

2024



ZONTA
INTERNATIONAL

Jane M. Klausman

WOMEN IN BUSINESS SCHOLARSHIP DESCRIPTION

The Zonta International Jane M. Klausman Women in Business Scholarship expands opportunities for women in business.



The program operates at the Zonta club, district/region and international levels. The Zonta Club of Oak Brook offers an award of US\$1,500. Zonta International offers 37 international scholarships of US\$5,000. Each district/region may submit one applicant for consideration for an international scholarship. The five largest districts may submit a second applicant for a total of two applicants.

Timetable

Applications received by Zonta Club of Oak Brook.....	31 May
Club recipient is selected and application is received by governor/region representative	15 August or deadline determined by district/region
District/region applicant selected and application received by ZI Headquarters	15 October
Official announcement of international recipients.....	December

Background information

Named in honor of Jane M. Klausman, a member of the Zonta Club of Syracuse, New York, USA, and the 1990-1995 Zonta International Parliamentarian, the first Jane M. Klausman Women in Business Scholarships were awarded in 1998 to women pursuing degrees in business leading to a business management career. Since then, Zonta has awarded 750 scholarships, totaling more than US\$2 million, to 596 women from 74 countries.

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. The Zonta Club of Oak Brook offers an award of US\$1,500. Zonta International offers up to 37 international scholarships of US\$5,000 each. Any woman undertaking a business program at an accredited university/college/institute, including online students, 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 to the local Zonta club, is eligible to apply. The Scholarship may be used at any university, college or institute offering accredited courses and degrees.

Who is eligible?

- Women of any age, pursuing a business program with major field of specialization in accounting, economics, finance, business management, business technology, information technology, marketing, operations management, human resources management, international business, or entrepreneurship at an accredited university/college/institute, who demonstrate outstanding potential in the field and are living or studying in a Zonta district/region, are eligible.
- Online students are also eligible to apply if enrolled at an accredited university/college/institute.
- Students must be 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 to the local Zonta club. Applicants must still be in school at the time the scholarship funds are disbursed and must not graduate before April 2025.
- Previous district and international Jane M. Klausman Women in Business Scholarship recipients may not apply to renew the Scholarship for a second year.
- Club members and individuals with direct membership with Zonta International and employees of Zonta International and Zonta Foundation for Women, and their family members (ancestors, descendants, adoptees, siblings, nieces or cousins, and those of their spouse or co-habiting partner), are not eligible to apply for the Scholarship.
- Golden Z club members are eligible to apply.
- Applicants from geographic areas within a Zonta district/region where no clubs are located will be considered and are eligible to apply for the international scholarships via a Zonta district/region.

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.
- Be 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 to the local Zonta club or district.
- Must submit the Zonta International verification of current enrollment form (see page 7), or provide an official stamped confirmation of enrollment with graduation information from the university/college/institution with application materials. Acceptance letters **are not** verification of enrollment and **will not** be accepted.
- Must still be attending school at the time the scholarship funds are disbursed and must not graduate before April 2025 to receive this scholarship.
- Achieved an outstanding academic record during her academic studies, including business subjects.
- Demonstrate initiative, ambition and commitment to pursuing a career in business.

How do I apply?

The Zonta Club of Oak Brook application may be downloaded from the club's website.

<http://zontadistrict6.org/oakbrook/scholarships/>

Note that applications may be submitted to a Zonta club or district in the language(s) accepted by the club or district by the deadline printed on the application. Only typed applications will be accepted and considered.

The following documents are to be submitted in the application package.

- One recommendation from a faculty member in the major field of study.
- One recommendation from an employer, volunteer supervisor, or academic adviser. (*Club members and employees of Zonta International and Zonta Foundation for Women are not eligible to write recommendation letters for applicants.*)
- Essay of 500 words or less that clearly describes your academic and professional goals, the relevance of your program to the business field, demonstrates your initiative, ambition and commitment to pursuing a career in business, and defines how the Jane M. Klausman Women in Business Scholarship will assist you in reaching your goals. (Essays exceeding 500 words **will not** be considered.)
- Zonta International Verification of Current Enrollment form signed by the university/college/institute registrar (see page 7 of application), or an official stamped confirmation of enrollment and graduation information from the university/college/institution. Acceptance letters **are not** verification of enrollment and **will not** be accepted. Please note that students from the southern hemisphere may have limited academic records available when the application is due to the club or district/region. If further records are available later, 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 Women in Business Scholarships. Candidates for the international scholarships may be asked to submit their most recent academic results for consideration.
- List and include official detailed transcripts of grades or equivalent records for all universities, colleges or institutes attended with an explanation of the grading system for each transcript submitted. Note: Grades for current area of studies must be included to be considered. Do not submit unofficial transcripts as they **will not** be accepted.
- Applicants from geographic areas within a Zonta district/region where no clubs are located may apply via a Zonta e-club or directly to the district/region to be eligible for the international scholarships. **All application materials must be received at the Zonta club by the deadline printed on the application.** Please note that applicants may not apply to more than one Zonta district.
- Information other than official transcripts and recommendations must be limited to the space provided; attachments, articles, pamphlets, books, curriculum vitae or other publications are not requested and will not be considered.
- 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 email or regular mail; 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. The club awardee application is sent to the respective Zonta governor/region representative.
- A district/region evaluation committee selects one applicant per district/region to submit to Zonta International Headquarters. The five largest Zonta districts in terms of membership numbers may submit two applicants to Zonta International.
- The Zonta International Headquarters team confirms the eligibility of the applicants put forth by the districts/region and submits a recommendation to the Zonta International Board for approval.

How may I use the Scholarship/Award funds?

- The Zonta Club of Oak Brook award (US\$1,500) may only be used for tuition, fees and materials (books, supplies and equipment for required courses) at a secondary school, college or university.
- There are no restrictions on the use of the Zonta International award funds
- The scholarship may be used for any expenses that support the achievement of a degree in business.
- The Zonta International payment of US\$5,000 is planned for January 2025 subject to any U.S. sanctions regulations.
- 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.
- 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.
- Recipients may accept additional grants and scholarships from other sources.

Tax considerations for Zonta International Awards

The following considerations will help define which type of payment will fit the applicant's purposes best.

- "Scholarship": to be used for tuition, fees and materials (books, supplies and equipment) required for courses at a college or university only. As a scholarship to be used for tuition, fees and materials, the income is tax free.
- "Scholarship": to be used for living expenses while attending a college or university. Although tuition and related expenses are tax free, income used for living expenses is considered taxable income. Tax forms will be provided to all awardees, as required. Withholdings range from \$0 (tax treaty) or 14% (appropriate student VISA) to 30% for non-U.S. residents.
- Supplemental awards and scholarships that are directly paid by a club or district will follow the tax regulations of their taxing authority.

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Jane M. Klausman

WOMEN IN BUSINESS SCHOLARSHIP APPLICATION FORM

SEND APPLICATION AND DIRECT ANY QUESTIONS TO:

Deadline:

Zonta Club/e-Club _____
of: District/Area: _____

Attention: _____

Address: _____

City/State: Province/ _____

Country: Telephone: _____

Email address: _____

Name: _____

_____ Last (Family) First Middle

Current mailing address: _____

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

Email address: _____ Telephone: _____

LinkedIn address: _____ Twitter handle: _____

Permanent mailing address: _____

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

Secondary email address: _____ Telephone: _____

Birth date: _____ Birthplace: _____ Country of citizenship: _____
(mm/dd/yyyy) (city and country)

Name of university/college/institute currently attending: _____

Current year of study: _____

Department: _____ Major/field of study: _____

Plans for study under the JMK 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. Please add your current degree sought and expected graduation date (month/year).

University/College	(Year) to (Year)	Major Field	Date Degree Received/Anticipated	Maximum GPA

Scholarships, fellowships, honors received during the studies listed above

	Month/year

Volunteer and Other Activities

(Please describe your volunteer, non-scholastic activities, memberships and cultural interests):

Employment history

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 adviser.

Please list below those who will submit recommendations:

Name	Position	College/university/institute
1.		
2.		

Declaration by applicant

I certify that all the information contained in my application form is accurate to the best of my knowledge and that I did not receive assistance in completing the essay portions of this application other than for translation into English for advancing to district/region and international levels. 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 of material in my application by Zonta International.

- I confirm that I have not applied to more than one Zonta district.
- I confirm that I am not a family member (ancestor, descendant, adoptee, sibling, niece or cousin and those of their spouse or co-habiting partner)) of a club member and individual with direct membership with Zonta International, and/or employee of Zonta International.

Signature (required) _____

Date _____

(Insert image of your signature or print, sign and scan this page.)

Data protection

Zonta International and Zonta Foundation for Women take the security of your data seriously. We will never sell, trade or rent your personal information provided in this application to third parties. By submitting this application, you agree to the use of your data in accordance with the *Privacy Policy and Publicity Authorization Form* contained in the application documents (see page 8 of the application).

How did you learn of the Jane M. Klausman Women in Business Scholarship?

Please check the appropriate items:

- Social media
 - Facebook
 - LinkedIn
 - Twitter
- Department/teacher
- Directory of grants at university financial aid office
- Directory of grants not at university (e.g., public libraries)
- Website (name): _____
- Zonta club member: _____
- Zonta Club of: _____
- Other: _____

Applicant checklist

Please check all items included with the application:

- Completed application
- Official copies of all transcripts
- Recommendation letter cover sheets with dates and signatures
- Recommendations (2)
- Essay (not exceeding 500 words)
- Zonta International verification of current enrollment form (page 11) with official stamp of the college/university/institute
- Signatures

Professional information and goals

(Please type essay.)

In 500 words or less, please describe your academic and professional goals, the relevance of your program to the business field, how you have demonstrated initiative, ambition and commitment to pursuing a career in business, and how the Zonta International Jane M. Klausman Women in Business Scholarship will assist you in reaching your goals. (Essays cannot exceed 500 words to be considered.) Please provide the word count at the end of your answer.



ZONTA INTERNATIONAL

Recommendation for Jane M. Klausman Women in Business Scholarship

Please return this form by: _____

Applicant's Signature is required (Insert image of your signature or print, sign and scan this page.)

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 Jane M. Klausman Women in Business Scholarship 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 write your recommendation letter on letterhead of your choice; however, you must sign and submit this form with your letter of recommendation to the address below.

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 is required (Insert image of your signature or print, sign and scan this page.)

Date

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



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Recommendation for Jane M. Klausman Women in Business Scholarship

Please return this form by: _____

Applicant's Signature is required (Insert image of your signature or print, sign and scan this page.)

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 Jane M. Klausman Women in Business Scholarship 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 write your recommendation letter on letterhead of your choice; however, you must sign and submit this form with your letter of recommendation to the address below.

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 is required (Insert image of your signature or print, sign and scan this page.) Date

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



**ZONTA
INTERNATIONAL**

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

I certify that _____ is currently enrolled in
(full 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 is required of college/university/institute official) (date) (Expected graduation date)

(official stamp of the college/university/institute)



Privacy Policy and Publicity Authorization

Zonta International Jane M. Klausman Women in Business Scholarship Program

Zonta International and the Zonta Foundation for Women are committed to honoring the privacy and wishes of all of our Jane M. Klausman Women in Business Scholarship recipients at all times. In order to do this, please read the following information carefully and indicate your agreement as appropriate.

1. Most data collected by Zonta International and the Zonta Foundation for Women is used only to help Zonta better serve its scholarship recipients. It is our general policy to collect and store only personal information that our recipients knowingly provide. Zonta does not sell, trade, or rent your personally identifying information to third parties. Except as described in paragraph two, we take reasonable measures not to disclose personally identifying information about you.

I have read the above paragraph and agree to the Terms and Conditions therein.

2. From time to time, Zonta International and the Zonta Foundation for Women conducts various marketing activities to promote the Jane M. Klausman Women in Business Scholarship Program. In addition, to ensure Zonta's ability to fund the Scholarships, the Zonta Foundation for Women may from time to time provide information to donors to the Jane M. Klausman Women in Business Scholarship Fund about recipients of their donations. Zonta retains the right to use your name, photograph and biographical information to promote the Jane M. Klausman Women in Business Scholarships in various promotional materials, including the website.

I have read the above paragraph and agree to the Terms and Conditions therein.

Please print your name

Signature is required (Insert image of your signature or print, sign and scan this page.)

Date