

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 District 2 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.

Last year's local winner was _____ from _____ High School.

Please send completed application forms to:

Zonta Club of _____

Name _____

Award Chairman _____

Address _____

Phone Number _____

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 an organization of executive and professional women performing service throughout the world having a non-governmental advisory seat at the United Nations.