



Zonta International District 4

Advancing the Status of Women Worldwide

Jane M. Klausman (JMK) Women in Business Scholarship Process and Tips

Process

1. **January 1** – Application form updated and posted on the Zonta International website www.zonta.org. (<http://www.zonta.org/WhatWeDo/InternationalPrograms/JaneMKlausmanWomenInBusinessScholarship.aspx>) Clubs publicize their JMK scholarship award and establish their deadline for applications.
2. **June to July 1** – Clubs email an **electronic** copy of their JMK winner to the District at awards@zontadistrict4.org. Paper copies are not to be mailed. Applications received by the District after July 1st will not be considered.
3. **August 31st** – District Awards Committee selects a District 4 JMK winner.
4. **September 1st** – District Governor submits District 4 JMK winner to Zonta International.
5. **October 15th** – Zonta International JMK Subcommittee selects 12 International Awards recipients.

Tips

1. Put the return address, contact name and deadline for the sponsoring Zonta club on the application form the club is publishing/distributing.
2. Use the current year application form posted on the Zonta International website after January 1st, as applications on prior year forms cannot be considered.
3. The application can only be considered if it meets all the application form requirements ie. transcripts with explanation of grading system submitted, word count met, signatures provided, two recommendations included preferably as reference letters, verification of current enrolment form attached.
4. Receive recommendation letters directly from the references provided by the applicant.
5. Use the JMK Evaluation Committee Scoring Sheet for marking the applications.
6. A photograph will be required for the District 4 JMK winner only. The photo will be posted on the District website along with excerpts from the application. If the candidate is also successful at the International level the photo and excerpts will also be posted on the Zonta International website.