

**CAPITAL AREA PARALEGAL ASSOCIATION**  
*An Affiliate of the National Association of Legal Assistants, Inc.*

**SUSTAINING MEMBER APPLICATION / RENEWAL 2018**  
ANNUAL DUES ARE DUE AND PAYABLE JANUARY 1 OF EACH YEAR

**NEW**  **RENEWAL** (For RENEWING Sustaining Members, dues are DELINQUENT March 1 of any year. Renewal applications postmarked March 1 or later require payment of the \$10.00 initiation fee plus applicable dues as indicated below to be in good standing.)

**SUSTAINING MEMBERSHIP BENEFITS:**

- Invited to attend monthly meetings and special events
- Free email and web link listing on CAPA's website
- Receive the *CAPA Brief* monthly newsletter
- Listing in each *CAPA Brief*
- One (1) free business card-sized advertisement in one (1) newsletter per year
- Option to advertise in the *CAPA Brief*
- Option to place literature on information tables once a year at a luncheon (as a "Sustaining Member of the Month") and at the Annual Vendor parade
- Option to sponsor special CAPA events
- Profile once a year in the *CAPA Brief*

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**QUALIFICATIONS:** To qualify for Sustaining Membership, the applicant must be a lawyer, law firm, agency, paralegal training program, business, or institution which shares the purposes of CAPA as set forth in Article II of CAPA's Bylaws.

**SOLICITATION AND PRIVACY POLICY:** No member of CAPA shall distribute, sell, or otherwise make membership lists available to non-CAPA members without prior Board approval.

**ANNUAL DUES:** Dues are **\$75.00** annually with a **\$10.00** initiation fee (total **\$85.00** for first year). Those applying for INITIAL membership between July 1-Oct. 31 of any year pay only ½ the annual dues (\$37.50) plus the \$10.00 initiation fee for membership through Dec. 31 of that year. Those applying for INITIAL membership between Nov. 1- Dec. 31 of any year pay the full annual dues of \$75.00 plus the \$10.00 initiation fee for membership through Dec. 31 of the **following** year.

Our organization is best described as (please check one below):

- Law Firm     State / Federal Agency     Paralegal Education Program     Legal Services Vendor

Please attach a brochure, **business card**, or other similar documentation that describes the services that you provide. The business card is necessary for your one free advertisement in the *CAPA BRIEF* and your online listing on CAPA's web site.

**PLEASE TYPE OR PRINT NEATLY**

Business Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Business Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Web site Address: \_\_\_\_\_ E-Mail Addresses: \_\_\_\_\_

Please describe the services you provide: \_\_\_\_\_

\_\_\_\_\_

How did you hear about CAPA?     Website     Mail Solicitation     Email Solicitation

Current Member (Name: \_\_\_\_\_)     Other: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE

✉ MAIL COMPLETED APPLICATION & CHECK PAYABLE TO THE CAPITAL AREA PARALEGAL ASSOCIATION TO:

**Joni Bures**  
Powell & Leon, LLP  
115 Wild Basin Road, Suite 106  
Austin, Texas 78746

TOTAL DUES ENCLOSED: \$ \_\_\_\_\_



## Sustaining Members Volunteering with CAPA

Please indicate the committee(s) in which you would be interested in participating. General duties of each committee are shown below. You are encouraged to assist wherever you have an interest. Please note that serving on a committee does not require you to assist with each activity for which the committee is responsible. The more volunteers we have, the less work each person has to handle.

Return this form with your completed membership application.

\_\_\_\_\_ **Community Services/PR/Social Committee.** Assist chair and committee with organizing community service outreach projects and social events, including recruiting volunteers, scheduling and arranging volunteers to assist with projects, promoting the community service event, and preparing report to Board concerning projects

\_\_\_\_\_ **Continuing Education “CLE” Committee.** Assist chair and committee with finding valuable topics of CLE for presentation to CAPA membership. Assist with obtaining qualifying CLE credit at both the state and national level. Assist with organizing and promoting CLE events, and preparing information for *CAPA Brief* concerning the CLE event.

\_\_\_\_\_ **Job Bank.** Assist chair with gathering information concerning new prospective jobs and assembling information for CAPA Job Bank.

\_\_\_\_\_ **Programs Committee.** Assist chair and committee with locating and securing speakers for the monthly luncheon. Assist with obtaining CLE credit for each of the monthly luncheon presentations.

\_\_\_\_\_ **RSVP.** Assist chair and committee with organizing RSVP for the monthly luncheons, checking in attendees at the luncheon, and working with the luncheon location to ensure the event runs smoothly.

\_\_\_\_\_ **Publication Committee.** Assist chair and committee with recruiting individuals to contribute legal articles for *CAPA Brief*. Assist with preparing and/or proofing the *CAPA Brief* for monthly publication.

\_\_\_\_\_ **Mentor Committee.** Assist chair and committee with finding and recruiting active paralegals willing to mentor new paralegals entering the profession. Assist with matching active paralegals with new paralegals in their area of concentration and interests.

\_\_\_\_\_ **Pro Bono/Volunteer Legal Services.** Assist chair and committee by volunteering at the monthly legal clinics that benefit the community by providing affordable legal services while under the direction of a licensed attorney.

\_\_\_\_\_ **Web Team.** Assist chair and committee with gathering information and updating the CAPA website. Assist with maintaining CAPA’s group email.

\_\_\_\_\_ **Nancy McLaughlin Scholarship.** Assist chair and committee with determining various scholarships to be offered to members and the best way to fund them.

\_\_\_\_\_ **Sustaining Member Liaison.** Work closely with Sustaining Members to find ways to benefit both the member and CAPA. Organize monthly spotlight vendors for the luncheons. Organize sponsors and/or door prizes for various CAPA functions as the need arises.