VIRGINIA COURT REPORTERS FOUNDATIONLogo, company name

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Dear Applicant,

Thank you for your interest in the Carolyn M. O’Connor Education Fund scholarship 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 scholarship fund was set up to honor her memory and the great contributions she made to the field of court reporting.

**This scholarship is not restricted to Virginia-only students.**

*Complete your application electronically and send application and nomination form by January 31, 2025, to* ***admin@vcrf.net****.*

**CAROLYN M. O’CONNOR EDUCATION FUND**

**(COEF)**

**WHO IS ELIGIBLE**:

Any stenotype or voice writing student currently engaged in the study of court reporting, either in a traditional school setting or an online program, and who have completed at least one semester of schooling. **This scholarship is not restricted to Virginia students.**

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

An individual may apply for the scholarship each year, so long as they meet the requirements; however, an individual may only be awarded the Carolyn O’Connor Education Fund scholarship one time.

**HOW TO APPLY**:

The deadline for receipt of the application in its entirety is **JANUARY 31st** of each respective year.

There are two different forms which must be completed. Both forms must be received by the deadline of **January 31st** to be eligible.

* **Student Application Form and Essay** to be completed electronically and emailed to [admin@vcrf.net](mailto:admin@vcrf.net), and put “COEF Application” and your name in the subject line. (Example: COEF Application – Jane Doe). Please “save as” and add your name to the end of the form before emailing.
* **Instructor/Member Nomination Form**. This form is to be completed by your instructor or a Professional VCRA Member and should be emailed with the student application and essay. However, the instructor/member may submit it separately on your behalf by emailing either the electronic version or by printing and scanning the “to print” version, and sending it to [admin@vcrf.net](mailto:admin@vcrf.net) and putting “COEF Nomination” and the applicant’s name in the subject line. (Example: COEF Nomination – Jane Doe)
* Please send a **current photograph** along with your application. 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 forms are submitted to the COEF Committee at [admin@vcrf.net](about:blank), by **January 31st**.

**AWARD GUIDELINES**:

The following guidelines will be used to judge applicants:

* Scholastic accomplishments
* Essay response
* Personal/telephone interview at the discretion of the COEF Committee

**AWARD**:

* The recipient(s) of the award will receive a sum determined by the COEF Committee not to exceed a maximum of **$2,000**.
* The recipient(s) will receive free registration to attend the Virginia Court Reporters Association Annual Convention/Mario A. Rodriguez Education Day, where they will be recognized and receive their award.
* Recipient(s) will receive a one-year complimentary membership to VCRA.
* The announcement of recipient(s) will be published in the spring VCRA newsletter, along with their essay response.

**NOTIFICATION AND DISCLAIMERS:**

* The recipient(s) of the award shall be notified by February 15th.
* COEF reserves the right to publish the recipient(s) essay and photograph in the newsletter and on social media.
* The COEF Committee has the final decision regarding the award.
* At the discretion of the COEF Committee, the award may not be granted.