Procedures for scholarship awards to be given to law students

Sections are responsible for contacting the law schools to obtain the information necessary to establish a clear winner of a scholarship from each of the three law schools in Houston. Once the winners are established, the appointed section representative should complete the online scholarship award form which can be found on the Section landing page.

Completing the online form notifies the HBA that you would like to give a scholarship from your section funds, gives us permission to withdraw those funds, and gives us the information of who to give the funds to. The HBA no longer handwrites checks; we use a third-party billing company called Bill.com. Once we receive the online form from you, we will enter the information into our system. Our system will send the law student an email inviting them to sign-up for e-payment. The HBA will never see the information that they enter. If they sign-up for e-payment, funds are transferred to their account promptly. If they choose not to accept the invitation, a check will be mailed to the address provided on the online form submitted by Bill.com.

Immediately after submitting the online scholarship form, please send an email to the award recipients notifying them that they will be receiving an email from Bill.com regarding their scholarship. They can sign-up for the e-payment option or choose to ignore the email and receive a check in the mail. Any questions or concerns should be directed to Ashley Steininger at 346-471-3431 or ashleyg@hba.org.

Sections that would like to invite scholarship recipients to attend a Section meeting can print certificates or a similar small token of commemoration.