

THANKING YOUR SCHOLARSHIP/AWARD DONOR

Within one week of receiving this award acknowledgement you must e-mail a thank you letter (addressed to the donors) to **Kristin Van Slyke** at vanslyke@buffalostate.edu.

You can e-mail or call her at (716) 878-4658 with any questions.

A thank you letter simply says, "thank you" -- thank you for your support, thank you for your confidence, thank you for reaffirming dreams. *Invest time in thanking your scholarship/award donor.*

Your donor has made an investment in you.

WHAT TO INCLUDE IN YOUR THANK YOU LETTER

- An initial reaction to receiving the scholarship and what the scholarship means to you
- Reasons for choosing Buffalo State
- Your major and concentration, if applicable
- College and community activities
- Obstacles overcome to attend college, if any
- An expected graduation date
- Plans for after you graduate

HELPFUL GUIDELINES

- Address your letter to the donor(s). This information is included with your scholarship/award acknowledgment letter.
- Mention the scholarship by name in your introduction.
- Proofread your letter carefully before e-mailing it.

SUBMITTING YOUR THANK YOU LETTER

- Once you have completed your thank you letter, attach it to an e-mail and send it to:
 - **Kristin Van Slyke** at vanslyke@buffalostate.edu
- Send it in Microsoft Word format – PDFs will **NOT** be accepted.
- Once your thank you letter has been finalized you will be contacted to sign it (and have your photo taken) in Cleveland Hall 304.
- Mrs. Van Slyke will contact the Project Director and/or Financial Aid to let them know that you have fulfilled your obligation. Your scholarship funds will be deposited into your student account or an award check will be cut and you will be notified how to pick it up.
- Mrs. Van Slyke will forward your letter to the donor/contact of the scholarship/award.