

ZONTA DISTRICT 11 (D11) AWARDS AND SCHOLARSHIP RECOMMENDATIONS

These procedures cover the following Zonta International (ZI) D11 scholarships and awards:

Jane M. Klausman District Scholarship

Young Woman in Public Affairs District Award

Amelia Earhart Fellowship

ZI procedures change from time to time and always supersede these recommendations.

1. Jane M. Klausman D11 Scholarship

Who is Responsible: The Jane M. Klausman (JMK) Chair is responsible for the selection of the D11 JMK winner, according to the procedures and guidelines specified by ZI.

The Award: The D11's Jane M. Klausman Scholarship winner receives a check from ZI, currently \$1,000, and a certificate of recognition from D11.

The Process: The JMK Chair solicits applications for this scholarship from D11 clubs, who may have their own JMK scholarship process. Each club electronically submits their candidate's typed application by July 1. The JMK Chair reviews each application for completeness and distributes these applications to each member of the JMK Selection Committee, along with the ZI Evaluation Criteria and Evaluation Committee Scoring Sheet. The JMK Selection Committee is appointed by the D11 Governor. The committee reviews the applications and selects a winner according to a timeline established by the JMK Chair and using the criteria and documents specified by ZI.

The JMK Chair communicates the selection committee's decision, including the name and application, to the Governor one week before the ZI deadline. The Governor submits the name and application of the winner to ZI Headquarters by the ZI deadline of September 1. After confirmation by ZI the Chair communicates the D11 Winner to the nominating club, the winner, and all clubs submitting an applicant.

The nominating club assists the Area Director and Governor in making arrangements to honor the D11 Jane M. Klausman Scholarship winner at a District Meeting if held and feasible, or Area Meeting, Club Meeting, or other event, at no cost to the recipient. The Chair also prepares a script, summarizing the qualifications of the JMK winner.

2. Young Woman in Public Affairs D11 Award

Who is Responsible: The Young Woman in Public Affairs (YWPA) D11 Award Chair is responsible for the selection of the D11 YWPA winner, according to the procedures and guidelines specified by ZI.

The Award: The D11's YWPA Award winner receives a check from ZIF, currently \$1,000 ZI and a certificate of recognition from D11.

The Process: The YWPA Chair solicits applications for this award from D11 clubs, who may have their own YWPA process. Each club electronically submits their candidate's typed application by April 1. The YWPA Chair reviews each application for completeness and distributes a package of these applications to each member of the YWPA Selection Committee, along with YWPA Selection Criteria and Scoring Sheet from ZI.

The YWPA Selection Committee is appointed by the D11 Governor. The committee reviews the applications and selects a winner according to a timeline established by the YWPA Chair and using the criteria and documents specified by ZI.

The YWPA Chair communicates the selection committee's decision to the Governor one week before the ZI deadline. The Governor submits the name and application of the winner to ZI by the ZI deadline of May 1. After confirmation by ZI, the Chair communicates the D11 Winner to the nominating club, the winner, and all clubs submitting an applicant.

The nominating club assists the Governor in making arrangements to honor the D11 Young Woman in Public Affairs Award winner at a District Meeting if held and feasible, or Area Meeting, Club Meeting, or other event, at no cost to the recipient. . D11The Chair prepares a script, summarizing the qualifications of the YWPA winner.

3. Amelia Earhart Fellowship

Who is Responsible: The Amelia Earhart (AE) Subcommittee Chair is responsible for encouraging D11 clubs to solicit applications for the Amelia Earhart Fellowships, according to the procedures and guidelines specified by ZI.

The Award: Each Amelia Earhart Fellowship is awarded to a Ph.D./doctoral candidate in aerospace-related sciences or aero-space related engineering. Each winner receives a fellowship for postgraduate studies in her field from the ZI Foundation.

The Process: The AE Chair communicates with clubs regarding the AE Fellowship application process in order to have all candidates submit their applications to ZI by November 15. The ZI AE Fellowship Subcommittee selects the winners each year and notifies each District of those from their geographic area. The AE Chair should coordinate with the D11 PR Chair to promote winners to local clubs and throughout the District. The AE Chair assists the Governor in making arrangements for the AE Fellowship winner(s) to be honored at a District Meeting if held and feasible, or Area Meeting, Club Meeting, or other event, at no cost to the recipient. D11. If multiple AE Fellowships are awarded within the District, the Governor may select a representative by lottery to attend the Conference. The Chair also requests a copy of the AE Fellow's resume(s) and prepares a script, summarizing the qualifications of the AE winner(s).

Scholarship Committee Recommendations for D11:

- 1) Governor: When appointing the D11 Scholarship and Awards Committee(s) the optimum make-up should have one person from each area. If this is not possible, at a minimum there should be only one member allowed from any one club, i.e. there should not be two or more members from a single club.
- 2) Committee Chair: If possible, schedule a conference call prior to disseminating the application packages to review the rules & forms, answer questions and agree on a process that everyone is comfortable with for dealing with issues that might arise. Make certain everyone understands that should the process fail the Committee Chair has the final authority after consultation with the Governor.
- 3) The Cover Form for club application packages should be updated to include a designated contact person for the club. The designated contact should be the

only person communicating with the D11 Committee during the evaluation period.

- 4) All Cover Forms submitted with winning applicant's paperwork must be typed, just like the original application. The D11 Chair should validate that all application packages submitted are typed before distributing the files to the D11 Committee members. Any package that does not meet this requirement should be disqualified and not disseminated for scoring. The D11 Chair should notify the D11 Governor and the designated Club Contact Person immediately of any candidate not in contention for the D11 award.
- 5) Going forward all electronic files should be named based on a standard file name format. The recommended file name format is "JMK~year~Club Name~Candidate First Initial Last Name", IEJMK~2016~ZCBoca~SJones.pdf"
- 6) Set an early deadline for the completion of the evaluation process and return of the scoresheets to the Chair. Do everything you can to complete the evaluation process early so you have a cushion if unforeseen problems arise.