I. **Summary**

In 1997, the Tort Trial & Insurance Practice Section (“TIPS”) of the American Bar Association (“ABA”) created the TIPS Scholarship Fund (“the Fund”) financially supported by funds provided to TIPS by profit-making ventures, specifically including the International Risk Management’s *CGL Reporter*. The Fund will be used to broaden the involvement of TIPS members who have limited financial ability to participate in person at Section activities. The purpose of the Fund is to increase participation in Section activities and to promote inclusion in those activities of traditionally underrepresented groups, including but not limited to women, ethnic minorities, LGBTQ legal professionals, young lawyers, law students, plaintiffs’ lawyers, government attorneys, solo and small firm practitioners, staff and in-house counsel, and public interest attorneys.

The Scholarship Fund is to be distinguished from other sources of funding available to General Committees to provide a balance in programs and/or to promote networking goals.

II. **Objectives**

TIPS believes that active participation in Section activities is beneficial to all attorneys. Attendance at Section programs has, however, historically been numerically dominated by attorneys who are already well established, both in the profession and in the specific areas of interest to the Committees. TIPS believes that the value of Section membership will be greatly enhanced if participation is broadened to include individuals from a wider variety of backgrounds, differing levels of experience and diversity of attendees.
The Section also recognizes not only that recipients of scholarship funds will benefit from participation, but also that the Section’s membership is significantly enhanced by the participation of a larger more diverse attendance. Scholarships granted by the Fund Board may be used to offset costs for travel, lodging, and registration and other related fees for Section and Committee programs, seminars, and business meetings. The objectives of the Fund may be reviewed and modified by Council, when and as deemed necessary.

V. **Utilization**

a. Individuals may apply directly to the Fund to defray the cost of attending any Section Conference, Fall Leadership Meeting or General Committee in-person CLE program.

b. It will be at the discretion of the Scholarship Fund Board, to grant a scholarship to an individual with a demonstrated active commitment to Section activities more than once in a calendar year but under no circumstances may any scholarship recipient receive in excess of $3,000 in any 3 year time period.

c. The Scholarship Fund Board shall, in its discretion, determine what expenses are eligible for reimbursement. (See Section VI., below.)

VI. **Fund Administration**

The Section Chair shall appoint a Scholarship Fund Board (“the Fund Board”) for limited terms on a staggered basis to review the applications and designate award recipients. The Fund Board shall consist of no more than five people and no fewer than three, and shall appropriately reflect a broad array of interests of the Section. Included in the Fund Board every year will be the Section Chair-Elect. The Fund Board shall establish criteria and priorities for awarding scholarship funds based on the objectives set by Council; determine how many scholarships per program may be awarded; specify how many times an applicant can receive an award and determine a cap for the amount of money any one applicant can receive within a three year period; establish guidelines of eligible expenses; and set deadlines for the submission of applications. (See attached General Guidelines.) The Fund Board shall be solely responsible for determining who will receive funds and the amount of funds to be awarded.
The Fund Board shall make an annual report to Council concerning the number of scholarships awarded; the amount of each award; and the meeting, program, or activity for which funds were awarded. There shall be no disclosure to Council in such annual report of any information concerning the name or identity of the applicants for or recipients of scholarships funds, except with specific permission of the applicant or recipient.

VII. Establishing Eligibility

In order to promote the objectives of the Fund, applicants shall complete an application providing specific information concerning: name and address; national or ethnic heritage (with “Other” to be specified as a choice); size of employer organization; type of employer organization (private law firm, public interest, corporate, government, non_profit); practice setting (policyholder, plaintiff, defense or company); gender; sexual orientation; age; number of years of practice; annual income; participation in other bar association organizations; previous participation in TIPS activities; and willingness to continue participation in TIPS. The application may also request a statement of purpose and plan for the benefit to be derived by the applicant, the Committee (if applicable), and the Section from the applicant’s attendance at the meeting for which funding is sought.

Applicants shall identify the specific expenses for which scholarship funds are requested, including hotel, airfare, registration, and other program costs. The Fund Board will evaluate requests for funding taking into consideration the Fund’s financial resources; the number of applications received on a per program basis; and the applicant’s completed application, commitment to future TIPS participation; and, with respect to applicants who have previously received funds, past participation in TIPS activities. In considering financial need, the Fund Board will take into account geographic differences, as well as available employer reimbursement. The Fund Board has discretion to award partial scholarships based on its consideration of these factors.

IX. Confidentiality

The identity of applicants for scholarship funds shall be disclosed to Fund Board members and held confidential by them and the TIPS staff. Non-identifying information submitted in the
application may be used by the Fund Board in compiling information necessary for its annual report. No information related to the name or identity of any recipient shall be released to any person other than the TIPS staff member(s) who receives and processes the application and reimbursement and the Fund Board members evaluating the application.

X. Publicity

The existence and purpose of the Fund shall be advertised as designated by the Fund Board, including publication in *The Brief*, in General Committee newsletters, and in CLE program brochures. The General Committee Board shall receive a full explanation of the objectives and methodology developed by the Fund Board at least yearly. The Council shall also encourage expanded efforts to create strategic alliances with sponsors who are interested in supporting the goal of diversity and inclusion through contributions to the Fund.

IX Revisions to Scholarship Fund Administration

From time to time and at the discretion of the Fund Board, the Applicant eligibility or application process may be amended for the following ABA Calendar year to take effect for any program attendance after the annual meeting.
TIPS Scholarship Fund

General Guidelines
(Revised July 2019)

The following information is intended as a guideline only. The Scholarship Fund Board (“Fund Board”) may, in its discretion, deviate from these guidelines as necessary to promote the goals of the Section and the objectives of the Scholarship Fund.

**Eligible Expenses:**

<table>
<thead>
<tr>
<th>Type of Expense</th>
<th>Maximum Award</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration Fees</td>
<td>Actual cost (through fee waiver unless circumstances warrant the payment of registration fees from available Scholarship Funds)</td>
</tr>
<tr>
<td>Hotel</td>
<td>Actual cost or $250/night, whichever is less</td>
</tr>
<tr>
<td>Airfare (or alternative ground transportation)</td>
<td>Cost of 14-day advance purchase economy fare, but no more than the existing TIPS airfare reimbursement policy. This criteria shall track the TIPS reimbursement policy for any meeting when officer, council member or leadership is eligible for reimbursement for travel expenses. Up to 50% of the event fee.</td>
</tr>
<tr>
<td>Social events</td>
<td></td>
</tr>
</tbody>
</table>

The following expenses are generally not considered eligible for reimbursement: per diem, meals, ground transportation (unless alternative to airfare), baggage fees, parking, tips & gratuities, alcoholic beverages.

**Deadline for Submitting Applications:** Except in unusual circumstances, applications for scholarship funds should be received by the TIPS office no later than 60 days prior to the meeting or program for which funds are sought. Untimely applications may be disregarded by the Fund Board.

**Application Review:** Except in unusual circumstances, the Fund Board will consider all timely submitted applications as a group approximately 60 days prior to the program or meeting for which funds are sought.
Applicants will be notified no less than 45 days before the requested attendance date of the Board’s determination.

**Limitation on Requests for Scholarship Funds:** An applicant may only apply for attendance at one meeting per application. In the event that an application includes a request to attend multiple meetings, the Fund Board will consider the first request only. The Fund Board may suggest to an applicant that attendance at a different meeting in lieu of the requested meeting would be preferred.

**Maximum Number of Scholarships:** The Fund Board shall determine the number of scholarships awarded for any particular in person meeting but may not grant any applications for attendance at the ABA Annual Meeting. There shall be no limitation on the number of scholarships that may be granted for attendance at any Section Conference or Fall Leadership Meeting. With respect to General Committee in-person CLE programs, the Fund Board may limit the number of awards to no more than three (3) scholarships per 100 paid registrations.

**Maximum Award Per Person:** No individual may receive more than $3,000 in any one scholarship request or total funds in any three-year period, unless in its discretion, the Fund Board determines that the circumstances warrant additional funding to promote the goals of the Section.

**Attendance & Post-Attendance Report:** Any person who is determined to be eligible to receive a scholarship to attend a TIPS in person meeting as described herein shall attend the meeting and all events for which the applicable is eligible to attend as a condition of reimbursement. The applicant shall also complete a summary of his or her attendance sufficient for the Fund Board members to assess compliance with the attendance requirement and assess any benefit the attendee or TIPS gained as a result of the Scholarship.

[Rev. 7/5/19 ]