to host an LSI Annual Conference. (LSI receives bid by February 2020 Conference, unless deadline is extended by LSI President).	_____	X300	_____
Hosted the 2019 LSI Annual Conference.	_____	X1500	_____
Co-hosted 2019 LSI Annual Conference.	_____	X750	_____
INTERCLUB <i>(Excluding seminars, workshops, ways and means projects, day in court, or other functions for which credit was taken under other categories)</i>			
Association(s) host(s) an interclub function. (Per function.)	_____	X100	_____
Attend another association's monthly meeting, installation, or other function. (per member, per event) (excluding members of LSI Executive Committee and interclub event your association hosted).	_____	X50	_____
Local Association donates to association hosting Annual or Quarterly Conference. (i.e., monetary donation, raffle/boodle bag prize) (per donation.)	_____	X100	_____
Local Association makes a monetary gift to another local association to help send Governor or Delegate(s) to an LSI Conference (per donation).	_____	X500	_____
LAW OFFICE MANAGEMENT			
Local meeting devoted to the discussion of new products and management problems (per meeting).	_____	X50	_____
Hold seminar/workshop on the subject of law office administration (per event).	_____	X50	_____
LEGAL PROFESSIONAL EDUCATION			
Conduct Legal Professional Training Course using the <i>Law Office Procedures Manual</i> or <i>LSI Legal Professional's Handbook</i> or <i>Legal Secretary's Reference Guide</i> (16 hours or more in duration) (per course).	_____	X800	_____

PAGE SUBTOTAL _____

<u>DESCRIPTION</u>	<u># CLAIMED</u>	<u>POINTS</u>	<u>SCORE</u>
Conduct a training seminar or workshop (not CCLS) using the <i>Law Office Procedures Manual</i> or <i>LSI Legal Professional's Handbook</i> or <i>Legal Secretary's Reference Guide</i> . (3 hours or more in duration.) (Per seminar.)	_____	X300	_____
Association meeting or event where an educational presentation is conducted (less than 3 hours) (per meeting/event).	_____	X100	_____
Members teaching a seminar or workshop for and under direction of local association (per seminar).	_____	X75	_____
Members attending a meeting or event where an educational presentation is conducted, sponsored by your association (per member) (per event).	_____	X50	_____
Members attending a seminar or workshop sponsored by another local association (per member) (per event).	_____	X25	_____
Members attending a seminar or workshop sponsored by a Forum, CEB or The Rutter Group (per member) (per event).	_____	X25	_____
Short session on legal procedure at meetings (not principal program) (per meeting).	_____	X25	_____
Prepare/distribute material re legal education or changes in the law at local membership meetings <u>other than</u> in bulletin (<u>not</u> including material used in training course, seminar, or part of educational program) (per meeting).	_____	X100	_____
Member attends LSI webinar or online training course (<u>excluding LSS webinars</u>) (per member, per paid webinar or course).	_____	X50	_____
LEGAL SECRETARY OF THE YEAR			
Select a local Legal Secretary/Professional of the Year.	_____	X50	_____
LEGAL SPECIALIZATION SECTIONS			
Number of members enrolled in at least one Legal Specialization Section as of March 31, 2020 (per person).	_____	X50	_____
Number of members enrolled in all six Legal Specialization Sections as of March 31, 2020 (per person).	_____	X100	_____
Members attending Legal Specialization Section workshop at LSI Quarterly Conference or Annual Conference (per member) (per workshop).	_____	X50	_____
PAGE SUBTOTAL			_____

Golda J. Cooper Chapter Achievement Contest

2019-2020

Page 8

<u>DESCRIPTION</u>	<u># CLAIMED</u>	<u>POINTS</u>	<u>SCORE</u>
Member attending webinar sponsored by the Sections (per member) (per webinar).	_____	X50	_____
Member submits article for use in Legal Specialization Section Newsletter.	_____	X50	_____
LSI CHAIRMEN			
Member accepts appointment to serve LSI as an appointed officer or chairman.	_____	X100	_____
LSI OFFICERS (Do not give credit for same member being nominated and elected with respect to same election)			
Member elected to LSI Office (2019-2020 fiscal year) (each member).	_____	X100	_____
Member nominated for LSI Office (2019-2020 fiscal year) (each member).	_____	X75	_____
MARKETING			
Press Release prepared and submitted to news media (identical release sent to more than one newspaper, radio station or TV station is counted as one release) (per article).	_____	X25	_____
Hold one meeting or special function primarily for discussing the benefits of belonging to LSI. The following handout materials must have been distributed to those in attendance: (i) CCLS, (ii) Legal Specialization Sections, and (iii) LSI membership brochures. (Can take points in addition to those in membership category below <u>only</u> if all information was distributed.)	_____	X200	_____
Have marketing table which contains membership information for both local association and LSI at monthly meeting or special event (per meeting/event).	_____	X50	_____
MEMBERSHIP			
Number of <u>new</u> members (for whom per capita tax has been paid to LSI) obtained between May 1, 2019 and March 31, 2020. (Per new member.)	_____	X50	_____
Number of <u>continuing</u> members retained between May 1, 2019 and March 31, 2020. (Per member retained.)	_____	X100	_____
BONUS points for association that starts year in one category and moves up to the next higher category before end of contest or gains 25 members or more during the 2019-2020 fiscal year.	1	X1000	_____
PAGE SUBTOTAL			_____

<u>DESCRIPTION</u>	<u># CLAIMED</u>	<u>POINTS</u>	<u>SCORE</u>
Member-at-Large transfers to local association. (Per member, during fiscal year 2019-2020.)	_____	X100	_____
Hold function for specific/primary purpose of obtaining new members (per function).	_____	X200	_____
Formal presentation on benefits of membership to law office (per presentation).	_____	X50	_____
PROFESSIONAL LIAISON			
Association assists or cooperates with local bar association in bar-sponsored or cooperative project or function. (Do not take points here if you took points under charitable or community project portion above.) (Per project/function.)	_____	X200	_____
Association assists or cooperates with CEB or The Rutter Group in registration, presentation or other cooperation of seminar or function. (Per seminar/function.)	_____	X100	_____
Hold function for the specific and primary purpose of honoring bosses, members of local bar association (per function).	_____	X100	_____
Choose <i>Boss of the Year</i> .	_____	X50	_____
Offer assistance of association to local bar association.	_____	X50	_____
Association or member has article printed in local bar association bulletin (per article).	_____	X50	_____
Chairman writes congratulatory letters to new bar association officers.	_____	X50	_____
Formal presentation of benefits of membership to local bar association.	_____	X100	_____
Attend local bar association meetings (per member/per meeting).	_____	X50	_____
Employment Chairman informs local bar association re employment services, acts as liaison between both associations.	1	100	_____
PUBLICATIONS			
Member purchasing <i>LSI Legal Professional's Handbook</i> between April 1, 2019 and March 31, 2020 (per member).	_____	X200	_____
Member purchasing updates to the <i>LSI Legal Professional's Handbook</i> between April 1, 2019 and March 31, 2020 (per member).	_____	X100	_____
PAGE SUBTOTAL			_____

Golda J. Cooper Chapter Achievement Contest

2019-2020

Page 10

<u>DESCRIPTION</u>	<u># CLAIMED</u>	<u>POINTS</u>	<u>SCORE</u>
Member purchasing <i>LSI Law Office Procedures Manual</i> between April 1, 2019 and March 31, 2020 (per member).	_____	X200	_____
Member purchasing updates to the <i>LSI Law Office Procedures Manual</i> between April 1, 2019 and March 31, 2020 (per member).	_____	X100	_____
REPORTING			
Officers and Chairmen reporting to LSI counterparts (per report, each quarter).	_____	X50	_____
Governor provides written Governor’s Report to local association members (maximum of four reports).	_____	X100	_____
SCHOLARSHIP			
Award one or more local association scholarships.	_____	X150	_____
Submit candidate for LSI Scholarship – 2019-2020 fiscal year (per candidate).	_____	X100	_____
First place winner(s) (of LSI Scholarship(s) – 2019 Annual Conference.	_____	X200	_____
Alternate Winner(s) of LSI Scholarship(s) – 2019 Annual Conference.	_____	X100	_____
SOCIAL MEDIA			
Local association maintains a website.	_____	X200	_____
Local association website is linked to LSI website, www.lsi.org .	_____	X100	_____
Local association website is hosted by and/or maintained by LSI webmaster.	_____	X100	_____
Local association maintains a social media account (Facebook, Instagram, LinkedIn, Twitter) (per account).	_____	X100	_____

PAGE SUBTOTAL _____