



# Zonta International District 4

*Advancing the Status of Women Worldwide*

## Young Women in Public Affairs (YWPA) Process and Tips

### Process

1. **September 30** – Application form updated and posted on the Zonta International website [www.zonta.org](http://www.zonta.org). (<http://www.zonta.org/WhatWeDo/InternationalPrograms/YoungWomeninPublicAffairsAwards.aspx>) Clubs publicize their YWPA award and establish their deadline for applications.
2. **March to April 1** – Clubs email an electronic copy (eg. PDF file) of their YWPA winner to the District at [awards@zontadistrict4.org](mailto:awards@zontadistrict4.org). Applications received after April 1<sup>st</sup> will not be considered.
3. **April 30<sup>th</sup>** – District Awards Committee selects a District 4 YWPA winner.
4. **May 1** – District Governor submits District 4 YWPA winner to Zonta International.
5. **July 1** – Zonta International YWPA Subcommittee selects 5 International Awards recipients.

### Tips

1. Put the return address and contact name 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 September 30<sup>th</sup>, 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. word count met, signatures provided, two recommendations included preferably as reference letters, verification of enrolment form attached.
4. Receive recommendation letters directly from the reference provided by the applicant.
5. Complete the Application Checklist for Clubs found on the Zonta International website under Awards tools and email to [awards@zontadistrict4.org](mailto:awards@zontadistrict4.org) with the YWPA application.
6. Use the YWPA Evaluation Committee Scoring Sheet for marking the applications.
7. A photograph will be required for the District 4 YWPA 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.