



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

Honorable Herbert W. Gee Memorial Scholarship (2023)
Scholarship Application Guidelines

APPLICATION DEADLINE: August 18, 2023

I. SCHOLARSHIP CRITERIA

The Asian American Bar Foundation of Houston, Inc. seeks to award a **\$6,000** scholarship in honor of the late Judge Herbert W. Gee, who was Associate Presiding Judge for the City of Houston Municipal Courts, a founding member and Past President of the Asian American Bar Association, and a recipient of the 2010 AABA Impact Award.

The 2023 Honorable Herbert W. Gee Memorial Scholarship will be awarded to an individual applicant who best embodies the spirit of the late Judge Gee who (1) was dedicated to serving the public, (2) supported the Asian American community in the greater Houston area, and (3) exemplified intelligence, generosity and leadership in his everyday life. The recipient should also have demonstrated academic and professional excellence, with a preference for those students who have committed their careers to serving others. The foregoing criteria may be weighed in any order as determined by the AABF.

The scholarship recipient will receive a \$6,000 scholarship to help cover tuition and academic expenses for the fall semester of 2023 or the spring semester of 2024.

II. APPLICATION REQUIREMENTS

To be eligible, an applicant must be (1) a member of the AABA, (2) enrolled in an ABA-accredited law school in Texas or another state with demonstrated long-term personal and professional ties to the greater Houston metropolitan area, and (3) intend to reside and seek employment in the greater Houston metropolitan area after graduation and remain involved as an AABA member. Please note that membership to the AABA is free for law students. Applicants need not be enrolled in a Houston law school but should explicitly describe their ties and 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. A detailed cover letter describing how the applicant meets the Hon. Herbert W. Gee Memorial Scholarships 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. 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. APPLICATION REQUIREMENTS

At the close of the semester during which the scholarship was disbursed, the scholarship recipient is 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. 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 grant, you will be expected to assist the AABF in preparing a summary and/or brief presentation of your academic achievements. You should also be prepared to attend the annual 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

with copies to:

Albert Liou
AABF Trustee
aliou@jonesday.com

Sang Shin
AABF Trustee
sshin@jw.com

When sending your application material via email, you must include “AABF - HON. HERBERT W. GEE SCHOLARSHIP” in the subject line.

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