



FLORIDA ASSOCIATION OF LEGAL SUPPORT SPECIALISTS, INC.

*An Organization for Individuals in the Legal Field
Who Are Pursuing Professional Excellence*
www.falss.org

APPLICATION FOR FALSS AWARD OF EXCELLENCE (AOE)

Name:		FM#:	
Address:		City/State/Zip:	
Phone:		Email:	
Date:			

NOTE: This application covers the calendar year, from January 1 through December 31. (Use additional pages for more space.)

A. EDUCATION:

1. Seminars		
List Title and Total Hours Completed, Attach Certificate(s)		
a. FALSS		2 points for credit hour earned
b. Other		1 point for credit hour earned
2. College:		5 points for credit hour earned
Course Description(s), Attach Proof(s) of Completion		
3. Training/Workshops/Webinar:		1 point for credit hour earned
Describe Subject Matter(s), Attach Proof(s) of Completion		

Application for FALSS Award of Excellence

B. FALSS INVOLVEMENT:	
1. Committee(s):	3 points each Chair, plus points for actions taken
a. Chair – List Committee(s) and Describe Actions Taken	
b. Member – List Committee(s) and Describe Actions Taken.	1 point each Comm., plus points for actions taken
2. Board Members – Office(s) Held:	4 points for each office
3. Membership Meeting(s) – List Membership Meeting(s) Attended:	3 points each meeting
4. Volunteer Activity(ies) – Describe Activity(ies):	1 point per activity
C. PROFESSIONAL ACHIEVEMENTS:	
1. Professional Designation/Certification/Registration – List, describe, and attach Proof of Achievement:	5 points each
2. Awards and Recognitions – List, describe and attach Proof of Achievement	5 points each



Application for FALSS Award of Excellence

Page 3

3. Writing and Publication – List and describe published material(s) by Name, length, name of publication, and date published:	3 points each article; plus addl. points for length
4. Seminar/Training/Workshop Presentation(s) – List and describe involvement; attach copy of registration form	5 points sole presentation, pro-rated if shared
D. CIVIC AND CHARITABLE ACTIVITIES – List, describe, and provide proof	2 points each
E. ADDITIONAL INFORMATION – List, describe, and provide proof	1 – 3 points each

Print Name: _____ Signature: _____

Note: Before submitting this application, review it carefully to be sure it is in conformance with the official rules. Applications not conforming to the official rules will be disqualified. Applications must be received by the AOE Chair, by mail, email, or hand delivery no later than **February 15, 2019**:

Patricia G. Pottle, CLA, AOE Chair
 3827 McFarlane Drive
 Tallahassee, FL 32303
 Email: ppottle@ausley.com

DATE RECEIVED BY AOE CHAIR: _____
 06.26.18

