

Founded in 1984, the AABA's membership reflects all aspects of Houston's Asian-Pacific legal community, whose mission is to promote the professional development of its members and to serve the Houston community at large.

MAY 2015

NEWSLETTER

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AABA Volunteers: Legal Aid Clinic for Veterans

On Saturday May 9, 2015, volunteers on behalf of the AABA, the Woodlands Bar, Houston Volunteer Lawyers, and the Houston Bar Association staffed a busy VA Legal Aid Clinic in Conroe at the VA Outpatient Clinic. Together, the volunteers helped 24 veterans and their families address issues related to probate, family law, real estate, tax and VA benefits. A warm thanks to Tara Shockley and Kay Sim of the HBA, Andrew Lehmann and Billy Moreno of HVL for organizing the clinic, and the clinic volunteers, including David Himes, a veteran of the US Marine Corps. A very special thanks to the veterans and their families who attended the legal aid clinic. It was an honor to serve those who have served our country!



2015 COMMITTEE CHAIRS

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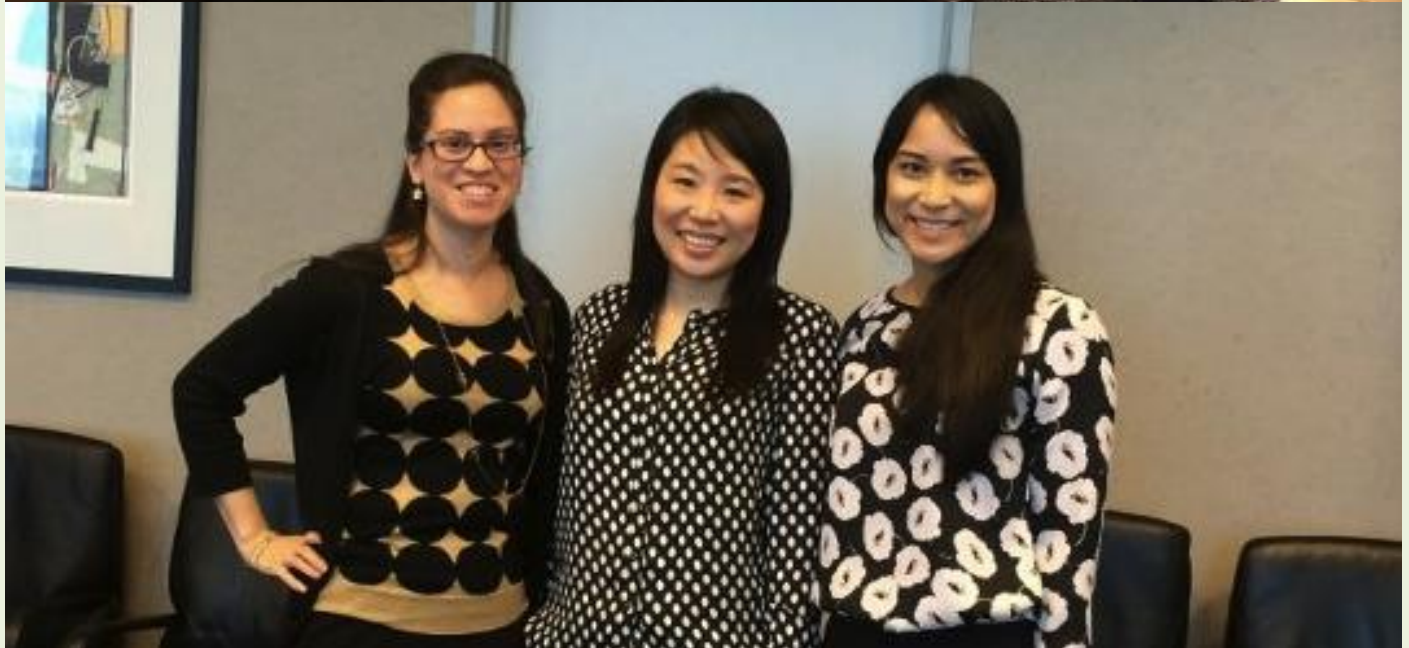
Patterson & Sheridan LLP

Wills Clinic Training & CLE

On April 29, 2015, the AABA hosted a Wills Clinic Training & CLE in preparation for the Wills Clinic on June 13, 2015. Many thanks to the training instructor, Peter Bennett, and to Gardere Wynne Sewell LLP for hosting the training. A special thanks to Albert Liou for assisting with and organizing the event.

The AABA is still in need of volunteers to serve as notaries or witnesses for the actual day of the Wills Clinic on June 13, 2015. Please contact Janet Brown at janet.brown@cevalogistics.com if you are able to assist at the clinic.





Diversity Report Press Conference

The AABA was invited to join the Houston Multi-Bar Diversity Committee, comprised of other minority bar associations and the Stonewall Law Association of Greater Houston, to draft a diversity report for Houston's 20 largest law firms. A press conference was held on May 20, 2015 to announce the results of the report.





MEMBER NEWS & ANNOUNCEMENTS



Congratulations to Claire Lin and her husband Howard on the birth of their daughter, Katherine Grace!



Thank you to Brendon Singh for serving as the AABA's 2014-2015 Board representative on the Houston Lawyer Referral Service (HLRS)!



Congratulations to Jennifer Fung for being appointed the AABA's representative for the 2015-2016 term!

Meet an AABA Member



Name: **Will Chang**
Firm/Company: **U.S. Department of Justice, Criminal Division, Fraud Section**
Practice Areas: **Criminal law, healthcare fraud, securities fraud**

1. If I weren't an attorney, I would be . . . a naval officer.
2. The oddest food I have ever eaten has been . . . lung of Tibetan hairy cow.
3. In my spare time, I enjoy . . . hiking and eating wedding cake with the wife—at the same time.
4. If my life were a movie, it would be called . . . Always Bring Your Direwolf to a Wedding
5. In my opinion, the best restaurant in Houston is . . . Brennan's.
6. The coolest store in Houston is . . . Man Ready Mercantile.
7. The sports team(s) I root for is/are . . . Stanford Cardinal/USA World Cup Team.
8. My favorite decade for music is the 2010's, and my favorite song is . . . Blank Space by Taylor Swift.
9. My favorite quote is . . . "My brothers. I see in your eyes the same fear that would take the heart of me. A day may come when the courage of Men fails, when we forsake our friends and break all bonds of fellowship. But it is not this day. An hour of wolves and shattered shields when the Age of Men come crashing down. But it is not this day. This day, we fight." ~ Lord of the Rings.
10. I recommend reading . . . the Bill of Rights and Taylor Swift's lyrics to 22. Both will help with understanding USA today.
11. Most AABA members probably don't know that I . . . fence.

Many thanks to our 2014 Major Underwriters!

Diamond Dragon Underwriter

GARDERE

Platinum Dragon Underwriters

LATHAM & WATKINS^{LLP}

Gold Dragon Underwriters

BRACEWELL
& GIULIANI

FOSTER
Fostering Global Immigration Solutions

JONES
DAY[®]

Locke
Lord^{LLP}

PORTER
HEDGES^{LLP}

® | 💡 | ©
WONGcabello

Don't forget to Renew your **AABA membership!**



The AABA is accepting membership applications and renewals for 2015!

**You may apply for membership online at www.aabahouston.com
or by completing and submitting the attached form and dues.**

If you haven't already applied for membership to the AABA, then you are missing out on all the benefits of membership. Members of the AABA receive significant discounts to all AABA events, as well as invitations to exclusive members-only seminars and programs such as the annual Corporate Counsel Dinner and inclusion in the Attorney Profiles Directory. Become an AABA member today, and gain access to all of the networking, career enhancement, mentorship, and volunteer opportunities and resources that the AABA has to offer!

Another terrific benefit of AABA membership is automatic membership in the National Asian Pacific American Bar Association ("NAPABA").

The **AABA welcomes the following new and renewing members!**

**Jerry Hu
Zack Huang
Abigail Kim
David Kuo
Mark Lee
Renee Nguyen
Sydney Nguyen
Shandon Phan
Teresa Porter**

**Tina Roberts
Michael Truong
Jessica Vu
David Vuong
Jennifer Nguyen
Nick Shum
Bernard Lo
Gabriel de Vega**



www.aabahouston.com

Asian American Bar Association of Houston 2015 Membership Application/Renewal

- ☐ \$50 General Member
☐ \$25 Public Interest Attorney
☐ \$25 Government Attorney • Judge
☐ \$25 Solo Practitioner
☐ \$0 Law Student • Retired Attorney • Transitional Attorney*

Bar Number and Jurisdiction _____

Last Name _____ First Name _____

Employer _____

Address _____

City _____ State _____ ZIP _____

Office # _____ Home # _____

Fax # _____ E-Mail _____

Area(s) of Practice _____

Law School and Graduation Year _____

Language(s) Spoken _____

Would you like to receive the AABA Newsletter by E-Mail? ☐ Yes ☐ No

Would you like your business contact information published in the 2015 AABA Directory? ☐ Yes ☐ No

By completing this membership application, I hereby consent to the receipt of notice of meeting through electronic means.

Please give us any comments or programming suggestions you might have: _____

Please indicate any committees on which you would be interested in serving:

- ☐ Gala ☐ Fundraising ☐ Programs ☐ Social/Networking ☐ Community Relations/Pro Bono
☐ Solo and Small Firm ☐ Corporate Counsel ☐ Mentorship/Law School Relations

Make checks payable to **AABA** and submit application and fee to:

**AABA
ATTN: Membership
P.O. Box 1554
Houston, TX 77251**

Send any inquiries concerning AABA membership to
membership@aabahouston.com.

**Transitional attorneys refer to those attorneys currently not employed.*

ASIAN/ PACIFIC AMERICAN
HERITAGE ASSOCIATION

invites you to the

21st
Annual Gala
Experience the
Wonders Of Asia

OMNI HOUSTON HOTEL
REGENCY BALLROOM
4 RIVERWAY HOUSTON, TX 77056

FRIDAY, MAY 31ST, 2013

6:30 PM - 7:30 PM RECEPTION

7:30 PM - 11:00 PM PROGRAM AND DINNER

ATTIRE: ETHNIC

RSVP TO ED@APAHA.ORG,
CALL 713.784.1112 OR VISIT WWW.APAHA.ORG
DESIGNED BY: WWW.SNEHAMERCHANT.COM





Houston Bar Association

1111 Bagby Street FLB Suite 200 Houston, Texas 77002 (713)759-1133 FAX (713)759-1710 www.hba.org

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May 4, 2015

Dear Friends and Colleagues,

The Houston Bar Association's ("HBA") Minority Opportunities in the Legal Profession ("MOILP") Committee cordially invites you and your organization to attend and sponsor our **Summer Luncheon Recognizing MOILP Participants' Achievements**, which is the premier event for recruiting, networking, and professional development for summer associates and attorneys in Houston. **This year's event will take place on Tuesday, June 9, 2015, from 11:30 a.m. to 1:00 p.m., at the Doubletree, on 400 Dallas Street at Bagby.**

Celebrating 25 years of success, the MOILP Committee seeks to promote and retain diversity in Houston's legal community by facilitating the placement of minority 1L students from local law schools with private employers, non-profit organizations, government agencies, and judges. The Summer Luncheon attracts over 200 students and guests and celebrates the diversity of the legal profession in our city.

The luncheon will include a discussion of **"MOILP Success: Yesterday, Today, and Tomorrow,"** featuring panelists Jesús Castillón, Associate at Baker Hostetler; Carvana Hicks-Cloud, The Cloud Law Firm; Amy Branch Springs, VP and Associate Counsel at EIG Global Energy Partners; and Carolina Ortuzar-Diaz, Partner, Monty & Ramirez LLP, all former participants in MOILP's 1L Program.

A registration form is included to send back completed to the HBA by May 29, 2015, either by mail, facsimile, or email. For additional information about the 2015 Luncheon, please contact Bonnie Simmons by email at BonnieS@hba.org or by phone at 713-759-1133.

We appreciate your support and look forward to your participation.

Sincerely,

Anna Archer
Shannon Quadros
Kate Suh

Committee Co-Chairs

Houston Bar Association's Minority Opportunities in the Legal Profession Committee

Houston Bar Association
Minority Opportunities Committee Summer Luncheon
“MOILP Success: Yesterday, Today and Tomorrow”

Ticket Purchase Form

Individual tickets: \$50

Table of 8: \$400



Tuesday, June 9, 2015

11:30 a.m. – 1:00 p.m.

Presentation begins promptly at 11:30 a.m.

Doubletree By Houston Hilton Downtown, 400 Dallas at Bagby, Houston, 77002

NAME OF ORGANIZATION OR FIRM:

PHONE NUMBER(S):

MAILING ADDRESS:

FAX NUMBER:

CITY, STATE, ZIP:

NUMBER OF TICKET(S) OR TABLE(S):

_____ Tickets _____ Tables

E-MAIL:

NAMES OF PERSONS ATTENDING: (Please indicate if any of these attendees are past MOILP participants)

Please send this form back with your RSVP and list of attendees by May 29, 2015 to:

Houston Bar Association, c/o Bonnie Simmons
1111 Bagby, FLB 200, Houston, TX 77002

Make checks payable to the Houston Bar Association

For questions email Bonnie Simmons at bonnies@hba.org



Stan Marek and Gordon Quan

*Chairs, The Other Side Exhibition Committee
cordially invite you to a reception for*

The Other Side

Chinese and Mexican Immigration to America

currently on view at Asia Society Texas Center

*with contributors, committee members,
presenting partners, and other special guests*

Tuesday, June 9, 2015

6:30 to 8 pm

Asia Society Texas Center
1370 Southmore at Caroline
Houston 77004

business attire | parking in Asia Society lot

*RSVP by Friday, June 5th to Andrew Luce
713-496-9907 or ALuce@AsiaSociety.org*

About the Exhibition

Through the works of six contemporary artists, Andrea Bowers, Margarita Cabrera, Blane De St. Croix, Tony de los Reyes, Zhi Lin, and Hung Liu, *The Other Side* explores recurring issues of immigration, border relations, and labor practices that have persisted throughout U.S. history and remain timely today. While the works employ different styles and references and span different historic periods, geographic locations, cultural influences, and gender perspectives, they are bound together by the common threads of memory, history, identity, and humanity. By presenting these emotionally poignant and conceptually engaging works, *The Other Side* offers viewers a humanized perspective on complex immigration issues often overshadowed by mass media and politics.

JOB ANNOUNCEMENT

National Director, National Council of Asian Pacific Americans

Organizational Background:

The National Council of Asian Pacific Americans (NCAPA) brings together over 30 national organizations that work with leadership, and ethnicity- and policy-based Asian American (AA) and Native Hawaiian & Pacific Islander (NHPI) constituencies around the nation, aimed at the following:

1. To influence policy for the AA & NHPI communities at the national level with regard to civil & human rights, education, health equity, housing and economic justice, and immigration;
2. To ensure inclusion of AA & NHPI experiences, stories and narratives at the national policy level and in media;
3. To strengthen our member organizations through leadership development, civic engagement, and grassroots mobilization;
4. To serve as a hub for our member organizations through collaboration, strategizing and convening of programs and campaigns;
5. To be a prominent ally among our national racial justice and equity partners (e.g. National Council of La Raza, NAACP, National Urban League, National Congress of American Indians)

Overview:

NCAPA seeks a dynamic and experienced National Director to lead the coalition's work to shape and implement a joint policy agenda. This is a full-time position based in Washington, DC. Salary based on experience. The National Director will ensure the coalition's agenda and leadership are represented on Capitol Hill, in the White House and with Federal agencies.

With the organization at a critical juncture in its growth, this newly created position is a great opportunity for a candidate with strong organizational development and fundraising skills. The organization currently has two full time staff including a Program Director and Administrative Assistant who implement an annual Policy Summit, coordinate May Heritage Month events and activities, support day-to-day external and internal communications, and provide administrative support to the coalition. The National Director will directly supervise the Program Director who is the primary liaison with the NCAPA membership and policy committees. The National Director will report to the NCAPA Chair and work closely with the NCAPA Executive Committee (EC). NCAPA is a project of Tides Center.

Specific responsibilities include:

Communications and External Relations

- Liaise with external stakeholders, primarily congressional, Administration, and federal agencies in order to ensure that they have a clear understanding of NCAPA policy priorities;
- Together with Executive Committee (EC) Leaders, represent and promote NCAPA's work externally, including at meetings with stakeholders, conferences, and strategy sessions, as well as with community and mainstream media
- Oversee development of comprehensive external communications plan and annual workplan of a communications contractor to increase visibility and strategic positioning of NCAPA to national policy makers and AAPI audiences.
- Ensure that NCAPA EC and members are aware of requests from external stakeholders and recommend responses
- Identify and participate in opportunities to promote the organization's profile, goals and advocacy through ongoing networking with relevant stakeholders.
- Speak on behalf of the coalition at conferences, on webinars and in other fora.

Coalition Management, Policy Advocacy and Strategy

- Work with NCAPA staff to ensure smooth and effective communications and transparent decision making processes with member organizations and with committee co-chairs, including rapid response implementation;
- Provide guidance to program staff and committees in the development of policy-related materials, statements, letters, and blog posts related to NCAPA's policy priorities for a range of audiences;
- Participate in national strategic alliances and coalitions that further NCAPA's policy agenda; and
- Provide overall guidance to committee chairs on strategy development around policy issues, and opportunities for collaboration and synthesis across the network;

Organizational Development and Fundraising

- Together with EC and coalition members, develop, implement and evaluate an annual work plan to advance the strategic vision for organization;
- In conjunction with the Vice President of Development and Communications, oversee the coalition's fundraising efforts including writing proposals, identifying prospective funding opportunities, and implementing a development plan to raise funds to meet the budget for the annual work plan;
- Provide direction and focus to engage the resources, energy and development of the Executive Committee

Finance and Management

- Monitor the cash flow of the organization, review monthly financial reports from fiscal sponsor, and together with the Treasurer, keep the Executive Committee informed about the financial status of the organization.
- In conjunction with the Board Treasurer, prepare annual operating budget for review and approval by coalition members.
- Serve as chief administrator and be responsible for the compliance with fiscal sponsor policies, ensuring that legal responsibilities are met;
- Hire, fire, supervise and support staff and consultants;
- Ensure that staff and consultants operate in accordance with the mission & annual plan of the organization:
- Ensure implementation of Tides personnel policies, staff development and annual evaluations.

Qualifications:

- Master's degree or equivalent work experience.
- Background in policy advocacy and coalition management.
- Minimum of ten years of related experience.
- Knowledge of national Asian American and Pacific Islander policy landscape and organizations.
- Demonstrated success in working within and managing coalitions.
- Strong policy research and analysis skills.
- Outstanding written and oral communication skills, including public speaking experience.
- Leader with capacity to innovate, negotiate conflicting viewpoints, and make quick adjustments in work plan and strategy in response to rapidly changing environment and priorities.
- Attention to detail.
- Ability to prioritize and multi-task while maintaining broader vision as context for work.
- Non-profit management and fundraising experience preferred. Experience with national policy advocacy and coalitions a plus.

Compensation:

- Full-time position to be located in Washington, D.C. area.
- Salary commensurate with background and experience
- Health, dental and vision benefits, plus retirement plan.
- Successful applicant must be able to start immediately upon hire.

To Apply:

Applications will be accepted until **June 22, 2015**. Please email a single PDF with cover letter, 2-page resume, 3 references, and salary history to ncapajobs@ncapaonline.org with the subject line "NCAPA National Director Application." Only applicants who are being considered for the

position will be contacted. Rolling interviews. **No calls, please**. More information about NCAPA is available online at www.ncapaonline.org.

NCAPA is an Equal Opportunity Employer



Asian American Bar Foundation of Houston, Inc.

**P.O. Box 1351
Houston, Texas 77252**

AABF Pro Bono Scholarship Fall 2015
Scholarship Application Guidelines

The Asian American Bar Foundation of Houston, Inc. (the “**AABF**”) seeks to award a scholarship to an individual (the “**Recipient**”) who will further their legal education and training while primarily being exposed to the pro bono programs and legal practice at Houston Volunteer Lawyers (“**HVL**”) which generally “educate and serve Asian American lawyers and communities in the greater Houston and surrounding areas” in accordance with the mission of the AABF. The Recipient’s education and training will be supervised by HVL, mainly under the direction of Tyrone Lin and Alissa Rubin Gomez, in a manner that serves the foregoing primary purpose.

The Recipient is expected to further his/her legal education and training during a ten week period (to occur during the fall semester of 2015) to commence no earlier than August 10, 2015 and to end not later than November 27, 2015 at HVL. The Recipient is expected to devote his/her part-time efforts to further his/her legal education and training at HVL, equivalent to not less than 10 hours per week.

The Recipient will receive a **\$4,000.00** award (payable in two equal installments on dates to be determined). The Recipient shall deliver a report to the AABF summarizing his/her scholarship activities and how the grant was used to further the Recipient’s legal education and training. The award is to be used for the Recipient’s law school tuition and fees, books, supplies, and equipment for law school courses.

The Recipient must be enrolled as a full time law student at an American Bar Association accredited law school. Preference shall first be given to those qualified full time law students enrolled at an ABA accredited law school in the greater Houston area.

All applications must be submitted to the AABF in care of Joyce Kao Soliman at the address below by not later than **July 25, 2015** via U.S. Certified Mail/Return Receipt Requested or via email in PDF format with reply confirmation that the application has been received. If sending your application material via email, you must include “**AABF PRO BONO SCHOLARSHIP**” in the subject line and please send a follow-up email if you do not receive a reply confirmation within 24 hours.

Each Applicant should submit an application package / curriculum vitae containing the following information to the Scholarship Committee:

1. Name of applicant

2. Contact information (name, address, telephone number, e-mail address)
3. Name of school
4. School address and contact information for registrar's office
5. Degree sought
6. Expected graduation date
7. Copy of transcript, GPA and class rank (if available) or other proof of enrollment at an accredited law school
8. Educational background
9. Course work at current or previous schools relevant to AABF's purposes listed above
10. Employment history (if any)
11. Employment experience relevant to AABF's purposes listed above or demonstrating applicant's commitment to public service
12. Community and volunteer experience relevant to AABF's purposes listed above or demonstrating applicant's commitment to public service
13. Independent research or publications relevant to AABF's purposes listed above or demonstrating applicant's commitment to public service
14. Awards, honors, scholarships received
15. Other activities, hobbies, skills, positions held in any organizations, etc.
16. Any other information that applicant desires to provide to assist in the application process
17. Cover letter stating interest in the scholarship and proposed dates for serving the ten week period at HVL
18. Name and contact information of at least one professional or educational reference of the applicant (please do not provide more than three references)

Scholarship applicants are advised to use these application guidelines as a reference and checklist to ensure that all necessary information is provided with the original application package. The Scholarship Committee may contact applicants if additional information is required, but the Scholarship Committee reserves the right to disqualify application packages from consideration if key information is not included. The Scholarship Committee reserves the right in its discretion to select more than one Recipient, to select only one Recipient, or to decline making the award.

Application packages must be postmarked no later than July 25, 2015, and mailed via U.S. Certified Mail/Return Receipt Requested to the following address or sent by email in PDF format with reply confirmation that the application has been received. If sending your application material via email, you must include "AABF PRO BONO SCHOLARSHIP" in the subject line, and please send a follow-up email if you do not receive a reply confirmation within 24 hours.

Joyce Kao Soliman
Porter Hedges LLP
1000 Main Street, 36th Floor
Houston, Texas 77002
jsoliman@porterhedges.com and with a copy by email to: cthan@bickerstaff.com

For additional information, please contact Catherine Than (ph. 713.984.9997) or Joyce Kao Soliman (ph.713-226-6685).



Asian American Bar Foundation of Houston, Inc.

P.O. Box 1351
Houston, Texas 77252

Community Organization Grant Community Organization Grant Guidelines 2015

The Asian American Bar Foundation of Houston, Inc. seeks to award up to 2 community organization grants to Texas-based charitable non-profit 501(c)(3) organizations whose pursuits will impact the Greater Houston Metropolitan Area by (1) expanding the scope of legal services available to the Asian American community; (2) increasing the number of Asian Americans working as lawyers or in legal services; (3) educating members of the Asian American community of their civil and legal rights; (4) stimulating legal discourse by and/or about Asian Americans, the Asian American cultures and Asian American communities; or (5) otherwise promoting the interests of Asian Americans.

The 2015 AABF Community Organization Grant is a grant of up to \$5,000 to a charitable non-profit 501(c)(3) organization that fulfills the aims described in the preceding paragraph. The foregoing criteria may be weighed in any order as determined by the AABF. Applicant organizations must be charitable non-profit 501(c)(3) organizations incorporated or formed under the laws of the State of Texas and/or otherwise demonstrate a substantial connection to the greater Houston metropolitan area. Applicant organizations should submit application packages containing the following information to the Scholarship/Grant Committee:

1. Name of applicant organization
2. Contact information (name, address, telephone number, e-mail address) of applicant organization and representative of applicant organization
3. Proof of 501(c)(3) status of the organization
4. Copy of the mission statement (or, if no official mission statement exists, a statement of the primary purpose) of the applicant organization and information and materials about the applicant organization sufficient for the Scholarship/Grant Committee to understand the purpose of and activities conducted by the applicant organization
5. Information regarding a few recent events held by the applicant organization, if any
6. Description of and information relating to the program or event for which the grant funds are to be applied (the more detail, the better). Please keep in mind that the AABF cannot fund programs or activities that are not in keeping with its mission; therefore, program and activity descriptions should be detailed enough for the AABF to discern whether it is within the AABF's mission or guidelines.



7. Any other information that applicant organization desires to provide to assist in the application process
8. Cover letter stating how a community organization grant will help the applicant organization to achieve AABF's purposes listed above and serve the public interest

The grant recipient will receive an award of up to \$5,000 and a ticket for one of its representatives to attend the Asian American Bar Association of Houston's annual gala, to be held September 19, 2015 (date may change), where the grant will be presented. The grant recipient is required to submit a final report no later than thirty (30) days after completion of the program or event that is supported by the grant funds explaining how the grant funds were used and the results of the program or event. Failure to provide the report may jeopardize future grants to the recipient organization.

Applicant organizations are advised to use these application guidelines as a reference and checklist to ensure that all necessary information is provided with the original application package. The AABF Scholarship/Grant Committee may contact applicants if additional information is required, but the Scholarship/Grant Committee reserves the right to disqualify application packages from consideration if key information is not included. The AABF reserves the right to subdivide the grants or increase the number of grants in its sole discretion.

Application packages must be postmarked no later than August 4, 2015, and mailed to the following address:

Asian American Bar Foundation of Houston, Inc.
Attn: Scholarship/Grant Committee
P.O. Box 1351
Houston, Texas 77252

Grant applications may also be submitted via email to Catherine Than at cthan@bickerstaff.com before August 4, 2015.



Asian American Bar Foundation of Houston, Inc.

**P.O. Box 1351
Houston, Texas 77252**

**APALSA Grant
Grant Application Guidelines
2015**

The Asian American Bar Foundation of Houston, Inc. seeks to award 1-3 grants to Asian Pacific American Law Student Association groups of accredited law schools located in the greater Houston metropolitan area.

The 2015 APALSA Grant is a one-time grant, for the Fall 2015/Spring 2016 academic year in the amount of up to \$1,000 depending on need. Grants will be given to 1-3 APALSAs selected by the AABF taking into account the financial need of the specific APALSA group and the nature of the activities or programs for which support is being requested, which programs have to be consistent with the AABF's goals of (1) expanding the scope of legal services available to the Asian American community; (2) increasing the number of Asian Americans working as lawyers or in legal services; (3) educating members of the Asian American community of their civil and legal rights; (4) stimulating legal discourse by and/or about Asian Americans, the Asian American cultures and Asian American communities; or (5) otherwise promoting the interests of Asian Americans. The foregoing criteria may be weighed in any order as determined by the AABF. Applicant APALSA groups should submit application packages containing the following information to the Scholarship/Grant Committee:

1. Name of applicant APALSA organization
2. Contact information (name, address, telephone number, e-mail address)
3. Name of school
4. School address and contact information for registrar's office
5. Information about APALSA, including estimated size and types of programs
6. Projected budget for Fall 2015/Spring 2016 Academic Year, including projected expenses and sources of income
7. Budget from previous Fall 2014/Spring 2015 Academic Year
8. Description (including estimated cost) of programs or activities for which support is being requested (with emphasis on how they satisfy some or all of the foregoing criteria). Please keep in mind that the AABF cannot fund programs or activities that are not in keeping with its mission; therefore, program and activity descriptions should be detailed enough for the AABF to discern whether it is within the AABF's mission or guidelines.



9. Any other information that applicant desires to provide to assist in the application process
10. Cover letter stating how a grant to the applicant will achieve AABF's purposes listed above

The grant recipient will receive a one-time grant of up to \$1,000. The grant recipient is required to submit a final report regarding the programs or activities for which the grant is awarded no later than thirty (30) days after the last of such programs or activities is held or explaining how the grant funds were used and the results of the program or event. Failure to provide the report may jeopardize future grants to the recipient organization.

Grant applicants are advised to use these application guidelines as a reference and checklist to ensure that all necessary information is provided with the original application package. The AABF Scholarship/Grant Committee may contact applicants if additional information is required, but the Scholarship/Grant Committee reserves the right to disqualify application packages from consideration if key information is not included. The AABF reserves the right to subdivide the grants or increase the number of grants in its sole discretion.

Application packages must be postmarked no later than August 31, 2015, and mailed to the following address:

Asian American Bar Foundation of Houston, Inc.
Attn: Scholarship/Grant Committee
P.O. Box 1351
Houston, Texas 77252

Grant applications may also be submitted via electronic mail to Catherine Than at cthan@bickerstaff.com.