

Thank You Notes to Donors

You are receiving scholarship assistance that is the result of a donor's generosity and concern for students like you. This donor has given money that he/she could use elsewhere because he/she believes that your education is important. We know that you are appreciative of the donor's efforts to provide this scholarship for your benefit. However, the donor will not know how you feel without a thank you letter from you.

You are required to write the donor a personal letter of thanks. **Your letter of thanks must be approved by the NSU Foundation staff before your responsibility is satisfied (this approval will be done after we receive your letter).** The letter of thanks must be thoughtful, grammatically-correct and contain no spelling errors. This might mean that we do not approve your first effort.

You have two options to complete this letter:

1. If you have neat handwriting, you may handwrite your letter. Please use standard 8 ½" X 11" blank white paper for your letter.
2. You may compose your letter on your computer. Line spacing, margins, and font size is up to you, but choose ones that fit the length of your letter.

The letter should contain the following points:

- Salutation - **Address your letter to the person(s) or organization listed in the Financial Aid Requirement Instructions on goNSU ("Dear _____:").**
- Paragraph 1 - Introduce yourself and that you have been named to receive the scholarship. ("My name is _____ and I have recently been named to receive the _____ Scholarship.")
- Paragraph 2 - Tell about yourself. (Hometown, major, extracurricular activities, interests, prior college if transferring, future plans). If the scholarship has specific requirements (tribal membership, off-campus employment, specific high school, military service, specific major, single parent household, primary campus, student athlete, first generation college student, etc.), these need to be addressed in your letter.
- Paragraph 3 - Describe how meaningful this scholarship award is to you. (Will this enable you to continue going to school, work fewer hours, allow time for research, concentrate more on academics and school activities?)
- Paragraph 4 - Personally and genuinely thank the person(s) or organization by name for establishing this scholarship from which you are benefiting (the donor, however, was not involved in your selection as that would violate IRS rules).
- Paragraph 5 - Close the thank you with a kind farewell. (Sincerely, very truly yours, etc.). **Do not forget to sign your letter if you have the capability.**

Scan the thank you letter and save it as a PDF file that can be uploaded to Dropbox (see instructions below). If you do not have the ability to scan, upload the file anyway. I can only accept Word files or PDF files.

You have two weeks from the time the award is posted to your student account to complete the thank you letter and return it following the NSU Foundation Dropbox Instructions below:

1. Go to dropbox.nsuok.edu
2. Log in with your NSU username and password
3. Click on Drop-Off
4. Enter name/email address of recipient (foundationscholarshp@nsuok.edu)
5. Click Close after adding recipient
6. Click on Add Files or Drag Them Here
7. Select file to upload
8. For added security you can checkmark 'Encrypt every file' and add an encryption passphrase (**make sure the person or persons you are sending the file(s) to know the passphrase**), you can also add a note to recipient(s) if desired
9. Click on Drop-off files