

PLEADINGS

Issue No. 257

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www.nalsofgreaterkalamazoo.org

October 2011

Desk Rage: Know How to Cool Your Coworker

It has happened to almost all of us at one time or another -- a clash with a coworker. But when a minor disagreement turns ugly, it can turn into desk rage.

According to a recent article in HR Magazine, "Desk rage is a real issue with serious implications." Overworked employees are burned out and stressed out. When a supervisor or coworker punches one too many buttons, some people can come unglued.

From yelling and verbal abuse to throwing tantrums or punches, knowing how to cool a coworker's anger before it reaches the boiling point may be a vital workplace skill.

1. When a clash occurs, take control of your emotions. Resist the urge to keep an active argument going. If anyone is going to behave badly in your workplace, let it be your opponent. Rarely has an employee been disciplined for not responding in an argument

or other emotionally-charged situation with a colleague.

2. Take the time to consider what happened that prompted your colleague to fly off the handle. Did you make an unwelcome suggestion about a project for which he or she was responsible? Did you ask a question in a manner that he or she may have found condescending?

If the disagreement that occurred was a result of something you did, admit it and apologize. A sincere apology goes a long way toward creating a harmonious workplace.

Avoid confrontations in the future by taking any comments or questions about a project being led by your fly-off-the-handle colleague to a supervisor rather than approaching him or her directly.

3. Encourage everyone to breathe deeply. Help your coworker calm down by suggesting he take a deep breath

and discuss the situation calmly. If you are both standing, offer him a chair. If he's sitting and leaning into your space, back up your chair, take a deep breath and pause.

Many times people will mirror your actions and body language. When you engage your opponent in conversation rather than confrontation, he's likely to calm his anger.

4. If the feud has been going on for a while, take it outside the office. Invite your rival to lunch or for coffee to discuss the situation. Often, leaving the workplace to discuss an issue with a coworker is helpful.

Denise and Lucy had worked together for about two years when Denise was promoted, leaving Lucy behind. The issue erupted between the two coworkers one afternoon when Lucy told Denise that she was more deserving of the promotion. To make matters worse, Lucy added a few

demeaning remarks that really hurt Denise's feelings.

Denise kept her cool and tried to show empathy for her colleague. A week later, Denise invited Lucy out to lunch where they talked through their feelings and patched things up.

5. If a colleague's attitude seems particularly nasty on a given day, ask her if there's something you can do to help. She may be overloaded with work and need assistance. Your offer may be the relief she needs to calm down and get back on track.

6. Keep your tantrum-throwing colleague or associate at arm's length. If you know a coworker or client is prone to losing his cool, steer clear whenever possible. You don't need to tiptoe around him, and by all means, don't outright ignore him. Just limit your contact for those need-to vs. nice-to situations.

Jack was a talented and highly emotional sales manager with a staff of 12 reporting to him. When his staff failed to meet their quotas for a given month, everyone in the office knew trouble was brewing. Jack probably didn't even realize it, but everyone -- from the office manager to the custodial staff -- stayed as far away as possible until he settled down.

He eventually resigned his high-stress position and joined the clergy -- totally true!

7. If you see a coworker yelling at a colleague or calling fellow employees names, his behavior should be considered bullying and must be reported. Don't interject yourself into the argument, or you could end up on the receiving end of the rage. Head straight to your human resources department and report what you saw and/or heard.

This behavior is inappropriate in the workplace -- or any place -- and must be stopped.

*By Kate Lorenz, Editor,
CareerBuilder.com, August 2004*

**NALS OF GREATER
KALAMAZOO BOARD OF
DIRECTORS
October 4, 2011**

The Board approved the minutes of the September 2011 board meeting, and approved the September 2011 Treasurer's report, subject to audit. Committee reports were given and committee matters discussed including marketing / public relations, membership, programs, Court Observance Week, and the chapter's Koeze Nut sales. Discussion was also held on the chapter's new member social scheduled for October, our November meeting, and December 13 holiday gathering. The next general membership meeting is scheduled for October 25 at The Beacon Club. The topic is "CCWs, CPLs, and Personal Protection Laws." The next board meeting is scheduled for November 1, at noon, at Miller Canfield.

FROM THE EDITOR

If there is anything you would like to see included in our newsletter, please feel free to contact Nancy Thomas at 381-7030 or send an e-mail to:

thomasn@millercanfield.com.

The deadline for each month's issue is the first Friday.

Also, as most of you know, the NALS of Michigan publication, *The Official Record*, is now posted to the state web site and notice distributed via e-mail. If you have not been receiving the notice, please contact Nancy Thomas at 381-7030, and I will see that your e-mail address gets added to the distribution list for *The Official Record*.

**OCTOBER MEETING
REMINDER**

We encourage everyone to bring a guest to the October meeting for our "New Member Social." The program should be of interest to all.

Koeze Nut information will also be distributed at the meeting. This year's order form is included in this edition of the *Pleadings*.

We hope to see you at the Beacon Club on the October 25!

Also, a reminder we will be having a November meeting this year: November 15. Speaker will be Ron Baylor on an environmental law topic. Mark your calendars!

The Value of Membership

By: Diane Y. Berry, PLS

President, NALS of Greater Kalamazoo

I am often presented with the question: "Isn't NALS just another social group?"

My answer: *NO, it is not.* There is so much more!

The core benefits of NALS include:

- (1) the exceptional **education** that is offered at our local monthly meetings (local attorneys, court clerks, county clerks, and law enforcement to name a few), as well as quarterly education on the state level, bi-annual conferences on the national level; and annual two-day conferences with members from our Region (that's a lot of education!);
- (2) on-line education through **NALS WebEd**;
- (3) **networking** at all the conferences with legal support professionals from across the nation;
- (4) **ALS, PLS and PP Certifications** (growing your legal professional knowledge and showing your dedication to being "the best you can be" to your employer);
- (5) *new* **Specialty Certificates** being offered in the areas of litigation/ Civil Law, Corporate, Law, Estate Planning / Family Law, and General Law;
- (6) the **Online Learning Center** (online seminars, round table discussions, certification study groups, etc.);
- (7) the many **publications** offered by NALS on all levels with articles that speak to issues dealt with specifically by the legal support professional; and
- (8) the NALS **on-line Library** (past webinars, seminars, letters, ethics series, and past issues of @Law magazines in PDF format).

The socialization with other legal support professionals who understand your dedication, drive, and frustrations is just a bonus!



engage
inspire
enhance
promote

2011 ATTORNEY DIRECTORY ORDER FORM

The new 2011 Attorney Directory published by NALS of Greater Kalamazoo will be available for purchase on October 17, 2011. The directory includes attorney listings, including email addresses, for Allegan, Kalamazoo, St. Joseph, and Van Buren counties; information on all state courts for Allegan, Barry, Berrien, Branch, Calhoun, Cass, Kalamazoo, St. Joseph, and Van Buren counties; the Michigan Supreme Court; the Michigan Court of Appeals; the U.S. District Court for the Western District of Michigan; U.S. Bankruptcy Court for the Western District of Michigan; and the Worker's Disability Compensation Court; along with a list of court and miscellaneous fees, process servers, court reporters, and title companies.

NOTE: If an attorney did not list an email address, fax number, etc. with the State Bar, it does not appear in our directory. As always, we welcome your suggestions for information to be included in the directory, as well as changes, corrections, additions, and deletions.

Name _____

Firm/Company/Court _____

Address _____

Telephone _____

of directories @ \$28.00 each (_____ x \$28) \$ _____

Check one: will pick up on _____
(please fax or email completed order form – you must give 3 business days' advance notice before picking up directories)

OR want shipped – shipping cost is \$6.00 per directory \$ _____

Total (check made payable to NALS of Greater Kalamazoo) \$ _____

How do you want to receive updates?

Mail – contact name at your firm/company/court _____

Email – address _____
(you are responsible for notifying me if there is a change in the email address)

Email, fax or mail order forms and checks sent or delivered to:

Chris English, PLS
Miller Johnson
303 North Rose Street, Suite 600
Kalamazoo, MI 49007
Ph: 269.226.2975 / Fax: 269.226.2951
Email: englishc@millerjohnson.com

NALS OF GREATER KALAMAZOO KOEZE NUTS FUNDRAISER

Again this year, we will be selling Koeze Nuts as our fundraiser for the Jo Spaulding Memorial Scholarship Fund.

Last year, we made over \$4,000 for the scholarship fund.

We want to fund as many scholarships as possible,

So we need to sell, sell, sell Koeze Nuts!



REMEMBER: THESE MAKE GREAT CLIENT GIFTS!

We will be ordering again from the Koeze catalog.

The preprinted items shown on the order form are those for which we see the most demand: cashews, mixed nuts, and puddles.

We will have a small quantity of these preprinted items “in stock” for last-minute order requests. All other items in the catalog we will order separately from Koeze.

Item pricing is as shown in the catalog. **However, we will again offer a discount based on order totals.** For orders from \$25 to \$50, you can deduct 10% from the order total; for orders over \$50, deduct 15%. See the order form.

We will be picking up an order for delivery prior to Thanksgiving.

We will need this order **confirmed and paid by 5:00 on Tuesday, November 8, 2011, for delivery prior to Thanksgiving.**

The *final deadline for orders is 3:00 p.m., Tuesday, December 13,* in order to have everything delivered by Christmas.

Note: For a minimum order of 12 units, Koeze will ship direct for you!

You can even furnish cards, and Koeze will insert them into the box!

We would be happy to forward your cards and mailing list for you.

The Christmas shipping/ mailing list deadline is November 18.

See the insert in the catalog for more details.

Specialized logo nut decanters are also available for order; minimum 48 of one size.

Deadline is November 16. See the insert in the catalog for more details.

Order forms and catalogs will be distributed at the October 25 meeting and by mail to those not attending.

Call Nancy Thomas at 381-7030 with any questions.

**KOEZE NUT SALE SPONSORED BY
NALS OF GREATER KALAMAZOO
2011 ORDER FORM**



Name: _____
 Delivery _____
 Address: _____

 Phone: _____
 Needed by (date): _____

Order By Catalog Item

Product	Item No.	Page No.	Price	Quantity	Total
Cashews:					
Large Decanter, 30 oz	32955	3	40.00		
Medium Decanter, 20 oz	32954	3	26.75		
Gift Tin, 14 oz	31262	16	18.00		
Classic Mixed Nuts:					
Large Decanter, 30 oz	32953	13	38.00		
Medium Decanter, 20 oz	32952	13	25.75		
Foil Canister, 16 oz	31263	16	17.00		
Pecan Puddles (Milk Chocolate)					
Decanter, 19.5 oz	44049	7	37.00		
Gold Box, 10 oz	32860	8	15.25		
Special Offers for 2011:					
Favorites Box (save \$9 + discount)	46010	12	50.00		
Colossal Box w/Cashews (save \$10 + discount)	32706	11	58.00		
Colossal Box w/Mac Mix (save \$10 + discount)	32703	11	58.00		
Other Products:					
ORDER TOTAL:					\$
DISCOUNTS FOR ORDER TOTALS:					
\$25.00 to \$50.00	Deduct 10%				-
Over \$50.01	Deduct 15%				-
FINAL ORDER TOTAL:					\$

Note: All items in the catalog are available for order. We will carry "in stock" a small quantity of the Cashews, Classic Mixed Nuts, and Pecan Puddle products above. Also available: Special logo decanters (11/16/11 deadline) and direct shipping (11/18/11 deadline for Christmas delivery). Call Nancy at 381-7030 x 5826 for more details.

Orders will be called in beginning November 8, 2011. **The final deadline for orders is 3:00 p.m., Tuesday, December 13, 2011.** Delivery will be approximately 7 to 10 days after orders are turned in. We will deliver your orders to you or make convenient arrangements for pickup. Proceeds from the sale go to the Jo Spaulding Memorial Scholarship Fund.

RETURN WITH CHECK PAYABLE TO NALS OF GREATER KALAMAZOO TO:

NANCY THOMAS

Miller, Canfield, Paddock and Stone

277 South Rose Street, Suite 5000, Kalamazoo, Michigan 49007

Phone: 269-381-7030 x 5826; Fax: 269-382-0244; E-mail: thomasn@millercanfield.com

REMEMBER: FINAL ORDER DEADLINE IS 3:00 P.M. ON DECEMBER 13, 2011.

October 10-14, 2011 is National Legal Secretaries' Court Observance Week

NALS' 2011 Theme: LEST WE FORGET

Proclamation 4327

Our vast and complex system of justice cannot function without the skill and dedication of our Nation's legal secretaries. Without these unsung heroes of the legal process, the wheels of justice would grind to a permanent halt. They deserve the praise, gratitude and respect not only of their employers but of the system which they serve so well.

President Gerald R. Ford, 1974

When President Gerald Ford made his National Legal Secretaries' Court Observance Week proclamation in 1974, he established the basis for a tradition of recognizing the skill and dedication of our nation's legal secretaries and the value of their contribution to the system we serve. That tradition has continued for 37 years, and this year's theme – LEST WE FORGET – is intended to be a reminder not only of the tradition of recognizing legal professionals but also to remind us that we should take time to honor others whose dedication and sacrifice made a lasting impact on our everyday lives.

2011 is the tenth anniversary of the 9/11 offenses. The theme LEST WE FORGET serves as a reminder of the justice system which touches so many persons in a variety of ways, particularly after the events of 9/11. NALS encourages every legal professional during the month of October to participate in an event honoring the memory of those lost on September 11, 2011.

Sponsored by NALS of Greater Kalamazoo

For more information please visit:

<http://www.nalsofgreaterkalamazoo.org>

NALS is dedicated to enhancing the competencies and contributions of members in the legal services profession. NALS accomplishes its mission and supports public interest through: •Continuing legal education and resource materials •Networking opportunities at the local, state, regional, and national levels •Commitment to a Code of Ethics and professional standards •Sponsoring of professional certification programs and designations.

SPECIAL EDUCATION – SPECIAL FAMILIES

Education is a legal right for all children and an essential foundation for each child's future. Sometimes schools fail to identify or meet the needs of children who do not fit the "typical" mold, or who start to experience academic, social or discipline problems. These children must not be cast aside by our school system.

LEARN MORE:

Saturday, November 5, 2011 - 9 a.m. to 11:30 a.m.

James A. Lester, Esq.

State Bar Building
306 Townsend Street
Lansing, Michigan

NALS of Michigan Directors' Meeting from 1:00 p.m. until 2:30 p.m.

Continuing Legal Education credits: 2.5 hours

Complimentary lunch to be provided by members of NALS of West Michigan



Fees *

Student	<input type="checkbox"/> \$15
NALS of Michigan Member	<input type="checkbox"/> \$20
Non-Member	<input type="checkbox"/> \$30
Directors' Meeting only*	<input type="checkbox"/> No Fee

Refund policy: FULL REFUND if notification is received prior to Friday, October 28, 2011. PARTIAL REFUND of 50 percent if notification is received less than 5 days, but more than 48 hours prior to seminar. NO REFUND if notification is received less than 48 hours prior to scheduled seminar, or failure to notify.

Contributions or gifts to NALS of Michigan are not deductible as charitable contributions for federal income tax purposes. All expenses of continuing legal education incurred to maintain and improve professional skills are tax deductible, which includes registration fees, travel, meals, and lodging. (Treasury regulations 1.162.5, Coughlin v Commissioner, 103 F2d 307.)

*Mail completed registration form and check payable to NALS of Michigan to: Carolyn M. Field, PP, Warner Norcross & Judd LLP, 111 Lyon, NW, 900 Fifth Third Center, Grand Rapids, Michigan 49503. For further information, contact: Carolyn M. Field, PP, at 616.752.2746 or cfield@wnj.com.

Name: _____

Address: _____

Telephone: _____ E-Mail: _____

If NALS of Michigan member, list chapter: _____

If student, please list school: _____

***Non-members are welcome to attend Directors' Meeting**




NALS of Michigan 2012 Annual Meeting Fundraiser

Fundraiser for NALS of Michigan 2012 Annual Meeting
and chaired by the
NALS of Michigan Scholarship Committee
in its continued efforts to make it an
endowment fund.

Becky Quimby
Warner Norcross & Judd LLP
900 Fifth Third Center
111 Lyon Street NW
Grand Rapids, MI 49503-2487

E: rquimby@wnj.com
P: 616.752.2342

PLEASE HELP SUPPORT OUR EFFORTS

Description	Quantity	Total
 <p>The dark green bag is thermal lined with a zipper at the top. All three bags are yours for the mere price of \$10!!!!</p> <p>SHIPPING – PLEASE ADD \$5.00</p>	<p>_____</p> <p>@ \$10</p> <p>SHIPPING</p> <p>Total Paid</p>	<p>\$ _____</p> <p>\$ 5.00</p> <p>\$ _____</p>

NALS of Greater Kalamazoo
Minutes of General Membership Meeting
Held September 27, 2011

The NALS of Greater Kalamazoo Chapter met on Tuesday, September 27, 2011, at TGI Friday's. The September 2011 edition of the *Pleadings* provided all members prior notice of the meeting. Eleven members were present at the meeting and six guests.

Prior to the meeting, our guest speaker, Dr. Ronald DeVries, a Licensed Psychologist with the Pine Rest Kalamazoo Clinic, gave a presentation on coping with stress and avoiding burnout. Immediately after the presentation, a short General Membership meeting was held:

- I. **Call to Order:** President Diane Berry called the meeting to order at approximately 8:05 p.m.
- II. **Minutes:** Nancy Thomas made a motion to approve the August 23, 2011 General Membership meeting minutes as published in the *Pleadings*. Cindy Broecker seconded the motion. The motion carried and the Minutes were unanimously approved.
- III. **Treasurer's Report:** Nancy Thomas made a motion to approve the August 2011 Treasurer's Report as published in the *Pleadings*, subject to audit. Joyce Coker seconded the motion. The motion carried and the Treasurer's Report was unanimously approved, subject to audit.
- IV. **Corresponding Secretary:** Joyce Coker reported she had nothing further to report other than what was published in the *Pleadings*.
- V. **Ways and Means:** Chris English had circulated a copy of the new Attorney Directory prior to the meeting. Discussion was held on what price to charge for the directory. After a short discussion, Nancy Thomas made a motion to sell the directories at a cost of \$28.00 each, Cindy Broecker seconded the motion. The motion carried and was approved, with one no vote.
- VI. **Holiday Gathering and Charity:** Diane Berry asked for a volunteer to take charge of our holiday charity project this year. Cynthia Hollins volunteered. Tami Carl presented several options for the December holiday gathering, one of which was holding the holiday gathering at Bonnie Riley's new offices. Bonnie offered to host a spa evening and we would have our meal catered in. The holiday gathering will take place on Tuesday, December 13. More details will be presented at the next general membership meeting.
- VII. **October Membership Meeting:** Diane Berry encouraged all to invite new members to join our chapter and guests to attend our upcoming membership meeting / new member social to be held on October 25. The October meeting will be held at The Beacon Club. Prospective members will receive 50% off their dinners. There will be cake, prizes, and surprises for all. Diane also reminded all to give Cindy Comer any old @Law magazines to put with new member packets.
- VIII. **November Meeting:** Diane Berry reported that the Board had decided to schedule a November meeting this year. It will be held on Tuesday, November 15, before the Thanksgiving holiday. Nancy Thomas is seeking a speaker on the topic of environmental law.

- IX. **NALS Study Group:** Margaret Bristol reported that the study group had met twice, but if anyone else was interested in joining us, there is still plenty of time. Discussion was also held with regard to purchasing a new set of NALS study materials. The cost is \$280.00. Colleen VanSickle reported that there was \$300 in the budget for these materials. Tami Carl made a motion that the Chapter purchase a set of up-to-date study materials, Cindy Broecker seconded it, the motion carried and was unanimously approved.
- X. **Court Observance Week:** Discussion was had with regard to Court Observance Week. Tami reported that she had talked with Karen Hare who agreed to prepare an ad for the local newspaper setting forth the proclamation on NALS' website. All agreed that was a good idea. No special activity will be planned for our Chapter for Court Observance Week.
- XI. **Announcements:**
- A. Board Meeting. The next Board meeting will be held on Tuesday, October 4, at noon at Miller Canfield.
- B. General Membership. The next General Membership meeting will be held on Tuesday, October 25, at The Beacon Club. The topic will be "CCWs, CPLs, and Personal Protection Issues." More information with regard to the October meeting will follow in the October edition of the *Pleadings*.
- XII. **Adjournment:** No further business to come before the membership, the meeting was adjourned at approximately 8:35 p.m.

Submitted by Recording Secretary Tami Carl



Photos from our General Membership Meeting held on September 27, 2011. Speaker was Dr. Ron DeVries on "Coping with Stress and Burnout." The meeting was held at TGI Friday's



NALS OF GREATER KALAMAZOO TREASURER'S REPORT

September 1, 2011 through September 30, 2011

Fifth Third Bank General Checking Account

Beginning Balance

\$1,546.62

Disbursements

State of Michigan (2011 corporate annual report)	20.00
Miller Canfield (August Pleadings postage)	7.68
TGI Friday's (Sept. General Membership Mtg)	234.05

Total Disbursements

261.73

Deposits

September General Mtg	194.36
Membership	30.00
50/50 - September Mtg	8.00

Total Deposits

\$232.36

Ending Balance

\$1,517.25

Fifth Third Bank Savings Account - Scholarship Fund

Beginning Balance

\$8,117.61

interest September .33

Ending Balance

\$8,117.94

Fifth Third Bank Savings Account - General

Beginning Balance

\$2,733.45

Interest September .11

Ending Balance

\$2,733.56



NALS of Michigan Scholarship Fund 2011 - 2012

Application Form

NAME:		TELEPHONE:	
ADDRESS: Street			
City	State	Zip	
NAME OF SCHOOL:		EXPECTED DATE OF GRADUATION:	
SCHOOL ADDRESS: Street			
City	State	Zip	
PRINCIPAL/DEAN'S NAME:			
GRADE POINT AVERAGE:		RANK OF APPLICANT IN CLASS:	
PARENT/SPOUSE OCCUPATION:			
NUMBER OF CHILDREN IN FAMILY:			
COLLEGE OR UNIVERSITY STUDENT PLANS TO ATTEND:			

Return this application with required attachments to:

Becky Quimby
 NALS of Michigan Scholarship Chair
 Warner Norcross & Judd LLP
 111 Lyon Street, Ste. 900
 Grand Rapids, MI 49503

For Scholarship Committee Use Only:

Date Received:	Meets Qualifications: <input type="checkbox"/> Yes <input type="checkbox"/> No Notification of eligibility sent on:	Selected as Finalist <input type="checkbox"/> Yes <input type="checkbox"/> No Notification of status sent on:	Applicant Number:
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NALS of Michigan
Scholarship Fund 2011-2012

AWARD RULES AND REGULATIONS

NALS of Michigan Scholarship Fund shall present a \$1,000 non-renewable tuition/books-only scholarship available to those enrolled in a school of advanced education in the legal field. The scholarship will be awarded on the basis of scholastic or legal career achievements, future career goals, demonstration of financial need, and leadership ability. The scholarship award may be granted to any qualified applicant in the legal field.

The candidate must:

1. Be a high school senior or enrolled in a school of advanced education (including the current school year) or a NALS of Michigan member.
2. Be a resident of Michigan and be enrolling in a Michigan school of advanced education in the legal field.
3. Have at least a B average, or if percentile system is used, not below 90 percent.
4. Be in need of financial assistance.
5. Be able to enroll in the fall term (2012). Candidates nominated in prior years who meet current qualifications are eligible for renomination.

The application and all required attachments must be submitted on the forms provided to the NALS of Michigan Scholarship Fund Chairman and must be postmarked no later than January 15, 2012. Any application postmarked after that date will be disqualified.

One educator, one judge or attorney, and one civil leader shall select not less than three, nor more than five, finalists from the entries submitted. The winner will be chosen from the list of finalist by delegate vote at the annual meeting and educational conference of NALS of Michigan on Saturday, April 28, 2012.

Prior to submitting the application to the judges, the NALS of Michigan Scholarship Fund Chairman shall remove from each application all identification of the applicant and assign a number to each application. The NALS of Michigan Scholarship Fund Chairman shall retain in sealed envelopes bearing corresponding numbers the identity of the candidates until the final decision has been made. The winner will be immediately notified to enable him/her to make arrangements for his/her ensuing school term. In the event the winner does not accept the scholarship award, the scholarship shall be awarded to the next highest candidate in order. The scholarship winner must notify the Chairman of a final decision regarding enrollment no later than August 30, 2012. Should the winner not enroll in the ensuing term in school, thereby forfeiting the award, it shall be presented to the first runner-up. The scholarship monetary award shall be paid directly to the school of the winner's choice for enrollment in the ensuing term in school. Any scholarship award must be used in full within one year from the date of the written notification to the winning candidate of his/her selection as a winner.

Any unused scholarship award, or portion thereof, shall be refunded by the school to the NALS of Michigan Scholarship Fund by June 1 of the year following the presentation of the award.

THE NALS OF MICHIGAN SCHOLARSHIP FUND APPLICATION MUST BE FULLY COMPLETED WITH ALL OF THE FOLLOWING DOCUMENTATION ATTACHED AND RETURNED TO THE CHAIRMAN POSTMARKED NO LATER THAN JANUARY 15, 2012.

1. An official transcript of grades.
2. A one-page letter of recommendation from the applicant's current major teacher or counselor, addressed to NALS of Michigan Scholarship Fund, stating:
 - a. Applicant's activity and leadership record.
 - b. A description of applicant's personal traits, character, drive, home background, and brief statement of financial need.
 - c. Reasons the applicant should be awarded this scholarship.
3. One additional letter of recommendation from someone other than a member of the applicant's family, such as an employer, teacher, pastor or friend, may be submitted if applicant so desires, but is not required.
4. A one-page autobiographical statement prepared by the applicant, showing the date of birth, school attended, employment, school and outside activities, accomplishments, family background, hobbies, and a brief description of applicant's goals and desires.



NALS OF GREATER KALAMAZOO

“The Association for Legal Professionals”

www.nalsofgreaterkalamazoo.org

www.nalsofmichigan.org

www.nals.org

Tuesday, October 25, 2011

NEW MEMBER SOCIAL

5:30 p.m. – Networking

6:00 p.m. – Dinner, followed by
Program

The Beacon Club
5830 Portage Road

Program:
Rich Martin, Viper Securities

“CCWs, CPLs, and Personal
Protection Issues”

Menu Selections – \$20 (includes tax and tip)**

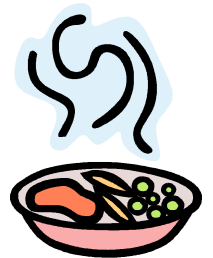
Parmesan White Fish (*includes pre-dressed house salad, fresh baked rolls, baked potato*)

or

Chicken Marsala (*includes pre-dressed house salad, fresh baked rolls, baked potato*)

or

Roasted Vegetable Risotto (*includes pre-dressed house salad and fresh baked rolls*)



***Coffee, tea, or pop available for \$1.00.*

***Alcoholic beverages also available at your cost.*

PLEASE NOTE OUR RESERVATION PROCEDURE: Please reply to the email address below with “NALS reservation” in your subject line. Please give your selection in the body of the email, as well as the names and selections of any guests. Please give your payment to Colleen VanSickle at the meeting. Phone reservations will also be accepted—email is preferred. Thank you!

Please email your selection to Tami Carl at: carlt@millerjohnson.com by **Friday, October 21, 2011.**

ONCE RESERVATIONS HAVE BEEN CALLED IN, YOU WILL BE RESPONSIBLE FOR PAYMENT FOR YOUR ORDER IF YOU CANCEL AND DO NOT FIND A REPLACEMENT.

Please call Tami at 226.2966 with any questions.

2011-2012 Officers

Diane Berry, PLS, President
Phone: 226-8860; diberry@plunkettcooney.com

Cindy Comer, PP, Vice President
Phone: 337-8185; comerc@kalamazoocity.org

Tami L. Carl, Recording Secretary
Phone: 226-2966; carlt@millerjohnson.com

Joyce Coker, Corresponding Secretary
Phone: 226-2975; cokerj@millerjohnson.com

Colleen VanSickle, Treasurer
Phone: 385-4602; csvs45@hotmail.com

Nancy Thomas, PLS, Director
Phone: 381-7030; thomasn@millercanfield.com

Nancy Thomas, PLS, Parliamentarian
Phone: 381-7030; thomasn@millercanfield.com

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Nancy Thomas, PLS, *Pleadings* Editor
Phone: 381-7030; thomasn@millercanfield.com

CALENDAR

Next Board Meeting
Tuesday, November 1, 2011

12 noon
Miller, Canfield, Paddock & Stone

Next General Membership Meeting:

Tuesday, October 25, 2011

5:30 p.m.

Beacon Club

New Member Social

Program: CCW/Personal Protection

NALS of Michigan Board Meeting

Saturday, November 5, 2011

A.M. Seminar: Special Education Issues

State Bar Building, Lansing

NALS of Greater Kalamazoo
P.O. Box 50221
Kalamazoo MI 49005