

THANK YOU 101:

A GUIDE TO EXPRESSING APPRECIATION FOR YOUR SCHOLARSHIP OR FELLOWSHIP

SAYING THANKS:

DO IT ONLINE!

Our website allows us to send your donor some information about you, including a personal note and picture (such as a headshot). You can submit by filling out a form, typing a letter, or uploading your own. The questions on the form will encourage you to think about how to express your gratitude! Your donor will receive a mini-report about you, including your note of thanks.

<http://thankyou.rutgers.edu>

Log-in with your Rutgers NetID.

BE THOUGHTFUL!

First, actually thank your donor!

"I am writing to express my sincere gratitude..."

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

Next, share details about yourself!

"In my spare time, I enjoy fishing, knitting, designing websites and volunteering at NJPIRG."

"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.

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

"Without this award, I couldn't afford to attend Rutgers, so it is truly life-changing."

Conclude by thanking them for their support again.

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

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

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.

FAQ

WHY DO I HAVE TO WRITE A THANK YOU?

We all like to feel appreciated, which is why thank you letters are so essential. Your gratitude may inspire donors to continue funding their awards for years to come! Donors can also provide invaluable insight and advice, and we encourage you to strengthen your connection to them.

HOW DO I ADDRESS MY DONOR? WHAT IF MY DONOR IS ANONYMOUS?

If the name is not listed in your award letter, we will go ahead and add the name before we send out your letter. Plenty of donors like to remain anonymous, and that's okay. You can start your letter with "Dear Donor" instead!

I ALREADY 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.

HOW DO I KNOW MY SUBMISSION WENT THROUGH?

You will receive a confirmation email.

ANY OTHER COMMENTS, QUESTIONS, OR CONCERNS?

You can respond to your confirmation email or reach out to us via email at thanks@ruf.rutgers.edu. Please include your RUID number in the email.