

VIRGINIA COURT REPORTERS
FOUNDATION



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 open to all eligible students nationwide.

Complete your application electronically and send application and nomination form by January 15, 2026, 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.

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 15, 2026**.

There are two different forms which must be completed. Both forms must be received by the deadline of **January 15th** to be eligible.

- **Student Application Form and Essay** to be completed electronically. Submit your PDF Application and PDF Essay to 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 BEGINNING 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 it to admin@vcrf.net and putting "COEF Nomination" and the *applicant's name* in the subject line. (Example: COEF Nomination – Jane Doe). Please "save as" and add your name to the BEGINNING of the form before emailing.
- Send a **current photograph** along with your application, this will be used for publication purposes. 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, by **January 15th**.

AWARD GUIDELINES:

The following guidelines will be used to judge applicants:

- Application completeness/following instructions
- Overall accomplishments
- Student Essay, to include proper grammar and punctuation
- Instructor/Member recommendation
- 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 VCRA newsletter and on VCRA and VCRF social media, along with their essay response and photograph.

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.