



Project Steno  
9 Hammond Street  
Worcester, MA 01610  
508-438-0314

## Application for Merit Award(s)

*\$1,000 140-in-1 Merit Award · \$1,000 225-in-2 Merit Award · \$2,500 Finlayson Fellow Award*

Your Name: \_\_\_\_\_ Application Date: \_\_\_\_\_

Email: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Street: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

School/Program: \_\_\_\_\_ Instructor: \_\_\_\_\_

### Which award are you applying for?

\_\_\_\_ 140-in-1 Merit Award: Granted to a stenographic student who attains 140 wpm in one year\*  
\*start date is from the student's first day in a formal machine shorthand class (intro courses do not count)

\_\_\_\_ 225-in-2 Merit Award: Granted to a stenographic student who attains 225 wpm in two years\*  
\*start date is from the student's first day in a formal machine shorthand class (intro courses do not count)

\_\_\_\_ Finlayson Fellow Award: \$2,500 granted to a stenographic student who attains 225 wpm and is pursuing a career as a court reporter in the greater San Antonio, TX area (must write essay)

**Application must be submitted no later than 30 days after passing the qualifying speed test.**

**Student must complete all pages of this application and submit all documents to Project Steno at the same time. Incomplete applications will not be considered.**

Please sign the appropriate box on page 2, and attach to or include with your application the following:

- Your court reporting school transcript from enrollment to today.
- A letter from your instructor certifying your start date and date you passed your speed test. It shall also specify which dictation type (Testimony, Literary, Jury Charge), duration of test in minutes, that the test was on unfamiliar material, and your accuracy percentage. (95% accuracy on a five-minute test is the minimum requirement.) *Written confirmation of your achievement by your school/instructor is mandatory. The letter from your instructor must be signed, dated, and contain his/her contact information (name, phone, email).*
- Responses to the questions found on page 3 of this application.

If you are also applying for the Finlayson Fellow Award, applicants must also complete the Part II form (see link on next page) which includes a 500-600 word essay describing their reason for pursuing their court reporting career in the greater San Antonio, TX area.

## Application for \$1,000 Merit Award

The 140-in-1 and 225-in-2 merit awards are made at the discretion of Project Steno. You may be requested to attend a telephonic or Zoom interview.

I hereby certify that I have passed a steno speed test at \_\_\_\_\_ wpm for five minutes with at least 95% accuracy, and that this test was on unfamiliar material. I further certify that all information provided to Project Steno is true and accurate. If I am a recipient of this award, I give Project Steno permission to use my name and my photograph in its publications and on social media. I will respond to all inquiries from Project Steno in a timely fashion.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Application for \$2,500 Finlayson Fellow Award

The Finlayson Fellowship is made at the discretion of Project Steno in association with the San Antonio Bar Foundation. A member of the Project Steno team will confirm receipt of your application.

The Finlayson Fellowship will award **\$2,500 to a court reporting student** with an interest and aptitude for a career as a San Antonio legal professional. Fellowships will also be awarded to three law students, three undergraduate students, and a paralegal student. These **“Finlayson Fellows”** will form a cohort of eight Fellows who agree to meet monthly (virtual meetings) with San Antonio mentors.

The court reporting student awarded a Finlayson Fellowship must have achieved 225 wpm and must be pursuing a career as a court reporter in the greater San Antonio, TX area, and will be required to participate for one semester in monthly meetings with the Finlayson Fellows as described above.

Finlayson applicants must also complete the San Antonio Bar Foundation Finlayson Fellow form at:  
<https://memcentral.wufoo.com/forms/finlayson-fellowship-project-steno-application/>

I hereby certify that I have passed a steno speed test at 225 wpm for five minutes with at least 95% accuracy and that this test was on unfamiliar material. I further certify that I am the first person in my immediate family to pursue a career in court reporting and I plan to work in San Antonio or the surrounding area. I further certify that I will participate in the live/virtual Fellowship cohort meetings during the Fall semester. I further certify that all information provided to Project Steno is true and accurate. If I am a recipient of this award, I give Project Steno and the San Antonio Bar Association permission to use my name and my photograph in publications and on social media. I will respond to all inquiries and requests from Project Steno and the San Antonio Bar Foundation in a timely fashion.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Return this completed form and required documents by mail to Project Steno at the above address, or by email to [Awards@ProjectSteno.org](mailto:Awards@ProjectSteno.org), or by fax to 508-753-9284.**

**Award Applicant's Name:** \_\_\_\_\_

1. How did you hear about court reporting?
2. Have you been to Project Steno's website or YouTube Channel?
3. Have you seen our video *The Best Career You Never Heard Of!* or any of our student videos?
4. Describe your practice/class time regimen or routine for the past year. Has it changed? How?
5. What are your work hours each week? Has that been the case since you began school?
6. Do you speak another language? Are you fluent? When did you learn?
7. Have you ever played an instrument? If yes, which one? Have you ever performed in a recital?
8. Have you ever competed on a team (e.g., sports, debate, dance)? If yes, describe briefly.
9. How many books per year do you read? What is the last book you have read?
10. Do you play board games or video games? Which ones?
11. What social media groups do you belong to or follow, and on which platforms? (Facebook, Twitter, Instagram, Reddit, etc.)
12. Many states require reporters to be licensed. Is there any reason, such as a criminal record, that would prevent you from becoming a licensed court reporter or notary public?
13. Reporting is a profession, and professionals belong to associations. For reporters, that's your state association and NCRA. Do you belong to any court reporting associations? If yes, which associations?
14. What are your ideas on how to reach others like you?