

Jane M. Klausman
Women in Business Scholarships
2008 APPLICATION



Zonta International
Advancing the Status of Women Worldwide

Jane M. Klausman

Women in Business Scholarships

A Zonta International Program, Funded by 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 an undergraduate degree 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 studying business at the undergraduate level who have demonstrated outstanding potential in the field. Zonta International offers six scholarships in the amount of **US \$ 5,000** each. The scholarship may be used at any university, college or institute offering accredited courses and degrees.

Who is Eligible?

Women of any nationality pursuing an undergraduate business degree who demonstrate outstanding potential in the field are 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 eligible to enter the third or fourth year of an undergraduate degree program (first university degree) at an accredited university/college/institute at the time the funds are received.
- ❑ Have achieved an outstanding academic record during the first two-three years of academic studies.
- ❑ Demonstrate intent to complete a program in business, knowledge of the field and outstanding achievement in business-related subjects, as recorded on the official university/college/institute transcript.
- ❑ Demonstrate initiative, ambition and commitment to pursuing a career in business.

How Do I Apply?

Complete an official application in English (may be printed or downloaded from the Zonta International Web site, www.zonta.org) and include:

1. One confidential recommendation from a faculty member in the major field of study.
2. One confidential recommendation from an employer, volunteer supervisor, or academic advisor. (*Members and employees of Zonta International or the Zonta International Foundation 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.

- ❑ This requirement may be deferred if the application deadline precedes the university/college/institute enrollment period. 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.
 - ❑ Students from the Southern Hemisphere may have limited academic records available at the time of application for Club and District Jane M. Klausman Scholarship. If further records are available at the later date, these may be included when the District forwards their nominee to Zonta International for consideration in the selection of the International Jane M. Klausman Scholarship.
5. Transcripts of grades or equivalent records for all universities, colleges, or institutes, with an explanation of the grading system with each transcript submitted.
 6. All non-English documents must be translated in 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 www.zonta.org, or e-mail your name and contact information to Zonta International Headquarters at zontafdn@zonta.org
 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 fax and email provided the originals are post marked within three days after the fax is received.

What is the Application Process?

Applications selected by Zonta Clubs are sent to the Zonta District Governors. A District Evaluating Committee selects one applicant per district to submit to Zonta International Headquarters. The Zonta International Jane M. Klausman Women in Business Scholarship Subcommittee selects six international recipients from the district applicants.

How may I use the Scholarship Funds?

1. The scholarship may be used for any expenses that support the achievement of an undergraduate 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

Application is updated on the Zonta International Web site (www.Zonta.org).....	1 January
Applications received by Zonta Clubs	30 March
Club recipient is selected and application is received by District Governor	1 June
District recipient selected and application received by Zonta International Headquarters.....	1 September
Announcement of International Recipients.....	15 October



557 West Randolph Street ■ Chicago, Illinois 60661-2206 USA
T: (312) 930-5848 ■ F: (312) 930-0951 ■ www.zonta.org



Application for 2008 Jane M. Klausman Women in Business Scholarship

Send applications and direct questions to:

Year of any previous
JMK Scholarship: _____

Zonta Club of: Kiel
Attn: Barbara Roloff Henoch
Address: Stiftkamp 18
City/State: 24247 Mielkendorf
Province/Country: Germany
Telephone: 04347-708791
Email Address: info@zonta-kiel.de

Name: _____
Last (Family) First Middle

Present Mailing Address: _____

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

E-mail Address: _____ Telephone: _____

Permanent Mailing Address: _____ Telephone: _____

Birth date: _____ Birthplace: _____ Country of Citizenship: _____

University/College/Institute currently attending: _____

Department: _____ Major/Field of Study: _____

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

Degree sought: _____ Current year of study: _____

Name of University/College/Institute: _____

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: _____
_____	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. These references are to be confidential and enclosed in a sealed envelope signed by the reference.

Please list below those who will submit recommendations:

Name	Title	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 \$ 5,000 grant. 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 waive any right to review the letters of recommendation and attest these letters have been written in confidence.

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, I may be interviewed as a candidate for the Jane M. Klausman Women in Business Scholarship. I consent to the review and release of this application to the appropriate persons of Zonta International and Zonta International Foundation.

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)
- Web site (name): _____
- Zonta Club Member: _____
- Zonta Club of: _____
- Other: _____

Applicant checklist

Please check all items included with the application:

- Transcripts
- Recommendation from faculty
- Recommendation employer/advisor
- Graduate Acceptance or Letter of Current Standing
- Signature

Explanation for missing items:

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. (Please limit your remarks to this page; do not attach extra sheets.)



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Recommendation for Jane M. Klausman Women in Business Scholarship

Please return this form by: _____

The undersigned applicant has agreed to waive her right to review this material and agrees to provide a confidential recommendation by having the author seal and sign the envelope containing the recommendation form.

 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:

- | | | | | | |
|--|--|---|--|--|---|
| <input type="checkbox"/>
Exceptional
Top 5% | <input type="checkbox"/>
Very Good
Next 10% | <input type="checkbox"/>
Good
Next 15% | <input type="checkbox"/>
Average
Next 30% | <input type="checkbox"/>
Below Average
Last 40% | <input type="checkbox"/>
Insufficient opportunity
to observe |
|--|--|---|--|--|---|

 Signature

 Date

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



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

- | | | | | | |
|--|--|---|--|--|---|
| <input type="checkbox"/>
Exceptional
Top 5% | <input type="checkbox"/>
Very Good
Next 10% | <input type="checkbox"/>
Good
Next 15% | <input type="checkbox"/>
Average
Next 30% | <input type="checkbox"/>
Below Average
Last 40% | <input type="checkbox"/>
Insufficient opportunity
to observe |
|--|--|---|--|--|---|

Signature

Date

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



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

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

_____ in _____
(year of undergraduate degree program , eg 2nd, 3rd) (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)

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