

# Judge Larry J. Gist Scholarship

## TEXAS ASSOCIATION FOR COURT ADMINISTRATION

**Description:** The Judge Larry J. Gist Scholarship is an award of \$1,500.00, to be used solely for the purpose of attending Phase Three and Phase Four of the Court Executive Development Program.

### **Eligibility:**

1. Scholarships established and funded by the Texas Association for Court Administration, or a court related entity, are available to members of TACA in good standing. "Good standing" is defined as a member who is current in the payment of annual membership dues and an employee of the judiciary as defined in the by-laws of the association. Additional eligibility requirements may be outlined in the individual scholarships.
2. Applicant must be a member in good standing for five years or more.
3. Only one scholarship per applicant shall be awarded annually. A recipient may only receive the individual scholarship once, with the exception of the Goodwill Scholarships.
4. Representation of need shall be made on an annual basis and shall not be automatic consideration of subsequent annual scholarship awards.
5. Completion of CMP and ICM Phase II, is required.
6. Unless good cause is shown, once an applicant has fulfilled all of the required phases of an approved program, the applicant is ineligible for any further scholarships, with the exception of the Goodwill Scholarship.

### **Application Process**

1. Applications for the Judge Larry J. Gist Scholarship should be submitted to the TACA Scholarship Liaison.
2. The deadline for applications for scholarship awards shall be May 1st of the current year.
3. All applications must be accompanied by an essay, of not less than 50 words, describing the applicant's contribution to TACA and the profession of court administration, the reason they desire the scholarship and their career goals.
4. All applications must be approved by the applicant's immediate supervising judge(s).
5. All application requests based on representation of need must be accompanied by a certification of unavailability of funds.
6. All applications must be signed by the applicant affirming his/her commitment to assist where needed in the professional development of court administration; and/or assist the association at the annual conference.
7. Applicants must certify attendance at the education program for which the scholarship was awarded. Certification may be in the form of a copy of a certificate of attendance; or a letter from the program's sponsor confirming the applicant's attendance; or a letter from the applicant's immediate supervising judge(s) confirming the applicant's attendance.
8. Applicants must sign a Commitment Contract with TACA, for a two (2) year personal commitment to serve on the Education Committee and/or any other committee as set forth in the by-laws of the association.

### **Distribution of Awards**

Scholarships are awarded for the year in which the application is made. Scholarships are to be utilized within 18 months from the date of the award. Scholarships not utilized within this time will be forfeited. Upon good cause, an extension of this 18 months period may be approved by the Board of Directors. A recipient leaving their position within court administration is no longer eligible to use the scholarship. **This scholarship will be dispersed by submitting a reimbursement form to the TACA Chair and Treasurer within 60 days of program completion.**

# Judge Larry J. Gist Scholarship

## SCHOLARSHIP APPLICATION TEXAS ASSOCIATION FOR COURT ADMINISTRATION

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

COURT/COUNTY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

TACA MEMBER SINCE: \_\_\_\_\_ CMP YR COMPLETED: \_\_\_\_\_ ICM PHASE II: \_\_\_\_\_

OTHER PROGRAMS: \_\_\_\_\_

**All applications must be accompanied by an essay, of not less than 50 words, describing the applicant's contribution to TACA and the profession of court administration, the reason they desire the scholarship and their career goals. Incomplete applications will not be considered.**

Upon receiving a TACA scholarship, I understand a Commitment Contract will be executed between TACA and me. Part of my commitment is to assist where needed in the professional development of court administration and/or assist the association at the Annual Education Conference. The funds provided by this scholarship are necessary for me to comply with Government Code 74.106 (a), and/or to enhance my professional education by attending an approved educational program as set forth in the Scholarship Guidelines. My county will not pay these expenses or will only pay part of them. I understand that this scholarship is no longer valid if I leave court administration prior to utilizing this scholarship.

Applicant's Signature: \_\_\_\_\_

Judge's Approval: \_\_\_\_\_

**Submit this application to:  
Laura Conte, Harris County  
Scholarship Liaison  
1201 Franklin, 7<sup>th</sup> floor  
Houston, Texas 77002  
Laura\_Conte@ccl.hctx.net**

**DEADLINE FOR SUBMITTING SCHOLARSHIP APPLICATION:  
May 1, 2018**