

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

**2006 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 established the Jane M. Klausman Women in Business Scholarships in 1997 for 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 and show outstanding achievement in business-related subjects, as recorded on the official university/college/institute transcript.

### **How Do I Apply?**

Complete an official application in English (may be printed or downloaded from the Zonta International Web site, [www.zonta.org](http://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. 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.)*

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](http://www.zonta.org), or e-mail your name and contact information to Zonta International Headquarters at [zontafdn@zonta.org](mailto: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 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 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**

<b>Applications</b> received by Zonta Clubs.....	<b>contact club for deadline</b> (generally in April)
<b>Club recipients</b> are selected; application sent to the District Governor .....	<b>31 May</b>
<b>District recipient</b> selected; application received at Zonta International Headquarters....	<b>15 August</b>
<b>Zonta International</b> Jane M. Klausman Women in Business Scholarship Subcommittee recommends international recipients.....	<b>30 September</b>
<b>Zonta International Board</b> approves international recipients	



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



# Application for 2005 Jane M. Klausman Women in Business Scholarship

Send applications and direct questions to:

Year of any previous  
JMK Scholarship: \_\_\_\_\_

Zonta Club of: \_\_\_\_\_  
Attn: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State: \_\_\_\_\_  
Province/Country: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email Address: \_\_\_\_\_

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: \_\_\_\_\_

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

I certify that \_\_\_\_\_ is currently enrolled in  
(Name)

\_\_\_\_\_ at \_\_\_\_\_  
(Current year of study) (Name of University/College/Institute)

\_\_\_\_\_  
(University/College/Institute address)

\_\_\_\_\_ (Date)  
(Signature of University/College/Institute Official)

\_\_\_\_\_  
(Official University/College/Institute stamp)