

ZONTA DISTRICT 11

DISTRICT BOARD POLICIES AND PROCEDURES

AWARDS AND SCHOLARSHIPS

These procedures cover the following Zonta International District 11 scholarships and awards:

Jane M. Klausman District Scholarship
Young Woman in Public Affairs District Scholarship
Amelia Earhart Scholarship
Governor's Trophy and Runner-up Trophy
Rosa E. Fiol Club Membership Awards

1. **Jane M. Klausman District Scholarship**

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

The Award: The District's Jane M. Klausman Scholarship winner receives a check for \$500 from district funds and a certificate of recognition from District 11 at the District Conference.

The Process: The JMK Chair solicits applications for this scholarship from District 11 clubs, who may have their own JMK scholarship process. Each club submits 5 copies of their candidate's application by May 31. The JMK Chair reviews each application for completeness and distributes a package of 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 Governor and includes the Governor, the Lieutenant Governor, the District Treasurer, the Status of Women Chair, the JMK Chair, and others as needed. 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 Zonta International.

The JMK Chair communicates the selection committee's decision to the Governor, with a letter to the winner and her nominating club. She also writes to each candidate whose name was submitted and to each of the clubs, informing them of the winner. The Governor submits the name and

application of the winner to Zonta International by the Zonta International deadline of August 15.

The nominating club assists the Governor in making arrangements for the District 11 Jane M. Klausman Scholarship winner to attend the District Conference for one night. The Conference pays a total of \$500 toward this expense, and the District pays the balance. The Chair also prepares a script, summarizing the qualifications of the JMK winner.

2. Young Woman in Public Affairs District Scholarship

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

The Award: The District's YWPA Scholarship winner receives a check for \$500 from the Zonta International Foundation and a certificate of recognition from District 11 at the District Conference.

The Process: The YWPA Chair solicits applications for this scholarship from District 11 clubs, who may have their own YWPA scholarship process. Each club submits 5 copies of their candidate's 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 Zonta International.

The YWPA Selection Committee is appointed by the Governor and includes the Governor, the Lieutenant Governor, the District Treasurer, the Status of Women Chair, the YWPA Chair, and others as needed. 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 Zonta International.

The YWPA Chair communicates the selection committee's decision to the Governor, with a letter to the winner and her nominating club. She also writes to each candidate whose name was submitted and to each of the clubs, informing them of the winner. The Governor submits the name and application of the winner to Zonta International by the Zonta International deadline of May 15.

The nominating club assists the Governor in making arrangements for the District 11 Young Woman in Public Affairs Scholarship winner to attend the District Conference for one night. The Conference pays a total of \$500 toward this expense, and the District pays the balance. The Chair prepares a script, summarizing the qualifications of the YWPA winner.

3. **Amelia Earhart Scholarship**

Who is Responsible: The Amelia Earhart (AE) Subcommittee Chair is responsible for encouraging District 11 clubs to solicit applications for the Amelia Earhart Fellowships, according to the procedures and guidelines specified by Zonta International.

The Award: Each Amelia Earhart Fellowship is awarded to a doctoral candidate in aerospace-related sciences or aero-space related engineering. Each winner receives a \$6,000 fellowship for postgraduate studies in her field from the Zonta International 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 Zonta International 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 District 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 attend the District Conference for one night. The Conference pays a total of \$500 toward this expense, and the District pays the balance, as funds are available. 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).

4. **Service Certificates**

Who is Responsible: The Lieutenant Governor is responsible for preparing and presenting the District 11 Certificates of Recognition for Service.

The Award: A District 11 Certificate of Recognition for Service, identifying the club's service areas during the previous year, is awarded to all clubs that submit an Annual Report for that year. These awards are given at the District 11 Conference held in the fall each year.

The Process: Each Area Director will forward to the Lieutenant Governor a package containing one copy of the Annual Report for each club in her area, as soon as possible after May 1. The Lieutenant Governor will use the information in the Annual Report from each club and a pre-printed certificate to prepare a District 11 Certificate of Recognition for Service, listing the club's

service areas indicated in the club's Annual Report. She will enclose each certificate in a folder and present them during the District 11 Conference.

If a club does not submit an Annual Report, it will not receive a Certificate of Recognition.

5. **Governor's Trophy and Runner-up Trophy**

Who is Responsible: The Lieutenant Governor is responsible for initiating and coordinating the selection process for the Governor's Trophy and the Runner-up Trophy.

The Award: These awards are given to two clubs in District 11 for their outstanding service to their community throughout the preceding year.

The Governor's Trophy is a large silver trophy with a heavy wooden base. On the base is a small gold colored plate for each year's winner with the name of the Zonta club and the year engraved on it. The measurements of the plate are: 2 ½ X 7/8 inches with corners involuted. The Runner-up Trophy is a tall Lucite trophy in a carrying case. The name of the winner is not engraved on it.

Both trophies are held by the winning club for a year and then returned to the District Conference for presentation to the new winners. The Lieutenant Governor will remind the winners to return the trophies to the District Conference for presentation to the new winners. Each club also receives a certificate that indicates the trophy award.

These awards are given at the District Conference held in the fall each year in District 11.

The Process: Each spring the Lieutenant Governor requests from the six Area Directors two nominations from each area for the Governor's Cup. Each nomination includes a letter of nomination, indicating what club activities during the past year (June 1 – May 31) are noteworthy and cause the AD to nominate the club. This letter is attached to the Annual Report submitted by that club and forwarded to the Lieutenant Governor with 9 copies of both the letter and the Annual Report, for a total of 10 of each. This is done for both nominations.

The Lieutenant Governor then prepares 9 packages, one for each elected member of the District Board, except the District Secretary who is appointed. Each package contains a copy of the letter of nomination and Annual Report for each of the approximately twelve clubs nominated, directions for voting,

guidelines for evaluating each club and a ballot form. The packages are mailed to the other members of the board.

Each District board member votes for a 1st choice, 2nd choice, and 3rd choice for the Governor's Cup. Votes are tallied by the Lieutenant Governor giving each first choice club 3 points, each second choice club 2 points, and each third choice club 1 point. The club with the most points wins the Governor's Trophy; the club with the second highest number of points wins the Runner-up Trophy. If there is a tie, then the board members must vote again on the tied clubs only to determine which club will receive the Governor's Trophy.

The winners of the Governor's Trophy and the Runner-up Trophy are announced annually at the District 11 Conference. The Lieutenant Governor prepares a script for the Governor to read at the Conference, highlighting the service activities of each winner. The Governor announces the winners, but the Lieutenant Governor is the only one who knows which two clubs win these trophies until the conference announcement.

6. **Rosa E. Fiol Club Membership Awards**

Who is Responsible: The Lieutenant Governor and the District Treasurer are responsible for Rosa E. Fiol Club Membership Awards process.

The Award: These awards are made possible by an annual gift to District 11 from the Rosa E. Fiol Trust. This trust was created by former Zontian Dr. Rosa E. Fiol of Puerto Rico. This annual donation provides, in addition to six Rosa E. Fiol Club Membership Awards of \$200 each, an award of \$200 for conference attendance for each club in Puerto Rico. Award monies are predicated upon the receipt of an annual gift of \$2,000 to District 11 from the Rosa E. Fiol Trust, which are designated for membership and conference attendance purposes.

The six Rosa E. Fiol Club Membership Awards are given to the club in each area that had the greatest PERCENTAGE increase in net membership during the preceding year. A club must have submitted an Annual Report in order to be eligible for this award. Each award is a Lucite trophy in a carrying case and entitles the winning club to a \$200 credit for conference attendance that year. District 11 has 6 trophies designated for the six areas and two generic trophies with no area designation.

These awards are given out annually at the District 11 conference and are announced by the Lieutenant Governor. These trophies are held by the winning club for a year and then returned to the District Conference for presentation to the new winners. The Lieutenant Governor will remind the previous year's winners to return the trophies to the District Conference for

presentation to the new winners. Each club also receives a certificate that indicates the trophy award.

Process: Soon after the end of the Zonta year on May 31, the District Treasurer will forward a list of all district clubs to the Lieutenant Governor, with starting membership as of May 31 in the prior year and ending membership numbers as of May 31 of the current year

The Lieutenant Governor will calculate the percentage increase in membership for each club and determine the winner in each area. She then prepares a letter to the president of that club from herself as the Chair of the District Organization and Membership Committee indicating that the club has won the area's Rosa E. Fiol Club Membership Award and a \$200 credit for the fall conference. The letter will also instruct the club how to apply this credit towards conference expenses and will be mailed prior to the Call for Conference being issued.

Should no club have an increase in membership within an area, then no award will be given for that area. Should there be a tie in an area, then one of the two generic Rosa E. Fiol Club Membership trophies (with no area designation) will also be given, so that both clubs will receive a trophy and the \$200 conference credit. The generic trophy and monetary award may also be given to a new club formed that year as recognition of its membership accomplishment, at the discretion of Governor.