



Asian American Bar Foundation of Houston, Inc.  
P.O. Box 1351  
Houston, Texas 77252

**Government and Public Service Scholarship (2023)**  
Scholarship Application Guidelines

**APPLICATION DEADLINE: August 18, 2023**

**I. SCHOLARSHIP CRITERIA**

The Asian American Bar Foundation of Houston, Inc. seeks to award up to two (2) **\$5,000** scholarships to two law students who plan to work for the government, the public sector, or a non-profit organization as a full-time lawyer after graduating from law school. The scholarship will be awarded to the individual applicant(s) who has demonstrated commitment to public service and working to empower and support the Asian American community in the greater Houston area and surrounding counties.

The 2023 Government and Public Service Scholarship will be awarded to individual applicants who best embody the mission of the AABF of serving the public interest in the greater Houston metropolitan area. The winners of the scholarship must intend to work as lawyers for a government entity or non-profit organization that serves the public interest upon graduation from law school. The scholarship recipients will receive a \$5,000 scholarship to help cover tuition and/or bar preparation and licensing expenses.

While the applicant's work need not have been exclusively for the AAPI community, the applicant will be expected to articulate how their work impacts the Houston AAPI community. **To qualify for this scholarship, the applicant must demonstrate that they are seeking or have secured employment with a government entity or non-profit organization. Such non-profit must be organized as a 501(c)(3) and must refrain from partisan politics or lobbying.** Preference will be given to applicants who have also demonstrated academic and professional excellence, as well as students who intend to work within the greater Houston metropolitan area. Additionally, preference will be given to students who have **already secured offers of full-time employment after graduation.** The foregoing criteria may be weighed in any order as determined by the AABF.

Please note that this scholarship is intended for students who will pursue government or non-profit positions **after** law school. For students who have completed or will complete an unpaid position during their law school careers and seek financial assistance for that work, please submit your application to the AABF's other scholarship: the **Pro Bono Scholarship**.

**II. APPLICATION REQUIREMENTS**

To be eligible, an applicant must (1) be a member of the AABA, (2) be enrolled in an ABA-accredited law school in Texas or enrolled in law school in another state and demonstrated long-term personal and professional ties to the greater Houston metropolitan area, and (3) have graduated from law

school in 2022 or May 2023<sup>1</sup> or expect to graduate law school in December 2023 or later. Please note that membership to the AABA of Houston is free for law students. Applicants need not be enrolled in a Houston law school but should explicitly describe their commitment to the Houston legal community in the application materials.

Applicants should submit application packages containing the following information to the Scholarship/Grant Committee, where applicable:

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. Expected graduation date
6. Copy of transcript, GPA and class rank (unofficial copies are sufficient)
7. A resume or CV providing relevant educational and employment history
8. If the applicant has secured post-graduation employment, the name of the employer, position, and contact information of the employer
9. A detailed cover letter describing how the applicant meets the Government and Public Service Scholarship's criteria and the AABF's goals, including the applicant's:
  - a. Employment experience
  - b. Course work, clinics or other relevant extracurricular activities at current or previous schools
  - c. Relevant community and volunteer experience
  - d. Involvement with AAPI community
  - e. Leadership experience and involvement in other organizations relevant to criteria
  - f. Awards, honors, scholarships received,
  - g. Ties to the City of Houston, and
  - h. Any other information that applicant desires to provide to assist in the application process

### **III. FINAL REPORTING REQUIREMENT**

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<sup>1</sup> For the 2023 inaugural year of the AABF's Government and Public Service Scholarship, the scholarship will retroactively be available to applicants who graduated from law school in 2022 and are seeking or have secured employment with a government entity or non-profit organization and meet all other requirements.

At the end of the calendar year during which the scholarship was disbursed, the scholarship recipients are required to submit a final report to the AABF. The report should include any community-based work the student performed in the greater Houston metropolitan area and the student's post-graduation plans. **If, within two years subsequent to receiving the scholarship, the scholarship recipient accepts permanent employment in the private sector to commence after graduating law school, the recipient shall promptly notify the AABF, at which point the AABF may, in its discretion require the recipient to return the scholarship.**

**BY APPLYING TO THIS SCHOLARSHIP, STUDENTS AGREE TO THIS REPORTING REQUIREMENT**, which allows the AABF to grow its network of AAPI legal alumni and further its mission.

#### **IV. AABA GALA ATTENDANCE REQUIREMENT**

The AABF honors its scholarship and grant awardees at the annual charity auction and gala hosted by its sister organization, the Asian American Bar Association of Houston. If you are awarded a scholarship, you will be expected to assist the AABF in preparing a summary and/or brief presentation of your funded non-profit/government experience. You should also be prepared to attend the annual action and gala, which will take place on September 22, 2023.

#### **V. SUBMISSION**

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. Please do not submit your materials in piecemeal. 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 scholarship or increase the number of scholarships in its sole discretion.

**Application packages must be sent via email in PDF format by no later than August 18, 2023**  
to:

Chris Lee  
Chair of the AABF Board of Trustees  
[Chris.Lee@getethos.com](mailto:Chris.Lee@getethos.com)

With copies to:

Albert Liou  
AABF Trustee  
[aliou@jonesday.com](mailto:aliou@jonesday.com)

Sang Shin  
AABF Trustee  
[sshin@jw.com](mailto:sshin@jw.com)

When sending your application material via email, you must include "AABF –GOVERNMENT PUBLIC SERVICE SCHOLARSHIP" in the subject line.

If you have any questions please contact the trustees at the above email addresses. Thank you.