



Project Steno
50 Fitzpatrick Road
Grafton, MA 01519
508-438-0314

**Application for the James T. DeCrescenzo Merit Awards
and the Finlayson Fellow Award**

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

Your Name: _____ Application Date: _____
Email: _____ Mobile 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)

This application must be submitted no later than 30 days after passing the qualifying speed test.

Merit Award applicants must complete pages 1 and 2; Finlayson Fellowship applicants must complete pages 1-3.

All emailed applications and required documents must be scanned and submitted to Project Steno in **one pdf file**.

Incomplete or multi-file submissions will be returned to the applicant and will not be considered.

Please sign in the appropriate box and attach to your application the following:

- Your court reporting school transcript from enrollment to today. If your school does not provide transcripts, a letter from your instructor outlining the courses you have taken to date will suffice.
- 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).*

Return this completed form and required documents by mail to Project Steno at the above address, or by email to Awards@ProjectSteno.org.

The James T. DeCrescenzo 140-in-1 and 225-in-2 Merit Awards are made at the discretion of Project Steno.

Project Steno is the tradename of Project to Advance Stenographic Reporting, Inc., a 501(c)(3) charitable organization.

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

I am applying for the James T. DeCrescenzo Merit Award. 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 Merit 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.

Printed name: _____

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 may be requested to attend a telephonic or virtual interview, and must complete all pages of this application and the San Antonio Bar Foundation Finlayson Fellow form at:

<https://memcentral.wufoo.com/forms/finlayson-fellowship-project-steno-application/>

I am applying for the Finlayson Fellowship. 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 the Finlayson Fellowship 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.

Printed name: _____

Signature: _____

Date: _____