

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

**2009 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 twelve 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. Students must be registered to enter the third or fourth year of a business related undergraduate degree program (first university degree) when funds are received from Zonta International Headquarters in **November**. Previous Jane M. Klausman recipients may apply to renew the Scholarship for a second year and will undergo the same application and evaluation procedures.

### **Who is Eligible?**

Women of any nationality pursuing an undergraduate business degree who demonstrate outstanding potential in the field are eligible. Please note that a student studying towards a master's degree program is not eligible for the Jane M. Klausman Women in Business Scholarship. 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 a business related undergraduate degree program (first university degree) at an accredited university/college/institute at the time the funds are received from Zonta International Headquarters in November.
- ❑ 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](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. 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 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 Scholarships. Candidates for the International Scholarships may be asked to submit their most recent academic results for consideration.
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 page four of 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) (home page), 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, mail, or email. Email submissions are preferred. Applications submitted by email must be sent as a PDF.
10. If applicant is applying for a second scholarship, the applicant must submit a complete application. In describing your academic and professional goals, identify what you have achieved in your studies since receipt of your first scholarship.

## What is the Application Process?

Applications selected by Zonta Clubs are sent to their respective 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 Committee selects twelve 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>Application is updated on the Zonta International Web site (<a href="http://www.zonta.org">www.zonta.org</a>).....</b>	<b>1 January</b>
<b>Applications</b> received by Zonta Clubs ( <b>contact club for deadline</b> -generally in May)	
<b>Club recipient</b> is selected and application is received by District Governor .....	<b>1 July</b>
<i>(This date might vary in the northern and southern hemispheres, please contact your District Governor for new deadline.)</i>	
<b>District recipient</b> selected and application received by Zonta International Headquarters.....	<b>1 September</b>
<b>Announcement of International Recipients</b> .....	<b>15 October</b>



**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):

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**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 referee.

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
- Verification of current enrollment form
- 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.)



## 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:

Exceptional  
Top 5%

Very Good  
Next 10%

Good  
Next 15%

Average  
Next 30%

Below Average  
Last 40%

Insufficient opportunity to  
observe

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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



## Recommendation for Jane M. Klausman Women in Business Scholarship

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\_\_\_\_\_  
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

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



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

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

1<sup>st</sup> 2<sup>nd</sup> 3<sup>rd</sup> 4<sup>th</sup> \_\_\_\_\_ in \_\_\_\_\_  
 (year of undergraduate degree program ,circle one) (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 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.