



FREDONIA COLLEGE FOUNDATION

Congratulations on Being Selected for a Scholarship

The Importance of Thanking your Fredonia Scholarship Donor

Scholarship donors are generous and caring people who unselfishly give to support the educational endeavors of students like you. They typically ask for nothing in return, but receiving a thank you note from a student is always special and lets the donor know that his or her scholarship was greatly appreciated. Your letter reminds them why they gave to Fredonia in the first place and often help secure continuing gifts for future students.

If you were notified through FREDscholar that you received a scholarship, the email notification will inform you if a thank you note is required to receive your award. You will be asked to login to FREDscholar and complete the thank you process.

Tips on Writing A Well Written Note

You are an important part of the Fredonia family, and how your note it is written is a reflection on all of us.

A Step-By-Step Guide:

- 1. Greet the donor.** Write the donor(s) or organization name not the selection committee. The donor's name should be listed in your award notification. *Note- thank you notes through the FREDscholar system will automatically include the donor name for you.*
- 2. Express your gratitude.** Write a sincere note. Mention the scholarship by name. Do not directly mention money or request additional financial support. *Example: "Thank you so much for your generosity." "It is such an honor to have been selected as the recipient of ____Scholarship."*
- 3. Demonstrate the impact.** Share with the donor how this scholarship is helping you and how being a student at Fredonia is impacting your life and what you enjoy most. *Example: This scholarship has helped to further my education by____. Also include, why you chose Fredonia. Your course of study. Any community service activities. Accomplishments, awards, or honors you are proud of. Interest outside of your studies any ay study abroad experiences you have participated in or plan to participate in.*
- 4. Share plans for the future.** Share your plans for the future: trips, activities, graduation or prospective job. *Example: "Upon completion of my studies I plan to pursue a career in_____."*
- 5. Gracious thanks and ending.** *Examples: "Thanks again for your gift." "Thanks again, I appreciate the scholarship assistance." Sincerely, Warm Regards, Truly, With Sincere Thanks, etc.*

6. **Additional items:** feel free to include a photo as donors enjoy getting to know Fredonia students. Many donors travel back to Fredonia and are interested in meeting you for coffee or lunch. If you would be interested in this activity, include your email so the donor can reach you. After all, they gave to help you succeed at your educational goals. Within FREDscholar, you can upload a profile photo and that will be included within the system generated thank you note.

Final Steps:

- Be clear and concise. A single short paragraph is enough, but you can always share more rather than less.
- Proofread your work. You communicate your intelligence with correct grammar and spelling.
- **Thank you notes within FREDscholar need to be approved and may be sent back to you with suggested corrections.**

Real Fredonia student examples:

"I would like to thank you for your generous Helga Hulse scholarship. Because of your assistance, I was able to work less hours and use that time in the practice room to continue to make music. I feel so grateful to be given this support to make music and experience musical greatness. Thank you so much!"

"I greatly appreciate the generous donation I received from the Michael J. Quatroche Scholarship. Receiving this scholarship provided me encouragement to continue to work hard and make the dean's list. Thank you for this opportunity. Sincerely,"

"Thank you very much for the Juliet J. Rosch Music Scholarship for the 2021/2022 academic year. I am pleasantly surprised and honored to have received this award. I'm looking forward to coming and attending Fredonia and being part of the Trombone Studio. I also hope to participate in both the jazz and organ programs. Thank you Again!" Student enclosed photo with his trombone.

"I would like to thank you for establishing the Mallette Family Scholarship fund at Fredonia. It is such an honor to have been selected as the recipient. This scholarship has helped to further my education by allowing me to study during J-Term and get my master's degree sooner!

I chose Fredonia because of the excellent music education program, faculty, and affordability. I have learned so much from amazing people in Fredonia and I am excited to be pursuing my master's degree here. I have been on the dean's list throughout college, I'm currently substitute teaching in the FCSD, I'm a cellist and I love playing gigs. Although I'm heavily focused on my studies at the moment, I enjoy music and surround myself in it in my free time! Thank you again for your generosity and making it possible to achieve my educational goals. With Sincere Thanks,"

Questions: scholarships@fredonia.edu