

**Jane M. Klausman**  
**Women in Business Scholarships**

**GUIDELINES FOR  
CLUBS AND  
DISTRICTS**

2012



**Zonta International**  
*Advancing the Status of Women Worldwide*

# Jane M. Klausman Women in Business Scholarships

*A Zonta International Program, Funded through the Zonta International Foundation*

Zonta International offers scholarships of one thousand dollars (US\$1,000) at the district level (one per district per year). Districts may submit one applicant for consideration for an international scholarship. Twelve international scholarships in the amount of five thousand dollars (US\$5,000) each are available.

## **PROGRAM DESCRIPTION**

The Jane M. Klausman Women in Business Scholarship program was established to encourage women to enter careers and to seek leadership positions in business-related fields. The program ultimately seeks to influence business decisions that positively affect women by increasing the number of women in executive positions in the field of business management.

The program operates at the club, district and international levels of Zonta. Clubs publicize the awards in their communities and distribute, receive and evaluate applications. The club selects one application to send to the district evaluation committee.

The district evaluation committee selects a district recipient from among the applications received from the clubs within the district. Clubs are welcome to provide an award to club recipients. The Zonta International Foundation provides:

- US\$1,000 and a certificate for each district recipient and
- US\$5,000 and a certificate for each of twelve recipients of the International Jane M. Klausman Women in Business Scholarships.

The check and certificate for the International recipients are mailed directly to the recipient from headquarters and the check and certificate for the district recipients are sent to the District Governors in November. Please note that due to bank fees to cash US checks, Zonta International issues foreign drafts to students outside of the United States and provide a US\$25.00 supplement to partially offset the fees. Funds for the scholarships come from investment income earned on the original Jane M. Klausman bequest and direct donations

made to the Jane M. Klausman Women in Business Scholarship Fund.

## **HOW DOES MY CLUB / DISTRICT BENEFIT?**

The Jane M. Klausman Women in Business Scholarship program offers public relations opportunities at the club, district and international levels to project Zonta International as an organization committed to programs that work to advance the status of women. Through publicity generated at the club level, communities can follow the local club recipient to the district and international levels while learning about the global programs of Zonta International.

Clubs may submit one application for consideration for a district award.

## **ELIGIBILITY**

Any woman undertaking a business and/or business-related program at an accredited university/college/institute and living or studying in a Zonta region/district, in at least the second year of an undergraduate program through the final year of a Master's program at the time the application is submitted to the district, may be considered for the Jane M. Klausman Women in Business Scholarship. Previous Jane M. Klausman recipients may not apply to renew the Scholarship for a second year.

## **APPLICATIONS**

Prior to distributing application forms, clubs should insert their name, the return address and the deadlines on all pages, as indicated. Photocopies of the official application form will be accepted. Please note that written applications are accepted, however, typed applications are preferred.

- Clubs must provide Zonta International Headquarters with a club email and/or

website address to include on the Zonta International website *Club Locator*. The Club Locator enables potential applicants to find their local Zonta club and to contact a club representative to request applications.

Clubs may request additional information not required in the official application, but this information should not be sent to Headquarters. However, clubs and districts should not alter the questions in the application, as the international recipients will be chosen based on responses to the questions in the official application. Incomplete applications will not be considered.

### **CLUB GUIDELINES**

Districts and clubs may contact universities/colleges/institutes in their own communities and in nearby areas where there are no Zonta clubs.

**Evaluation Committee:** Zonta clubs are encouraged to invite non-Zontians who are community leaders to serve on the evaluation committee. Many clubs find that including non-Zontians in a club program is helpful in getting local media coverage.

At club level, candidates or finalists may be interviewed as part of the evaluation process. Please note that it is the responsibility of the club to notify applicants who were not selected as the club's candidate for district level evaluation. A sample letter is posted on the ZI website for your convenience at *Member Resources/Tools/Award, Scholarship, & Fellowship Tools*.

**Publicity:** Media releases to encourage applicants and to publicize recipients should be sent to all local media. Information about applications should be sent to the media at least one month before the application deadline. Information and photographs of the recipient should be given to local media after the final selection has been made. Clubs need to include the name of the club contact on their promotional material and distribute it widely in order to reach a wide range of applicants. Through the Zonta International website, clubs may download a Jane M. Klausman Women in Business Scholarship poster that includes fields

for the club's application deadline, address and a Zonta club logo.

**Club Award:** A Zonta club may develop an award or certificate for the local club recipient.

Clubs are encouraged to:

- ❑ Identify a Zontian or a colleague who could act as a mentor and/or offer an internship in business management.
- ❑ Offer opportunities for active involvement of scholars and alumni (e.g. invite scholarship recipient to participate in meetings organized by the local Zonta club and join a club upon graduation).

### **DISTRICT GUIDELINES**

**Applications:** Districts should receive the selected application from each club by **1 July**. The district may select an evaluation committee from Zontians and/or non-Zontians. The evaluation committee should use the Evaluation Criteria (please contact [programs@zonta.org](mailto:programs@zonta.org) for the evaluation criteria) in the selection process. The evaluation committee must choose one application to be considered for an International Scholarship. The District Governor must send this application with a completed cover sheet (*application cover sheet is located on the ZI website at Member Resources/Tools/Award, Scholarship, & Fellowship Tools*) to Zonta International Headquarters.

**District Award:** Districts are encouraged to:

- ❑ Arrange an awards ceremony to present the district award and certificate. This will help a district to gain publicity for the scholarship, Zonta clubs and Zonta International.
- ❑ Offer opportunities for active involvement of scholars and alumni (e.g. invite current scholarship recipient or alumni to participate in meetings organized by the district and/or speak at district conferences about the benefits of the scholarship). Please email [programs@zonta.org](mailto:programs@zonta.org) for contact information on previous Jane M. Klausman Women in Business Scholarship recipients.

### **INTERNATIONAL SCHOLARSHIP**

Zonta International Headquarters must receive applications by **1 September**. Incomplete or late

applications will not be considered. The International Jane M. Klausman Women in Business Scholarship Committee will select the Jane M. Klausman Women in Business Scholarship recipients from the district applications received at Zonta International Headquarters. The Executive Committee of the Zonta International Board must vote to approve

the selected recipients. For each International recipient, the Zonta International Foundation will issue a check in the amount of US\$5,000 in the name of the recipient. Excerpts from recipients' essays may be printed in a subsequent issue of *The Zontian* magazine and/or on the ZI website.

**Please note: Program materials are available at [www.zonta.org](http://www.zonta.org).  
See Member Resources/Tools/Awards, Scholarships and Fellowships Tools.**

### **TIMETABLE**

<b>Clubs determine their own timeline for receipt of applications</b>	
<b>Club recipient is selected and application is received by District Governor.....</b>	<b>1 July</b>
<i>(This date might vary in the northern and southern hemispheres. Please contact your District Governor for new deadline.)</i>	
<b>District recipient selected and application received by Zonta International Headquarters.....</b>	<b>1 September</b>
<b>Announcement of District and International Recipients.....</b>	<b>mid October</b>

## **Zonta International ■ Zonta International Foundation**

1211 West 22<sup>nd</sup> Street, Suite 900 ■ Oak Brook, Illinois 60523 USA  
Voice: +1-630-928-1400; Fax: +1-630-928-1559

[www.zonta.org](http://www.zonta.org)