



# BEVERLY HILLS CENTURY CITY LEGAL SECRETARIES ASSOCIATION CHAPTER ACHIEVEMENT POINTS REPORTING FORM

Every year, BHCCLSA competes in Legal Professionals Incorporated's (LPI) Golda J. Cooper Chapter Achievement Contest. The highest scoring association in each of the six membership categories receives an award of up to \$100.

The Chapter Achievement Contest runs from **April 1, 2021 to March 31, 2022**. The Governor of BHCCLSA keeps track of chapter achievement points and reports them to LPI. The purpose of this form is to keep track of each member's activity throughout the year. **Please fill out this form and return it to the person listed below each time you attend a function.** If you attend a function and are unsure whether it qualifies, enter it in the blank section at the bottom of the form.

**THIS IS A FILLABLE PDF FORM - PLACE YOUR CURSOR IN THE SPACE YOU WISH TO FILL.**

Your Name \_\_\_\_\_ Email \_\_\_\_\_ Phone \_\_\_\_\_

Return this form to BHCCLSA Governor, Cheron McAleece, CCLS at [Governor@BHCCLSA.org](mailto:Governor@BHCCLSA.org)

## 1 ATTENDANCE

REFERENCE	DESCRIPTION	POINTS
INTERCLUB Page 6	<input type="checkbox"/> I attended another association's monthly meeting, installation, or other function, in person or virtual. <i>Please specify the association, event type, and date:</i>	50
LEGAL PROFESSIONAL EDUCATION Page 7	<input type="checkbox"/> I attended a seminar or workshop sponsored another local association, in person or virtual. <i>Please specify the association, event type, and date:</i>	25
LEGAL PROFESSIONAL EDUCATION Page 7	<input type="checkbox"/> I attended a seminar or workshop sponsored by a Forum, CEB, or The Rutter Group, in person or virtual. <i>Please specify the event and date:</i>	25
LEGAL PROFESSIONAL EDUCATION Page 7	<input type="checkbox"/> I attended an LPI webinar or online training course ( <u>excluding LSS webinars</u> ), in person or virtual. <i>Please specify the event and date:</i>	50
ATTENDANCE AT LPI MEETINGS Page 3	<input type="checkbox"/> I attended an <b>LPI Quarterly</b> or <b>Annual</b> Conference. <i>Please specify the location and date:</i>	50
ATTENDANCE AT LPI MEETINGS Page 3	<input type="checkbox"/> I attended an <b>LPI Quarterly</b> or <b>Annual</b> Conference for the <b>FIRST TIME</b> . <i>Please specify the location and date:</i>	50 75
ATTENDANCE AT LPI MEETINGS Page 3	<input type="checkbox"/> I attended an <b>LPI Annual</b> Conference as a <b>voting delegate</b> or <b>voting alternate delegate</b> . <i>Please specify the location and date:</i>	100
ATTENDANCE AT LPI MEETINGS Page 3	<input type="checkbox"/> I attended an Officer/Chairman Workshop at an <b>LPI Annual</b> Conference. <i>Please specify the workshop(s) and date:</i>	50
PROFESSIONAL LIAISON Page 9	<input type="checkbox"/> I attended a local bar association meeting, in person or virtual. <i>Please specify the bar association and date:</i>	50
ATTENDANCE AT LPI MEETINGS Page 3	<input type="checkbox"/> I accepted an appointment to serve as Registrar or Assistant Registrar at an <b>LPI Annual</b> Conference. <i>Please specify the position and annual conference date:</i>	100 75

## 2 LEGAL SPECIALIZATION SECTIONS (LSS)

REFERENCE	DESCRIPTION	POINTS
LEGAL SPECIALIZATION SECTIONS Page 8	<input type="checkbox"/> I am a member of <b>at least one</b> (but not all six) Legal Specialization Sections. <i>Please specify which section.</i> <input type="checkbox"/> Civil Litigation <input type="checkbox"/> Criminal/Family Law <input type="checkbox"/> Federal Law <input type="checkbox"/> Law Office Administration <input type="checkbox"/> Probate/Estate Planning <input type="checkbox"/> Specialty Law	50
LEGAL SPECIALIZATION SECTIONS Page 8	<input type="checkbox"/> I am a member of <b>all six</b> Legal Specialization Sections.	500
LEGAL SPECIALIZATION SECTIONS Page 8	<input type="checkbox"/> I attended a Legal Specialization Sections (LSS) Day of Education. <i>Please specify the location and date:</i>	200
LEGAL SPECIALIZATION SECTIONS Page 8	<input type="checkbox"/> I attended a webinar sponsored by one of the Legal Specialization Sections (LSS). <i>Please specify the webinar name and date:</i>	50
LEGAL SPECIALIZATION SECTIONS Page 8	<input type="checkbox"/> I submitted an article for use in the Legal Specialization Sections Newsletter. <i>Please specify the article title and date:</i>	50

## 3 CALIFORNIA CERTIFIED LEGAL SECRETARY (CCLS)

REFERENCE	DESCRIPTION	POINTS
CCLS Page 5	<input type="checkbox"/> I took the California Certified Legal Secretary (CCLS) exam. <i>Please specify the location and date:</i>	200
CCLS Page 5	<input type="checkbox"/> I passed the California Certified Legal Secretary (CCLS) exam. <i>Please specify the location and date:</i>	300
CCLS Page 5	<input type="checkbox"/> I re-certified as a California Certified Legal Secretary (CCLS). <i>Please specify your recertification date:</i>	100
CCLS Page 4	<input type="checkbox"/> I participated in a California Certified Legal Secretary (CCLS) study group. <i>Please specify the presenter and date:</i>	50
CCLS Page 4	<input type="checkbox"/> I participated in LPI's sponsored California Certified Legal Secretary (CCLS) online study group. <i>Please specify the date:</i>	50
CCLS Page 5	<input type="checkbox"/> I submitted a question to the Continuing Education Council for use in the CCLS Study Guide. <i>Please specify the question and date:</i>	25

## 4 PUBLICATIONS

REFERENCE	DESCRIPTION	POINTS
PUBLICATIONS Page 10	<input type="checkbox"/> I purchased the <b>Legal Professional's Handbook (LPH)</b> between April 1, 2021 and March 31, 2022. <i>Please specify the purchase date and location:</i>	200
PUBLICATIONS Page 10	<input type="checkbox"/> I purchased <b>updates to the Legal Professional's Handbook (LPH)</b> between April 1, 2021 and March 31, 2022. <i>Please specify the purchase date and location:</i>	100

#### 4 PUBLICATIONS (Continued)

PUBLICATIONS Page 10	<input type="checkbox"/> I purchased <b>digital updates to the <i>Legal Professional's Handbook (LPH)</i></b> between April 1, 2021 and March 31, 2022. <i>Please specify the purchase date and location:</i>	100
PUBLICATIONS Page 10	<input type="checkbox"/> I purchased <b>updates to the <i>Law Office Procedures Manual (LOPM)</i></b> between April 1, 2021 and March 31, 2022. <i>Please specify the purchase date and location:</i>	100

#### 5 MISCELLANEOUS

REFERENCE	DESCRIPTION	POINTS
ADVERTISING Page 3	<input type="checkbox"/> I submitted a potential advertiser to the LPI Advertising Chair. <i>Please specify the potential advertiser and the date submitted:</i>	25
ARTICLES Page 3	<input type="checkbox"/> I had an article printed in <i>The Legal Professional®</i> by a guest writer. <i>Please specify the article title and publication date:</i>	100
CAREER PROMOTION Page 5	<input type="checkbox"/> I gave or arranged a presentation on legal professional career at a local educational institution. <i>Please specify the location name and presentation date:</i>	100
CAREER PROMOTION Page 5	<input type="checkbox"/> I provided event flyers and/or bulletins to local educational institutions and law firms. <i>Please specify the location(s) and date(s):</i>	50
LEGAL PROFESSIONAL EDUCATION Page 7	<input type="checkbox"/> I taught a seminar or workshop for and under the direction of a local association. <i>Please specify the event name date:</i>	75
LPI CHAIRMEN Page 8	<input type="checkbox"/> I accepted an appointment to serve LPI as an appointed officer or chairman. <i>Please specify the position and date:</i>	100
PROFESSIONAL LIAISON Page 9	<input type="checkbox"/> I had an article printed in a local bar association bulletin. <i>Please specify the bar association, publication name and date:</i>	50
PROFESSIONAL LIAISON Page 9	<input type="checkbox"/> I gave a formal presentation of benefits of LPI membership to a local bar association. <i>Please specify the bar association and presentation date:</i>	100

#### 6 ADDITIONAL COMMENTS

Enter any comments here, or include activities that you feel might qualify for Chapter Achievement Points.  
*Please include qualifying information and dates, when applicable.*

**THANK YOU FOR SUBMITTING YOUR CHAPTER ACHIEVEMENT POINTS FORM!**