

THE FLORENCE BRITZIUS AWARD

The purpose of the Florence Britzius Award is to recognize the legal secretary who has shown outstanding commitment to the profession and the legal community. Until her retirement, Ms. Britzius served nearly 60 years as a legal secretary, 52 of those years for John Sanders, who maintained a law office until his death in 1996 at the age of 100. She is responsible for the establishment of the Evansville Legal Secretaries Association, the Indiana Legal Secretaries Association, and served as the first president of both organizations. Ms. Britzius spent her life devoted to the legal community and sets a high mark which we all should strive to meet.

Standards for selection of the recipient of this award include: Years of service (a minimum of ten); education; personal efforts to improve professionalism; service to the profession of legal secretary; and civic activities.

In view of the above standards for granting the Florence Britzius Legal Secretary Award, the following nomination to receive said Award is hereby made: (Attach additional information sheet if necessary to nomination application)

1. NAME OF NOMINEE:

2. CURRENT EMPLOYER:

3. TOTAL YEARS OF SERVICE:

4. FORMAL EDUCATION:

5. EFFORTS TO IMPROVE SKILLS & PROFESSIONALISM:

6. SERVICE TO THE LEGAL SECRETARY PROFESSION:

7. AWARDS:

8. CIVIC ACTIVITIES:

9. PLEASE ATTACH A SHORT STATEMENT (LESS THAN 200 WORDS) WHY YOUR NOMINEE SHOULD BE CONSIDERED FOR THE FLORENCE BRITZIUS AWARD. (This must be attached for nomination to be considered.)

10. NOMINATION SUBMITTED BY:

(PRINT NAME)

DATE:

SIGNATURE:

Complete and return to Awards Committee, EBA, 915 Main Street, Suite 108, Evansville, 47708

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Deadline: March 15