

THANK YOU 101:

A Guide to Expressing Appreciation for Your Scholarship or Fellowship

Why Should I Say “THANKS” ?

Rutgers University alumni and friends make contributions to scholarships and fellowships that help pay for your education. You already know that when you receive a gift, saying thank you is the right thing to do. The award you received is a gift; a note of thanks to the donor is a great way to express your appreciation.

We have created a **biographical form** that allows us to send the donor some basic information about you.

We will also include your personal thank you note.

GO TO THE FORM

<http://thankyou.rutgers.edu>

The form will ask you some questions that will encourage you to begin thinking about how to express your gratitude for your award.

The last question on the form asks you to write a personal note of thanks to your donor.

How Should I Say “THANKS” ?

First, actually thank your donor!

Second, give them some details about yourself, your background, your studies, and/or your future goals.

Third, describe the difference this award will make in your education and life.

Last, conclude the note by thanking them again.

Can I Just Write a Regular Thank You Letter?

Absolutely! If you prefer, you can type or hand-write a letter to your donor. Either way, your donor will love hearing from you. Please email your letter to thanks@winants.rutgers.edu or mail it to the address on the back of this flyer.

Take a Look at a Sample Letter

(Note: **DO NOT COPY**)



Dear Mr. and Mrs. Donor—

I am writing to express my sincere thanks for your generosity in funding the ABC Endowed Scholarship. I am very honored to be the recipient of this award.

I am currently a senior majoring in Political Science, and I am in the process of researching for a paper that examines the electoral system in the US. I have been particularly interested in politics since my high school days, when I participated in and was made the captain of our Debate Club. I plan to complete my undergraduate degree and then apply for my Masters in Public Affairs and Politics. Eventually I would like to work on public policy planning .

Because of your support, I am able to work fewer hours at my part time job and concentrate more on my studies. This will have a tremendous impact in my final undergraduate year. Thank you again for making this scholarship award possible. I am touched by your generosity and your willingness to help me achieve my goals.

Sincerely,
Joe Student

**See the reverse side for a list of
Frequently Asked Questions**

You can also email

thanks@winants.rutgers.edu

or  **Scarlet Scholars**

I Still Have Questions

When I receive a scholarship or fellowship, how do I find out the name of the donor?

If the name is not listed in your award letter, contact Donor Relations at thanks@winants.rutgers.edu to identify the donor.

Where is this biographical form again?

Go to <http://thankyou.rutgers.edu> You will need your Rutgers netID to login.

I am a new student, and I do not have my netID yet. What should I do?

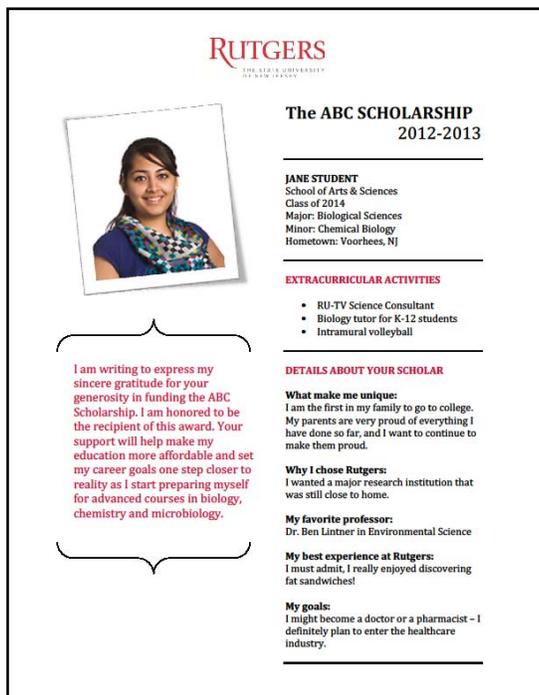
The good news is that your net ID is needed for a variety of services, so you will receive it very soon into your first semester. You can then come back to the form and submit. Of course, you are welcome to write a traditional thank you letter meanwhile. See following page for where to send.

When should I fill out the biographical form and write my note of thanks?

As soon as possible after you receive notification of your award. The longer you wait, the more likely you are to forget to acknowledge the gift.

How are you going to use the information I submit on the form?

Your donor will receive a mini-report about you. We will include your note of thanks on a separate page. The mini-report looks like this:



RUTGERS
THE STATE UNIVERSITY
OF NEW JERSEY

The ABC SCHOLARSHIP
2012-2013

JANE STUDENT
School of Arts & Sciences
Class of 2014
Major: Biological Sciences
Minor: Chemical Biology
Hometown: Voorhees, NJ

EXTRACURRICULAR ACTIVITIES

- RU-TV Science Consultant
- Biology tutor for K-12 students
- Intramural volleyball

DETAILS ABOUT YOUR SCHOLAR

What make me unique:
I am the first in my family to go to college. My parents are very proud of everything I have done so far, and I want to continue to make them proud.

Why I chose Rutgers:
I wanted a major research institution that was still close to home.

My favorite professor:
Dr. Ben Lintner in Environmental Science

My best experience at Rutgers:
I must admit, I really enjoyed discovering fat sandwiches!

My goals:
I might become a doctor or a pharmacist - I definitely plan to enter the healthcare industry.

I am writing to express my sincere gratitude for your generosity in funding the ABC Scholarship. I am honored to be the recipient of this award. Your support will help make my education more affordable and set my career goals one step closer to reality as I start preparing myself for advanced courses in biology, chemistry and microbiology.

I decided to write a letter to my donor instead of filling out the biographical form. Where do I send my letter?

Remember to address the letter to the donor, not to a Rutgers staff member. If the donor is anonymous, you may address the letter "To whom it may concern." You can email it to thanks@winants.rutgers.edu.

If you prefer to hand-write a letter, please address the envelope to:

"Scholarship/Fellowship Name"
Department of Donor Relations
Rutgers University Foundation
120 Albany Street, Suite 201
New Brunswick, NJ 08901

Your thank you letter will be forwarded to the donor. Feel free to include a photo of yourself too!

What else can I do to show my appreciation?

- If you are invited to an event to honor the donors and recipients of scholarship funds, be sure to attend.
- If your award is renewed, update the donor each year, describing your progress in school and how their ongoing support has helped you accomplish your goals. Send another letter after graduation to let the donor know what you will be doing.
- Donors are often alumni who received scholarships or fellowships when they were students and wish to return the favor. After graduation, remember how the award helped you. When you are in a position to do so, consider making a gift to support Rutgers and continue the tradition of giving.

If you have any questions, contact the Department of Donor Relations at:

thanks@winants.rutgers.edu



Scarlet Scholars