THANK YOU 101:
A GUIDE TO EXPRESSING APPRECIATION FOR YOUR SCHOLARSHIP OR FELLOWSHIP

HOW CAN I SAY “THANKS”??

1. **DO IT ONLINE**
   We have created a biographical form that allows us to send the donor some basic information about you, and can even include a personal thank you note and picture (a headshot or even a selfie). The questions on the form will encourage you to think about how to express your gratitude!
   
   Just go to [http://thankyou.rutgers.edu](http://thankyou.rutgers.edu)
   Log-in with your Rutgers NetID

2. **WRITE A LETTER**
   If you prefer, you can type or hand write a letter to your donor and send to the below. Your scholarship sponsor will love this personal touch! (See back of page for tips on how to write your letter)
   
   Email: thanks@ruf.rutgers.edu
   SUBJECT: “Scholarship/Fellowship Name”
   
   Hand-written:
   “Scholarship/Fellowship Name”
   Department of Donor Relations
   Rutgers University Foundation
   120 Albany Street, Suite 201
   New Brunswick, NJ 08901

3. **ATTEND SCHOLARSHIP EVENTS**
   If you’re invited to a scholarship event, attend! Connecting with your scholarship sponsor in person has been known to lead to life-long relationships, great networking, potential job leads, and job references.

4. **GIVE BACK**
   Donors are often alumni who received scholarships or fellowships themselves as students and wish to return the favor. After graduation, remember how the award helped you and when you’re able, consider making a gift to support Rutgers.

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**FAQ**

**HOW LONG SHOULD I WAIT TO SAY “THANKS”?**
You should thank your donor as soon as possible! The longer you wait, the more likely you are to forget. The good news is, our online form is easy to fill out so it won’t take you very long.

**HOW DO I FIND OUT THE NAME OF MY DONOR?**
If the name is not listed in your award letter, and you would like to address them by name, please contact Donor Relations by emailing thanks@ruf.rutgers.edu.

**I’M A NEW STUDENT…. I DON’T HAVE A NETID…. WHAT SHOULD I DO?**
Access to your NetID is included with your enrollment packet. If you need help with this, please call RU-info at (732) 445-4636 for assistance. Once you have access, you can come back to the website and submit the thank you form.

**HOW ARE YOU GOING TO USE THE INFORMATION FROM THE FORM?**
Your donor will receive a mini-report about you including your note of thanks.

**I SENT A LETTER LAST YEAR….**
If your award is renewed, update the donor each year on your progress. Let them know how their ongoing support has helped you accomplish your goals. Send another letter after graduation to let them know what you’ll be doing.
THANK YOU 102:
HOW TO WRITE A THOUGHTFUL
THANK YOU LETTER/NOTE

Please use the guide below to help you write a thank you letter that will have a lasting impact.

#1

First, actually thank your donor!

“I am writing to express my sincere gratitude...”

“Thank you for giving me the opportunity to study computer science at Rutgers University.”

“When I found out I was selected as a scholarship recipient, I was overjoyed and am so grateful for your support!”

“I’m thrilled to enter my sophomore year as a scholarship recipient all thanks to your benevolence.”

Next, share details about yourself (eg. background, studies, extracurriculars, goals)

“I’m a freshman from Toms River, NJ studying music (oboe) at Mason Gross School of the Arts.”

“In my spare time I enjoy fishing, knitting, designing websites and volunteering at NJPRC.”

“I have always enjoyed sharing the magic of mathematics with younger students, which is why I chose to major in education.”

Describe how this award has impacted your education/life

“Without this award, I couldn’t afford to attend Rutgers, so it is truly life-changing.”

“This fellowship enables me to focus on my studies by working fewer hours at my part-time job.”

“I know I’ll have an advantage after graduation without struggling under the weight of massive student debt.”

Conclude by thanking them for their support again.

“I am touched by your willingness to help Rutgers students like me achieve their goals!”

“Your generosity is truly astounding and I cannot begin to thank you enough.”

“Thank you for all that you do, and I hope to keep in contact with you during my years at Rutgers and beyond!”

NOTE: Do not copy exact wording, but feel free to use these examples as a guide when writing a letter that reflects who you are.

Giving Thanks is Important

We all like being appreciated, which is why thank-you letters are so essential. Just think: such letters may inspire donors to continue to fund their awards for another year, or even increase the amount. Donors can provide invaluable insight and advice, and we encourage you to strengthen your connection to them.

Questions? Comments?

Should you have any questions, comments or concerns, feel free to reach out to us via email at thanks@ruf.rutgers.edu or visit our website at http://thankyou.rutgers.edu.

If you want to begin your journey as a Rutgers donor, please visit support.rutgers.edu!