



Congratulations on your decision to apply for the Zonta Club of Newport Harbor Young Women in Public Affairs Award! We look forward to reading about your commitment to empowering women through public affairs.

You'll find the scholarship application at www.zontanewportharbor.com

You'll deliver your application by email to zchnscholarships@gmail.com

Remember, the **deadline** to deliver the application is **March 16**, and it must be delivered electronically as pdf pages via email. No photographs, and no hard copy delivery please. If scanning and emailing the pages creates a hardship, please call me immediately @ 949-929-9252. We will figure something out!

When you or your recommender sends your PDF pages via email, please **put your full name on the subject line of the email.**

Here are a few notes about how to complete the application.

- Complete the fillable fields on every page, then print every page
- Here's how to fill out the Club information space on pages 4 - 10

Application for Young Women in Public Affairs Award

Application Deadline: MARCH 16, 2020

Send applications and direct questions to:

	Scholarship Committee
Zonta Club/e-Club of:	Newport Harbor
c/o:	zchnscholarships@gmail.com
Address:	email all documents please
City/State:	
Province/Country:	
Telephone:	MELISSA FIGGE 949-929-9252
Email Address:	zchnscholarships@gmail.com

- Sign **page 6** yourself
- Give **page 7** (on which you've filled out every field) to **Recommender 1**. Recommender 1 may sign the page, provide a letter of recommendation on school letterhead, and scan and email both pages to

zcnhscholarships@gmail.com. Please remind the recommender to place your full name on the subject line of the email.

- Give **page 8** (on which you've filled out every field) to **Recommender 2**. Recommender 2 may sign the page, provide a letter of recommendation on school letterhead, and scan and email both pages to zcnhscholarships@gmail.com. Please remind the recommender to place your full name on the subject line of the email.
- Fill out **page 9** in full and ask your **school registrar or other official** to sign the form and place the school stamp on the page. **An ink stamp** is better than an embossed stamp, if possible. The embossed stamp disappears on a pdf copy. You keep and return this page as part of your packet.
- Complete and sign **page 10**
- Gather the pages **you** return. You will create **two PDFs**:
 - a. PDF 1 - pages 4, 5, 6, 9, 10
 - b. PDF 2 - your school transcript and your resume
- Scan your pages and save them as two PDFs with your name in the titles of the PDFs

WHEW!! you may now deliver the two PDFs by email to zcnhscholarships@gmail.com no later than March 16 2020. Remind your recommenders to email documents as a PDF by March 16. The recommendations need to be sent from the recommender's email, not your email.

Please make sure all the assorted parts of your application are submitted to this email address no later than **March 16, 2020**. Follow up with your recommenders to make certain that each also submitted his or her form and letter to this email. **No mailed materials are accepted.**

Applicant submits 2 pdfs: one pdf of pages 4, 5, 6, 9, & 10; second pdf contains Copy of transcript; resume of no more than 2 pages by email to zcnhscholarships@gmail.com

Recommender 1 submits page 7, letter may be on school letterhead to zcnhscholarships@gmail.com

Recommender 2 submits page 8, letter may be on school letterhead to zcnhscholarships@gmail.com

If you have any questions, please call Melissa Figge at 949-929-9252