**JANE M. KLAUSMAN SCHOLARSHIP – Information and Timeline**

Applicants must be enrolled in at least the second year of an undergraduate program – can apply through Master’s level

Information on Zonta International website [www.zonta.org](http://www.zonta.org). On the home page, click on My Zonta and log in. From there, under Tools, click on Award Scholarship and Fellowship Tools and scroll down to Jane M. Klausman Scholarship Information.

Determine colleges and universities to contact.

Update Club website and Facebook page with application and instructions on how to apply with link to www.zonta.org. Work with club webmaster.

Contact colleges and universities selected. Prepare email asking for help in making the scholarship available to students. Give specifics on how to apply. Send poster to each college/university.

 Prepare press release announcing club awarding JMK scholarship – see ZI website

On-line application and academic transcripts due to club by May (club determines date).

Select who will judge applications. (Can be club member or someone outside of club.)

Review application for completeness – (incomplete applications will not be accepted).

Club selects winner. Club sends winner’s application to District by July 1. (Send electronically to JMK Coordinator.) The only hard copy needed is the form “Verification of Current Enrollment”. Mail this form to the JMK Coordinator – seal of college/university is not visible on electronic copy).

Letter of congratulations sent to winner along with check and certificate. Invite winner to attend meeting to accept check. Certificate is available on ZI website.

Letters (email) sent to those not selected. Sample wording available on ZI website.

Write article for Club newsletter announcing winner – include winner on club website and Facebook page

Publicize winner and submit to local newspaper. This is great PR for club and can be used in recruitment. Sample press releases are included on ZI website.

 32 Zonta International Districts send their winners’ application to ZI by September 1.

 ZI announces 6 scholarship winners each year by mid-October.

Awards – Club award an amount chosen by the club (or gives a certificate only). ZI awards $2,000 to each District winner, and District 12 supplements with an additional $500. Each International winner is awarded $8,000.

(updated 2-14-18)