

THANKING YOUR SCHOLARSHIP DONOR

Within **one week** of receiving your scholarship notification you must submit a *200-word minimum* thank you letter (addressed to the donor/contact if known) either via the [CAPS Scholarship Portal](#) or by emailing Kristin Van Slyke at vanslyke@buffalostate.edu.

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 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 should be included with your scholarship acknowledgment letter. If it is not, simply address it: Dear Donor.
- Mention the scholarship by name in your introduction.
- Proofread your letter carefully before emailing it.

SUBMITTING YOUR THANK YOU LETTER

- If you received your scholarship notification through the [CAPS Scholarship Portal](#), you must upload your letter and photo into CAPS in the *Needs Attention* section.
- Submit in Microsoft Word format – **PDFs will NOT be accepted.**
- After you upload your letter, **upload a photo** of yourself that can be dropped into the letter.
- Also, **attach a photo of your signature** – dark black ink on white, unlined paper, no shadows.
- Once your thank you letter, photo and signature have been received, you will be notified that you have completed your obligation or if updates are needed.
- Mrs. Van Slyke will contact the department, Scholarship Office and/or Financial Aid to let them know that your letter has been received. Scholarship funds will be deposited into your student account.
- Mrs. Van Slyke will forward your letter to the donor/contact of the scholarship.