

MONTGOMERY COUNTY
PARALEGAL ASSOCIATION

RE: Montgomery County Paralegal Association 2025 Membership Drive

Dear Colleague:

Thank you for your membership and interest in MCPA during 2024.

We currently have approximately 98 members who work in law firms, corporations, banks, life insurance companies, our local courthouses, nonprofit organizations, as well as freelance and virtual paralegal positions.

The MCPA continues to maintain its membership with the Keystone Alliance of Paralegal Associations and the National Association of Paralegal Associations so that the MCPA may continue working to promote the paralegal profession in Pennsylvania and across the country.

It is once again time for our annual membership drive. For 2025, MCPA membership dues will remain the same as last year. Dues received by February 10, 2025, are \$80 for Voting Members, \$65 for Associate Members, \$35 for Student Members. For renewals received after that date, the fees increase by \$5 to \$85 for Voting Members, \$70 for Associate Members, and \$40 for Student Members. MCPA annual dues include the yearly membership dues to the National Federation of Paralegal Associations, Inc. and the Keystone Alliance of Paralegal Associations.

MCPA is currently accepting membership renewals and payments via our website (www.montcoparalegals.org). If you are currently a Voting, Associate or Student member and wish to renew in the same classification, you may either complete the three-page form attached with this letter or complete your renewal electronically via the website.

If you wish to change membership categories, you may either complete the Application electronically via the website or print out and complete an Application for Membership form which is found on the website.

Please return your completed form and/or your membership dues check made payable to "MCPA" to Montgomery County Paralegal Association, PO Box 1765, Blue Bell, PA 19422. Return your Renewal Form by February 10, 2025, to ensure that you remain on our mailing list and Listserv.

New Members are always welcome. Please feel free to copy and share this mailing with your colleagues and friends who may be interested in the MCPA.

Remember to check the Association's website frequently as we update the website regularly with Association news and events. Also check us out on Facebook and LinkedIn.

MONTGOMERY COUNTY
PARALEGAL ASSOCIATION

Tracey L. Barnes

Tracey L. Barnes, RP, Pa. C.P.
Chairperson, Membership Committee

MCPA MEMBERSHIP RENEWAL

I would like to renew my membership for 2025 as follows:

- Voting Member:** Any person currently employed as a paralegal, legal assistant or any equivalent position and/or who performs paralegal duties as the primary work activity shall be eligible for membership as a “Voting Member”.
\$80 on or before 2/10/2025; \$85 after 2/10/2025

- Associate Member:** Any person who has **recently graduated** from a formal course of study, upon the completion of which such person is qualified to be employed as a paralegal; Any person whose **primary responsibilities and job classification are not paralegal but does perform paralegal duties on a limited basis (full time paralegals do not qualify as Associate Members and must apply as Voting Members)**; Any person previously employed as a paralegal or equivalent position, subject to approval of the Board and Membership Committee.
\$65 on or before 2/10/2025; \$70 after 2/10/2025.

- Student Member:** Any person who is enrolled in a formal course of study, upon completion of which such person would be qualified to be employed as a paralegal, shall be eligible for membership as a “student member”. Applicant **must provide** written verification of enrollment by the Director of Program (form attached) or a copy of current registration.
\$35 on or before 2/10/2025; \$40 after 2/10/2025.

- Dual Member:** Any person who is a member, whether voting, student, or associate, of another NFPA state or county affiliated paralegal association and whose membership dues to NFPA have been paid through such other association for the current year. **You cannot choose MCPA as your Primary Association to enroll in this category.**

If applying for a Dual Membership you must include the name of the other NFPA Affiliated Association to which you are a member.

- Dual Voting \$55 before 2/10/2025; \$60 after 2/10/2025*
- Dual Associate \$40 before 2/10/2025; \$45 after 2/10/2025*
- Dual Student \$30 before 2/10/2025; \$35 after 2/10/2025*

Name of other NFPA-affiliated paralegal association: _____

Contact information for confirmation purposes: _____

Name of President or Membership Chairperson: _____

Email address: _____

If you have moved, changed phone numbers, have a new e-mail address or changed jobs, please let us know so we can update your records.

All Voting and Student Members may chair or be a member of any MCPA committee. If you are interested in joining or gathering further information about any of MCPA's Committees, please check any of the following and the Committee Chair will contact you to discuss.

— **NEWSLETTER:** Prepare Association newsletters consisting of information from committees and any other material which is determined to be of value to the general membership; solicit and write articles for newsletter; review newsletters from other associations

— **PACE/CRP/PA.C.P.:** Led by PACE/CRP/Pa.C.P. Coordinator, who is the liaison between MCPA, NFPA and Keystone Alliance on all PACE- and CRP- and Pa.C.P. -related issues. Responsible for organizing PACE and CRP Study Groups, obtaining and distributing PACE, CRP and Pa.C.P. information and materials to members, and keeping the Board and General Membership apprised of PACE, CRP, Pa.C.P. developments.

— **PLANNING/CONTINUING EDUCATION:** Organize and promote monthly general membership meetings on a variety of topics throughout the year. Responsible for preparation and issuance of CLE certificates after monthly meetings and obtaining appropriate pre-approval of post-approval for same. Responsible for creating and promoting continuing education seminars during the year.

— **COMMUNITY OUTREACH:** Assist in identifying worthy organizations in the Montgomery County area for collections of food, clothing, gift cards at the MCPA general membership meetings and special holiday collections. Organize and coordinate community outreach volunteer opportunities for members. Ideas for new volunteer opportunities are always welcome.

— **MARKETING:** Assists other committees with the promotion and funding of Association meetings, seminars and other activities. Solicits sponsors for the Association as well as advertisement for the newsletter. Find those sponsors where the benefits of their sponsorship would be beneficial to Association as well as the sponsor. Update any association brochures; prepare a list of resources and maintain documents, banner and promotional items for distribution as needed

— **MEMBERSHIP:** Responsible for maintaining membership database for new and renewing members, effecting the annual membership drive, and preparing welcome packets for new members as well as developing programs to promote membership

— **JOB BANK:** Maintain contact with all associations in Pennsylvania and surrounding states as well as periodically contact area businesses in relation to paralegal job openings; disseminate information to MCPA members requesting notification of employment opportunities.

— **WEBSITE/SOCIAL MEDIA:** Shall provide timely information to members, the paralegal profession and the general public through MCPA's website and social media accounts. The committee is responsible for website, social media and MCPA's general email account(s) maintenance, such as providing updates, removing dated material, adding pertinent current event/news material as well as monitoring and responding to queries sent to MCPA's general email and social media accounts.

— **STUDENT AFFAIRS & MENTORING:** Mentorship is a relationship between colleagues that is built on guidance and support. Mentors, with their knowledge and experience, share these with students or newly credentialed paralegals, encouraging them to connect. This connection is a vital part of the process, fostering the development of knowledge, work-based skills, well-being, and personal and professional growth. The ultimate goal is to help the mentee navigate challenges, develop skills, and achieve their goals, all within the supportive community of the mentorship program.

— **STUDENT LIAISONS:** Student currently enrolled in a paralegal studies program who is able to attend one Board Meeting a month (currently via Zoom). Student to provide input on behalf of their fellow students regarding the needs of the students and how the Association can better serve them. Student liaisons also assist with coordinating speaking events and informational sessions between the MCPA and their respective schools.

MONTGOMERY COUNTY PARALEGAL ASSOCIATION (MCPA)

VERIFICATION OF ENROLLMENT

MCPA endeavors to insure that its members maintain a high level of education and integrity. For our records, please verify the following information, to the best of your knowledge, information and belief:

I, _____
Print Name

_____, do hereby verify that
Print Title

_____ is currently enrolled in an ABA approved program
Student Name

and/or a program which meets AAFPE institutional membership standards at _____
Name of Institution

I further verify that to the best of my knowledge, information and belief, _____
Student Name

Anticipates graduating in _____.
Month/Year

Signature

Date