

American Association of Law Libraries
AALL Annual Meeting/Workshop Grant Application
Experienced Members Application

Individuals eligible for the AALL Annual Meeting/Workshop Grant have been members of AALL or an AALL chapter for five or more years. Preference is given to applicants who are active participants in AALL or one of its chapters, and who may not be able to attend the Annual Meeting without financial assistance. Only Members who have not received and used an AALL grant in the past three years are eligible.

Applications for this Grant will be accepted at the Offices of the American Association of Law Libraries on or before April 1st. Recipients of the Grant will be announced in May. Early submission of the application packet should make it possible to verify that the file is complete well before the deadline. **Incomplete and/or late applications will not be considered.**

The application packet must include:

- A completed application.
- A personal statement in which you briefly describe how attending this particular Annual Meeting or Workshop will help you professionally; whether or not you are presenting at the meeting; or, if you are attending any special training sessions or committee meetings. Please also describe your level of involvement in library association (including SIS) or chapter activities, your financial need for the grant, and anything else you would like the Annual Meeting Grant Awards Jury to know about you.
- A current resume.
- Two letters of recommendation. These letters should address both your professional reasons for attending this particular meeting or workshop and your need for a grant. Additionally, the letters should comment on your contributions to AALL, to your local chapter, and to the field of law librarianship. Please see : [Lending a hand](#)

APPLICATION PACKET CHECKLIST:

- Completed Application
- Personal Statement
- Resume
- Letters of Recommendation - Please list names:

1.
2.

**IF YOU CHOOSE TO COMPLETE THIS APPLICATION BY HAND PLEASE PRINT CLEARLY.
ALL ANSWERS WILL BE KEPT CONFIDENTIAL.**

Before filling out this application, read all the questions carefully. This application can be sent via e-mail by clicking on the "submit by e-mail" button and any attachments can be e-mailed to preisinger@aall.org or can be mailed to the address given at the end of this application. Once all required materials are received a confirmation e-mail will be sent from AALL and your application will be considered by our Annual Meeting Grant Awards Jury.

I am applying for a grant to the: Annual Meeting Workshop

Personal Information

Full Name:

Present Home Address:

City: State: Zip:

E-mail Address: Phone Number:

Permanent Address:
(if applicable)

City: State: Zip:

Present Employment

Position Title: Full Time Part Time

Employer:

Employer Address:

City: State: Zip:

Phone Number: Dates of Employment:

Library Employment History

Attach a separate sheet if necessary

Position Title: Full Time Part Time

Employer:

Employer Address:

City: State: Zip:

Phone Number: Dates of Employment:

Position Title: Full Time Part Time
Employer:
Employer Address:
City: State: Zip:
Phone Number: Dates of Employment:

Position Title: Full Time Part Time
Employer:
Employer Address:
City: State: Zip:
Phone Number: Dates of Employment:

Professional Development Activities Attach a separate sheet if necessary

List professional continuing education courses, seminars and conferences (other than AALL) you have attended related to law librarianship as well as any degree courses. Include web courses, attendance at specialized conference, contributions to professional publications, digitization projects, library-related teaching experience, and other library activities. Please limit your listings to activities within the past 5 years.

Title of Program and Dates:

AALL Membership Information

How long have you been an AALL member?

Are you a member of an AALL Chapter?

Which chapter(s)?

How long have you been a member of each chapter?

AALL and/or chapter activities. Please include dates of activities and meetings attended. (attach a separate sheet if necessary):

Personal Statement

Attach an additional sheet

Please write a personal statement in which you briefly describe how attending this particular Annual Meeting or Workshop will help you professionally; whether or not you are presenting at the meeting; or, if you are attending any special training sessions or committee meetings. Please also describe your level of involvement in library association (including SIS) or chapter activities, your financial need for the grant (including whether your employer will provide support and/or if you have received a grant from an AALL Chapter to attend this meeting), and anything else you would like the Annual Meeting Grant Awards Jury to know about you.

Letters of Recommendation

Attach an additional sheet

Please submit two letters of recommendation of people who know you well. These letters should address what benefit you will receive from attending this particular meeting or workshop. Additionally, the letters should comment on your potential to contribute to AALL, to a Chapter, and to the field of law librarianship.

Additional Information

- I have not applied for an AALL grant in the past.
- I previously applied for an AALL grant, but I was not awarded one.
- I was awarded an AALL grant, but I was unable to use it.
- I was awarded an AALL grant in , and I used it (list year).

Final Checklist

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED

APPLICATION PACKET DELIVERY METHOD

(Please choose from the drop down menus)

Completed Application:

Personal Statement:

Resume:

Letters of Recommendation - Please list names:

1.

Sent by:

2.

Sent by

By checking this box, I attest the answers given on this grant application are accurate and complete.

By checking this box, I attest that if I receive a grant for the AALL Annual Meeting/Workshop and for any reason I cannot attend, I shall immediately notify the AALL Annual Meeting Grant Awards Jury.

Today's Date:

TO HELP INSURE THAT THE APPLICANT'S FILE IS COMPLETE BY THE DEADLINE, ALL DOCUMENTS SHOULD BE SUBMITTED IN ONE PACKAGE IF AT ALL POSSIBLE.

RETURN COMPLETED APPLICATION TO:

preisinger@aall.org

or mail to

Chair, Annual Meeting Grant Awards Jury
American Association of Law Libraries
105 W. Adams Street, Suite 3300
Chicago, Illinois 60603