ZONTA INTERNATIONAL

EMPOWERING WOMEN
THROUGH SERVICE & ADVOCACY

Jane M. Klausman
Women in Business Scholarship

2019 Application

Jane M. Klausman
Women in Business Scholarship
A Zonta International Program, Funded through the Zonta International Foundation

General Information
The Zonta International Foundation awarded the first Jane M. Klausman Women in Business Scholarships in 1998 to women pursuing degrees in business leading to a business management career. This program was established from a bequest by Jane M. Klausman, a member of the Zonta Club of Syracuse, New York, USA, and the 1990-1995 Zonta International Parliamentarian. During her career, Ms. Klausman was a professional secretary, parliamentarian and entrepreneur.

The Scholarship
The Jane M. Klausman Women in Business Scholarships are awarded to women undertaking business studies who have demonstrated outstanding potential in the field. Zonta International offers up to 32 scholarships of US$2,000 each at the district/region level and six international scholarships in the amount of US$8,000 each. Any woman undertaking a business program at an accredited university/college/institute, including online students, 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, is eligible to apply. The Scholarship may be used at any university, college or institute offering accredited courses and degrees.

Who is Eligible?
Women of any age, pursuing a business program with major field of specialization in accounting, finance, business management, marketing, operations management, human resources management, international business, or entrepreneurship at an accredited university/college/institute, who demonstrate outstanding potential in the field and are living or studying in a Zonta district/region, are eligible. Online students are also eligible to apply if enrolled at an accredited university/college/institute.

Students must be enrolled 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 local Zonta club. Applicants must be in school at the time the scholarship funds are disbursed and must not graduate before December 2019. Previous International Jane M. Klausman Women in Business Scholarship recipients may not apply to renew the Scholarship for a second year.

Classified members (club members and individuals with direct membership with Zonta International) and employees of Zonta International and Zonta International Foundation, and their family members (ancestors, descendants, adoptees, siblings, nieces or cousins, and those of their spouse or co-habiting partner), are not eligible to apply for the Scholarship.

Golden Z club members may apply.

Note that applicants from geographic areas within a Zonta district/region where no clubs are located will be considered and are eligible to apply for the district/region and international awards.

What are the Requirements?
Applicants must meet the following minimum requirements:
1. Be undertaking a business and/or business-related program at an accredited university/college/institute.
2. Enrolled 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 local Zonta club or district.
3. Applicants must still be attending school at the time the scholarship funds are disbursed to receive this scholarship.
4. Must submit the Zonta International verification of current enrollment form (see page 10) with application materials. Acceptance letters are not verification of enrollment and will not be accepted.
5. Achieved an outstanding academic record during her academic studies, including business subjects.
6. Demonstrated initiative, ambition and commitment to pursuing a career in business.

How Do I Apply?
Complete an official application in English. Please note that only typed applications will be accepted and considered. All non-English documents must be translated into English. The following documents are to be submitted in the application package. Applications can be downloaded from the Zonta International website, (www.zonta.org) and must include:

1. One (1) recommendation from a faculty member in the major field of study.
2. One (1) recommendation from an employer, volunteer supervisor, or academic advisor. *(Classified members and employees of Zonta International and Zonta International Foundation are not eligible to write recommendation letters for applicants.)*
3. An essay of 500 words or less that clearly describes your academic and professional goals, the relevance of your program to the business field, and how the Jane M. Klausman Women in Business Scholarship will assist you in reaching your goals. (Essays exceeding 500 words will not be considered.)
4. Zonta International verification of current enrollment form from the university/college/institute registrar (see page 10 of application). Acceptance letters are not verification of enrollment and will not be accepted. Please note that students from the southern hemisphere may have limited academic records available at the time of application for club and district/region Jane M. Klausman Women in Business Scholarships. If further records are available later, these records may be included when the district/region forwards their nominee to Zonta International for consideration in the selection of the international Jane M. Klausman Women in Business Scholarships. Candidates for the international scholarships may be asked to submit their most recent academic results for consideration.
5. List and include official detailed transcripts of grades or equivalent records for all universities, colleges or institutes attended with an explanation of the grading system for each transcript submitted. Note: Grades for current area of studies must be included to be considered.
6. All non-English documents must be translated into English.
7. All application materials must be received at the Zonta club by the deadline printed on the application. If the Zonta club contact information is not printed on the application, please locate a Zonta club nearest you by using the Club Locator at http://www.zonta.org, or email your name and contact information to Zonta International Headquarters at programs@zonta.org. Please note that applicants may not apply to more than one Zonta district.
8. Articles, pamphlets, books, curriculum vitae or other publications are not requested and will not be considered.
9. Applications that are incomplete or late due to postal delays, transmittal by third parties, or other circumstances will not be considered. Applications are accepted by email or regular mail; however, email submissions are preferred. Applications submitted by email must be signed and sent as a PDF.

What is the Application Process?
The club evaluation committee will consider applications and select the club awardee. Applications selected by Zonta clubs are sent to their respective Zonta governor/regional representative. A district/region evaluation committee selects one applicant per district/region to submit to Zonta International Headquarters. The Zonta International Jane M. Klausman Women in Business Scholarship Committee selects six international recipients from the district/region applicants.

How May I Use the Scholarship Funds?

1. The scholarship may be used for any expenses that support the achievement of a degree in business.
2. For domestic and foreign recipients studying in the United States, scholarship funds used for tuition, books, fees, supplies or required equipment for the program of study are not considered taxable income. Withholding taxes may be required on funds used for living expenses or other non-qualified expenses.
3. Recipients are not permitted to defer the Scholarship. Zonta International will consider a new application the following year, but no preferential consideration will be given to the second application.
4. Recipients may accept additional grants and scholarships from other sources.

Timetable

Applications received by Zonta clubs (**contact local club for deadline**-generally in April/May)
Club recipient is selected and application is received by governor/regional representative.....**1 July or deadline determined by the district**
District/region recipient selected and application received by Zonta International Headquarters.....**1 September**
Official announcement of district/region and international recipients.....**November**

Application for Jane M. Klausman Women in Business Scholarship

SEND APPLICATION AND DIRECT ANY QUESTIONS TO:

Application Deadline:	June 1, 2019
Zonta Club of:	Lafayette
District/Area:	District 10
To find a club click:	**Club Locator**
Attention:	Lisa LeBlanc
Address:	175 Antigua Drive
City/State:	Lafayette, LA
Province/Country:	USA
Telephone:	337-849-5197
Email address:	lisa.leblanc@lusfiber.net

Name: _____
Last (Family) First Middle

Current mailing address: _____

City: _____ State: _____ Postal Code: _____ Country: _____

Email address: _____ Telephone: _____

LinkedIn address: _____

Twitter handle: _____

Permanent mailing address: _____

City: _____ State: _____ Postal Code: _____ Country: _____

Home email address: _____ Telephone: _____

Birth date: _____ Birthplace: _____ Country of citizenship: _____
(date/month/year)

University/college/institute currently attending: _____ Current year of study: _____

Department: _____ Major/field of study: _____

Plans for study under the Jane M. Klausman Women in Business Scholarship: _____

Degree sought: _____ Expected graduation date (month/year): _____

Academic Background

Applicants are required to send transcripts of grades or equivalent records from all universities, colleges or institutes attended. An explanation of the grading system must be included for each transcript. Please add your current degree sought and expected graduation date(month/year).

University/college/institute/online	(Year) to (Year)	Major field	Date of degree/anticipated

Scholarships, Fellowships, Honors Received During the Studies Listed Above

(Attach an additional sheet if necessary)

_____ Date: _____

_____ Date: _____

_____ Date: _____

_____ Date: _____

_____ Date: _____

_____ Date: _____

_____ Date: _____

Volunteer and Other Activities

(Please describe your volunteer, non-scholastic activities, memberships and cultural interests):

_____

_____

_____

_____

_____

_____

Employment

From (month/year)	To (month/year)	Employer	Address	Type of work or position held

Recommendations

Please give one of the attached recommendation forms to a faculty member in the major field of study and the other to an employer, volunteer supervisor or academic advisor.

Please list below those who will submit recommendations:

Name	Position	College/university/institute
1.		
2.		

Declaration by Applicant

I will take responsibility for school expenses (such as living, traveling, clothing) which are more than the US$8,000 should I be the recipient of an international Jane M. Klausman Women in Business Scholarship. I grant permission to Zonta International and Zonta International Foundation to use my name and photograph in the literature designed to promote the Zonta International Jane M. Klausman Women in Business Scholarship.

I certify that all the information contained in my application form is accurate to the best of my knowledge. I understand that, at the option of the Zonta club sponsoring my application or the Zonta district/region, or Zonta International, I may be interviewed as a candidate for the Jane M. Klausman Women in Business Scholarship. I consent to the electronic or hard copy publication by Zonta International of material in my application.

☐ I confirm that I have not applied to more than one Zonta district.
☐ I confirm that I am not a family member (ancestor, descendant, adoptee, sibling, niece or cousin) of a classified member or their spouse or co-habiting partner, and/or employee of Zonta International.

Signature (required) _____ **Date** _____

(Insert image of your signature or print, sign and scan this page.)

Data Protection
Zonta International and Zonta International Foundation take the security of your data seriously. We will never sell, trade or rent your personal information provided in this application to third parties. By submitting this application, you agree to the use of your data in accordance with the *Privacy Policy and Publicity Authorization Form* contained in the application documents (see page 11 of the application).

How did you learn of the Jane M. Klausman Women in Business Scholarship?
Please check the appropriate items:

- ☐ Social media
  - ☐ Facebook
  - ☐ LinkedIn
  - ☐ Twitter
- ☐ Department/teacher
- ☐ Directory of grants at university financial aid office
- ☐ Directory of grants not at university (e.g. public libraries)
- ☐ Website (name): _____
- ☐ Zonta club member: _____
- ☐ Zonta Club of: _____
- ☐ Other: _____

Applicant checklist
Please check all items included with the application:

- ☐ Completed application in English
- ☐ Official copies of transcripts
- ☐ Recommendation letter cover sheets with dates and signatures
- ☐ Recommendations (2)
- ☐ Essay (not exceeding 500 words)
- ☐ Zonta International verification of current enrollment form (page 10) with official stamp of the college/university/institute
- ☐ Signatures

PROFESSIONAL INFORMATION AND GOALS

(Please type in English.)

In 500 words or less, please describe your academic and professional goals, the relevance of your program to the business field, and how the Zonta International Jane M. Klausman Women in Business Scholarship will assist you in reaching your goals. (Essays cannot exceed 500 words to be considered.)

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Recommendation for
Jane M. Klausman Women in Business Scholarship

Please return this form by: June 1, 2019

Applicant's Signature is required (Insert image of your signature or print, sign and scan this page.)

Applicant: _____
Last (Family) Name **First** **Middle**

Recommendation from: _____ _____
Name **Position/Title**

_____
College/university/institute/business/organization

The applicant above has applied for a Jane M. Klausman Women in Business Scholarship. The Jane M. Klausman Women in Business Scholarship Evaluation Committee greatly values and appreciates your opinion. Please discuss the applicant's accomplishments; current academic program or work experience; intellectual independence; capacity for analytical thinking; ability to organize and express ideas clearly; creativity; motivation; and potential for learning and succeeding in a business-related field. You may write your recommendation letter on letterhead of your choice; however, you must sign and submit this form with your letter of recommendation.

How long have you known the applicant? _____

Please rate the applicant with respect to your experience with other students/employees in this field/position:

☐	☐	☐	☐	☐	☐
Exceptional Top 5%	**Very Good Next 10%**	**Good Next 15%**	**Average Next 30%**	**Below Average Last 40%**	**Insufficient opportunity to observe**

_____ _____
Signature is required (Insert image of your signature or print, sign and scan this page.) Date

Return form to Zonta Club of:	Lafayette	**Address:**	175 Antigua	**City:**	Lafayette
State/Province:	LA	**Country:**	USA	**Postal Code:**	70503
Fax:		**Email address:**	lisa.leblanc@lusfiber.net		

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Recommendation for
Jane M. Klausman Women in Business Scholarship

Please return this form by: June 1, 2019

_____
Applicant's Signature is required (Insert image of your signature or print, sign and scan this page.)

Applicant: _____
Last (Family) Name **First** **Middle**

Recommendation from: _____ _____
Name **Position/Title**

_____
College/university/institute/business/organization

The applicant above has applied for a Jane M. Klausman Women in Business Scholarship. The Jane M. Klausman Women in Business Scholarship Evaluation Committee greatly values and appreciates your opinion. Please discuss the applicant's accomplishments; current academic program or work experience; intellectual independence; capacity for analytical thinking; ability to organize and express ideas clearly; creativity; motivation; and potential for learning and succeeding in a business-related field. You may write your recommendation letter on letterhead of your choice; however, you must sign and submit this form with your letter of recommendation.

How long have you known the applicant? _____

Please rate the applicant with respect to your experience with other students/employees in this field/position:

☐	☐	☐	☐	☐	☐
Exceptional Top 5%	**Very Good Next 10%**	**Good Next 15%**	**Average Next 30%**	**Below Average Last 40%**	**Insufficient opportunity to observe**

_____ _____
Signature is required (Insert image of your signature or print, sign and scan this page.) Date

Return form to Zonta club of:	Lafayette	**Address:**	175 Antigua	**City:**	Lafayette
State/Province:	LA	**Country:**	USA	**Postal Code:**	70503
Fax:		**Email address:**		lisa.leblanc@lusfiber.net	

Verification of Current Enrollment
Jane M. Klausman Women in Business Scholarship

I certify that _____ is currently enrolled in
(name of student)

_____ in _____
(year of degree program) (name of course/degree being studied)

at _____
(name of college/university/institute)

_____
(address college/university/institute)

_____ _____
(signature is required of college/university/institute official) (date)

_____
(**official stamp of the college/university/institute**)

This requirement may be deferred if the application deadline precedes the university/college/institute enrollment period. The applicant must provide written confirmation of the enrollment period with the application. Acceptance letters are not verification of enrollment and will not be accepted. International scholarship recipients must provide a new verification of enrollment form before scholarship funds will be released in November/December.

Students from the Southern Hemisphere may only have limited academic records available at the time of application for club and district Jane M. Klausman Women in Business Scholarships. If further records are available at the later date, these records may be included when the district forwards their nominee to Zonta International for consideration in the selection of the international Jane M. Klausman Women in Business Scholarships.

Zonta International Jane M. Klausman (JMK) Women in Business Scholarship Program

Privacy Policy and Publicity Authorization

Zonta International and the Zonta International Foundation are committed to honoring the privacy and wishes of all of our Jane M. Klausman Women in Business Scholarship recipients at all times. In order to do this, please read the following information carefully and indicate your agreement as appropriate.

1. Most data collected by Zonta International and the Zonta International Foundation is used only to help Zonta better serve its scholarship recipients. It is our general policy to collect and store only personal information that our recipients knowingly provide. Zonta does not sell, trade, or rent your personally identifying information to third parties. Except as described in paragraph two, we take reasonable measures not to disclose personally identifying information about you.

   ☐ I have read the above paragraph and agree to the Terms and Conditions therein.

2. From time to time, Zonta International and the Zonta International Foundation conducts various marketing activities to promote the Jane M. Klausman Women in Business Scholarship Program. In addition, to ensure Zonta's ability to fund the Scholarships, the Zonta International Foundation may from time to time provide information to donors to the Jane M. Klausman Women in Business Scholarship Fund about recipients of their donations. Zonta retains the right to use your name, photograph and biographical information to promote the Jane M. Klausman Women in Business Scholarships in various promotional materials, including the website.

   ☐ I have read the above paragraph and agree to the Terms and Conditions therein.

Signature is required (Insert image of your signature or print, sign and scan this page.) Date

Please print your name