



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

**AABF Pro Bono Scholarship – 2023-2024**  
Scholarship Application Guidelines

**APPLICATION DEADLINE: ROLLING**

**I. SCHOLARSHIP CRITERIA**

The Asian American Bar Foundation of Houston, Inc. (the “AABF”) seeks to award up to two (2) \$5,000 scholarships to two law students to participate in an **unpaid** legal internship or supervised legal project for a nonprofit organization during the 2023-2024 school year or summer of 2024.

The 2023 Pro Bono Service Scholarship will be awarded to individual applicants who best embody the mission of the AABF of serving the public interest of the greater Houston metropolitan area and whose legal project or internship will also serve such purpose. **Applicants must identify the unpaid legal internship or supervised legal project that they propose to participate in at the time the application is submitted.** Applicants whose participation in a proposed legal internship or supervised legal project are conditioned upon their selection and receipt of this AABF Pro Bono Scholarship are eligible to apply. Applications will be accepted and considered on a rolling, first-come-first-serve basis through the 2023-2024 school year. Before applying, please check <http://www.aabfhouston.org> for scholarship availability.

The applicant’s internship or supervised legal project must be for or on behalf of a 501(c)(3) nonprofit organization or for a governmental entity, and must occur either (i) during the 2023-2024 school year or (ii) during the summer of 2024, as further detailed below:

- If the internship or project is to occur during the 2023-2024 year, the scholarship recipient must devote a minimum of 100 hours during the fall and/or spring semesters to the internship or project (e.g., 10 hours per week for 10 weeks in the fall semester). Applicants who are on track to graduate from law school in May 2024 or later are eligible for the scholarship.
- If the internship or project occurs during summer 2023 or 2024, the scholarship recipient must devote a minimum of 20 hours per week for 6 weeks during the summer. Applicants who are on track to graduate from law school in December 2023 or later are eligible for the scholarship.<sup>1</sup>

The scholarship recipients will receive a \$5,000 scholarship to help cover tuition and/or living expenses.

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<sup>1</sup> Students who have completed, or are currently participating in, a qualifying legal internship or supervised legal project in the summer 2023 are eligible to apply for the scholarship.

While the applicant's work need not have been exclusively on the AAPI community, the applicant will be expected to articulate how their work impacts the Houston AAPI community. **To fall within this scholarship, the applicant's chosen non-profit must be organized as a 501(c)(3) and must refrain from partisan politics or lobbying.** A 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. The foregoing criteria may be weighed in any order as determined by the AABF.

Please note that this scholarship is intended for students who have completed or will complete unpaid roles at governmental or non-profit entities during their law school career. For students who will pursue government or non-profit positions after law school and seek financial assistance for post-graduation work, please submit your application to the AABF's other scholarship: the **Government and Public Service Scholarship**.

## **II. APPLICATION REQUIREMENTS**

To be eligible, an applicant must be (1) a member of the AABA and (2) enrolled in an ABA-accredited law school in Texas or demonstrated long-term personal and professional ties to the greater Houston metropolitan area. Please note that membership to the AABA of Houston is **free** for law students. Additionally, students who are not enrolled in a Texas law school should explicitly describe their commitment to the Texas AAPI 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 of CV providing relevant educational and employment history
8. A detailed description of the applicant's proposed legal internship or supervised legal project, including the name of the non-profit organization, position, and supervisor's name and contact information (if known).
9. A detailed cover letter describing how the applicant meets the Pro Bono 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. 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. REPORTING REQUIREMENT**

Scholarship recipients will receive a **\$5,000** award (payable in installments on dates to be determined).

At the conclusion of the internship or project, the scholarship recipient must submit a final report to the AABF attesting to the number of hours worked and summarizing his/her internship or project activities and how they furthered the scholarship recipient's legal education and training. 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 scholarship, you will be expected to assist the AABF in preparing a summary and/or brief presentation of your funded non-profit/government experience. Depending on when your scholarship is awarded, you should also be prepared to attend the annual action and gala in either 2023 or 2024, which for 2023 will be held on September 22<sup>nd</sup>.

### **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 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 – PRO BONO SCHOLARSHIP” in the subject line.

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