**Jane M. Klausman**

**Women in Business Scholarship**

APPLICATION

2014



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 scholarships of US$1,000 each at the district/region level and twelve scholarships in the amount of **US$7,000** each. Any woman undertaking a business and/or business-related program at an accredited university/college/institute, 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. Previous international Jane M. Klausman Women in Business Scholarship recipients may not apply to renew the Scholarship for a second year.

**Who is Eligible?**

Women pursuing a business or business-related program who demonstrate outstanding potential in the field and are living or studying in a Zonta district/region are eligible. Note that applicants from geographic areas where no clubs are located will be considered and also eligible to apply for the district/region scholarship. On-line students are also eligible. Members and employees of Zonta International or the Zonta International Foundation are not eligible to apply for the Scholarships.

**What are the Requirements?**

Applicants must meet the following minimum requirements:

* Be undertaking a business and/or business-related program at an accredited university/college/institute.
* 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 (applicants must still be attending school to receive this award).
* Achieved an outstanding academic record during her academic studies, including business- related subjects.
* Demonstrated initiative, ambition and commitment to pursuing a career in business.

**How Do I Apply?**

Complete an official application in English. Please note that written applications are accepted; however, typed applications are preferred. Applications may be printed or downloaded from the Zonta International website, ([www.zonta.org](http://www.zonta.org)) and include:

1. One recommendation from a faculty member in the major field of study.
2. One recommendation from an employer, volunteer supervisor, or academic advisor. *(Members and employees of Zonta International are not eligible to write recommendation letters for applicants.)*
3. An essay in 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.
4. Verification of enrollment from the university/college/institute registrar.

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 Scholarships. If further records are available at the later date, 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 Scholarships. Candidates for the international Scholarships may be asked to submit their most recent academic results for consideration.

1. Transcripts of grades or equivalent records for all universities, colleges, or institutes, with an explanation of the grading system for each transcript submitted.
2. All non-English documents must be translated in English.
3. **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**](http://www.zonta.org/site/FrameSet?style=User&url=../cgi-bin/club_search.cgi) **at** [**www.zonta.org**](http://www.Zonta.org)**, or email your name and contact information to Zonta International Headquarters at** **programs@zonta.org****.**
4. Articles, pamphlets, books, curriculum vitae or other publications are not requested and will not be considered.
5. 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 fax, mail or email; 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 Governors/Region South America 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 twelve 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 a business-related field.
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/Region South America Representative ....**1 July**

*(This date might vary in the northern and southern hemispheres. Please contact your Governor /Region South America Representative for new deadline.)*

**District/Region recipient** selected and application received by Zonta International Headquarters..…. …….…**1 September**

**Announcement of District/Region and International Recipients**…….……………….……….…………………**mid October**



**Application for**

**Jane M. Klausman**

**Women in Business Scholarship**

 **S**

 **SEND APPLICATION AND DIRECT ANY QUESTIONS TO:**

|  |  |
| --- | --- |
| Application Deadline: | April 30, 2014 |
| Zonta Club of: | Prowers County |
| Attention: | Karen/Courtney |
| Address: | PO Box 1124 |
| City/State: | Lamar, CO 81052 |
| Province/Country: | USA |
| Telephone: | 719-336-7486x132 |
| Email Address: | cholt@prowerscounty.net |

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |       |       |       |
|  | Last (Family) | First | Middle |

|  |  |
| --- | --- |
| Present Mailing Address: |       |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| City: |       | State: |       | Postal Code: |       | Country: |       |

|  |  |  |  |
| --- | --- | --- | --- |
| Email Address: |       | Telephone: |       |

|  |  |
| --- | --- |
| 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.

|  |  |  |  |
| --- | --- | --- | --- |
| **University/College/Institute** | **(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 in excess of the US$7,000 grant 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 Scholarships.

I certify that all of 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.

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature** |  | **Date** |  |

|  |
| --- |
| How did you learn of the Jane M. Klausman Women in Business Scholarship?Please check the appropriate items: |
| [ ]  | Newspaper |
| **[ ]**  | Department/Teacher |
| **[ ]**  | Directory of Grants at University of Financial Aid Office |
| **[ ]**  | Directory of Grants not at University (e.g. public libraries)  |
| **[ ]**  | Website (name):  |       |
| **[ ]**  | Zonta Club Member:  |       |
| **[ ]**  | Zonta Club of:  |       |
| **[ ]**  | Other:   |       |

|  |
| --- |
| Applicant checklistPlease check all items included with the application: |
| [ ]  | Transcripts  |
| **[ ]**  | Recommendation from faculty |
| **[ ]**  | Recommendation from employer/advisor |
| **[ ]**  | Verification of current enrollment form |
| **[ ]**  | Signature |

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.       |



**Recommendation for**

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

|  |  |
| --- | --- |
| **Please return this form by:** |  |

|  |
| --- |
|  |
|  |  |
|  | **Applicant’s Signature** |

|  |  |  |  |
| --- | --- | --- | --- |
| **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 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 use an additional piece of paper.

|  |  |  |
| --- | --- | --- |
| 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** |  | **Date** |
| **Return Form to Zonta Club of:**  | **Address:** | **City:** |
| **State/Province:**  | **Country:** | **Postal Code:**  |
| **Fax:** | **Email Address:**  |

**Recommendation for**

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

|  |  |
| --- | --- |
| **Please return this form by:** |  |
|  |
|  |  |
|  | **Applicant’s Signature** |

|  |  |  |  |
| --- | --- | --- | --- |
| **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 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 use an additional piece of paper.

|  |  |  |
| --- | --- | --- |
| 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** |  | **Date** |
| **Return Form to Zonta Club of:** | **Address:** | **City:** |
| **State/Province:** | **Country:** | **Postal Code:** |
| **Fax:** | **Email Address:** |



**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 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. Scholarship recipients must provide verification of enrollment before scholarship funds will be released in November.

Students from the Southern Hemisphere may only have limited academic records available at the time of application for club and district Jane M. Klausman 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 Scholarship.