



Dear Applicant,

Thank you for your interest in the Carolyn M. O'Connor Education Fund, which celebrates the life of Carolyn Morris O'Connor. Carolyn was the consummate professional. She attained her Certificate of Merit early in her career and then later also became a Certified Realtime Reporter.

Carolyn loved the court reporting profession, and she was highly respected by clients and colleagues alike. This Fund was set up to honor her memory and the great contributions she made to the field of court reporting.

When complete, your application should be mailed to:

VCRA
P.O. Box 12317
Norfolk, VA 23514

Or e-mail to:

VCRAEXECUTIVEDIRECTOR@GMAIL.COM

CAROLYN M. O'CONNOR EDUCATION FUND

WHO IS ELIGIBLE?

Students who are actively engaged in the study of court reporting, either enrolled in a traditional school setting or attending an online program, and who have completed one semester of court reporting school.

Applicants must have passed at least one of the court reporting program's tests at a minimum of 160 words per minute.

Please note an individual may only be awarded the Carolyn O'Connor Education Fund once.

HOW DO I APPLY?

The deadline for receipt of the application is January 15th of each respective year.

There are three different forms which must be completed. All three must be received by the deadline to be eligible.

- Submit Student Application
- Submit Instructor/Member Nomination (to be completed by an instructor or Professional VCRA Member). When completed, this form can be returned with the application or submitted separately by the instructor/Professional VCRA member.
- Submit Student Applicant's Essay. You may also include any additional information about yourself, such as a resume or letters of recommendation.

It is the Applicant's responsibility to see that all three forms are submitted to VCRA by January 15th.

WHAT ARE THE GUIDELINES?

The following guidelines will be used to judge applicants:

- Scholastic accomplishments
- Student Applicant's Essay
- Personal/telephone interview (at the discretion of the Education Fund committee)

AWARD:

The recipient(s) of the award will receive a sum determined by the Education Fund Committee, not to exceed a maximum of \$1,000.

The recipient(s) of the award shall be notified by February 1st.

The announcement of the recipient(s) will be published in the VCRA spring newsletter. The recipient(s) will be recognized at the next Annual Conference/Education Day and may attend that Annual Conference/Education Day as a guest of the VCRA Board of Directors

Recipient(s) will receive a one-year complimentary membership to VCRA.

VCRA reserves the right to publish the winning essay(s). The Education Fund committee has the final decision regarding the award. At the discretion of the Education Fund Committee, the award may not be granted.

CAROLYN M. O'CONNOR EDUCATION FUND

Student Application

I would like to submit my application for the Carolyn M. O'Connor Education Fund:

Name: _____

Address: _____

City, State, Zip: _____

Phone: _____

E-Mail: _____

Name of School: _____

Address of School: _____

City, State, Zip of School: _____

Please consider my achievements in the following areas:

Course of Study:

Scholastic Accomplishments:

Prior Schooling/Work Experience and/or Community Service:

How I plan to use the Carolyn M. O'Connor Education Fund monies:

Signature of Applicant: _____

Date: _____

CAROLYN M. O'CONNOR EDUCATION FUND

Instructor/Member Nomination

Student Name: _____

School Attending: _____

Instructor/Member Name: _____

Address: _____

City, State, Zip: _____

Phone: _____

E-Mail: _____

Please consider this nominee's achievements in the following areas:

Scholastic Achievement:

Course of Study:

Involvement in School Activities:

Highest Speed Test Passed and Additional Comments:

Signature and Title of Person Completing this Nomination:

Date

