

ZONTA INTERNATIONAL

SAMPLE LETTER

Date:

Dear Guidance Counselor:

Re: Award Opportunity for Students Performing Community Service
Jean M. Coon Humanitarian Award

The Zonta Club of _____ is enclosing an application form for the Zonta International District 2 Jean M. Coon Humanitarian Award. Applications are being solicited from area public, private and parochial schools. The award is given for outstanding community service. Academic achievement is not a factor in selecting a winner.

Nominee(s) must be high school juniors or seniors. A certificate and monetary award is presented by local Zonta clubs to the winning candidates in the spring of each year. **

The local winner's application is then sent to the District 2 Jean M. Coon Award Committee to be considered for the District Award which is announced in June of each year. The District Award is presented in October at the Zonta International District 2 Conference.

Please send completed application forms to:

Zonta Club of _____

Name of Award Chairman
Address
Phone Number

The deadline for application is _____, 2017.

Sincerely,

_____, Award Chairman

** *If your club presents a money award in addition to the certificate, please indicate the amount, such as: A certificate and a monetary award of \$_____ is given at a special presentation event.*

ZONTA INTERNATIONAL is a global organization of executives and professionals working together to advance the status of women worldwide through service and advocacy.