**Employer Profile**

Dear Employer:

Thank you for taking the time to assist the Applicant with obtaining a summer grant for a position with your organization. The Asian Bar Association of Washington Student Scholarship Foundation (“**ABAWSSF**”) Spring Blossom Fellowship will provide a selected law student with a summer grant of up to $5,000.00 for work with a public interest/service organization whose work advances the rights of women and/or immigrants.

Funding for the fellowship is made possible by a donation from Hon. Lorraine Lee and John Felleisen, in partnership with the ABAWSSF, and in honor and memory of Chun Lan “Spring Blossom” Ng Woo, 1918-2008, an immigrant woman from China who lived her life with integrity, courage, and resilience. While the fellowship was inspired by the pressing needs of immigrant women, the criteria for award of the fellowship is broader. The fellowship is available for work at public interest/service organizations whose work advances the rights of women and/or immigrants, even if serving those communities is not the sole or primary purpose or work of the organization.

Please complete the attached form and return it to the Applicant, who will ensure that it is attached to his/her/their application packet. Please note that the Applicant’s packet is due by **5:00pm Pacific on April 12, 2024**. If you are unable to provide the Applicant an offer by such date, please advise the Applicant and/or me of when you will be in a position to make your decision.

If you have any questions, please feel free to contact me.

Thank for your time.

Sincerely,

Monica L. Keo-Newton

ABAW Scholarship Chair

Monica.Keo-Newton@stoel.com

**Employer Profile**

Name of Organization:

Address:

Phone Number:

Applicant’s Supervisor:       Title:

Are you a 501(c)(3) non-profit organization? (Check one): [ ]  Yes [ ]  No

If no, please describe the status of your organization:

Briefly describe the type of work that your organization does, including the work it does to advance the legal rights of women and/or immigrants. The Applicant’s work need not solely concern the legal rights of women and/or immigrants, so long as some part of the Applicant’s work will involve the advancement of those rights.

Briefly summarize the work the Applicant will likely perform during the period of the fellowship. Please attach a job description, if available.

Please list the individuals and their respective roles (including yourself) who will be involved in the Applicant’s work.

Please affirm that your organization is unable to pay the Applicant for the Applicant’s summer work, or, if your organization can pay the Applicant, please state what the Applicant will be paid.

Please affirm that the Applicant will not be receiving academic credit for the Applicant’s summer work, if known. If unknown, please indicate such.

Please indicate your willingness to comply with the following provisions by checking each item. You may attach additional materials to discuss any problems or limitations you may have with these provisions (check the following).

[ ]  I agree to supervise the Applicant throughout the term of the summer fellowship.

[ ]  I agree to provide the Applicant supplies necessary to enable the Applicant to serve his/her/their summer fellowship with our office.

[ ]  With respect to its employment practices and delivery of services, our organization does not discrimination on the basis of sex, color, race, religion, national or ethnic origin, marital status, language, sexual orientation, age, disability, or veteran status.

[ ]  I agree the Applicant will not be involved in political campaigning or lobbying activities.

X

Electronic Signature of Supervisor Date

*Typing your name on the above line certifies that all of the information provided in this form is true and accurate, to the best of your knowledge, and authenticates the above information.*