



Thanking Your Scholarship Donor

University of Northern Iowa alumni and friends provide scholarships to help pay for your education at UNI because they believe that students like you can make a difference. When donors make a gift, their deep feelings do not disappear just because the transaction ends. In fact, great gifts intensify the feelings that motivated them in the first place. We strongly encourage you to express your gratitude to the donor or donors of your scholarship by writing a thank-you letter. A well-written letter reflects favorably on you and is important to the scholarship donors, who appreciate learning about you, your goals and future plans. Your letter confirms the value of their contributions and encourages their continued support.

The following outline is a suggestion of how you might write your thank-you letter:

Paragraph 1: Thank the donor for their generosity in providing this scholarship. Tell the donor how this scholarship makes a difference to your education.

Paragraph 2: Tell the donor about yourself – where you are from, why you chose UNI, or what field of study you have chosen for a major.

Paragraph 3: Talk about your goals and future plans after completing your education at UNI. You could also mention part-time jobs you hold or campus-related activities you are involved in.

Paragraph 4: Thank the donor again and include your return address.

Letter Writing Tips:

- Be sincere and personable.
- Address the letter to the donor by name rather than using “Dear Sir.”
- Proofread your letter carefully for spelling and/or grammatical errors.
- Sign the letter personally.
- Write the letter promptly.
- Letters or thank you cards are acceptable.

***Please note that some scholarships have scholarship representatives. A scholarship representative is a family member or person who is responsible for keeping track of the scholarship and makes sure the donor’s wishes are met.

Scholarship Appreciation Luncheon

As a recipient of a privately funded scholarship you **MAY** be invited by the UNI Foundation to attend the Scholarship Appreciation Luncheon scheduled on **September 30** in the Maucker Union Ballroom. If you are invited it is because the donor of your scholarship will be in attendance. The luncheon honors scholarship donors and gives them the opportunity to meet and talk with you, their scholarship recipient. Jim Jermier, President of the UNI Foundation and the Deans believe this event is rewarding not only for the donors but also for you as students. **This event is required unless you have an approved excuse.** Approved excuses include student teaching, study abroad, internships, family emergencies, illness or academic class conflicts. The Foundation will provide a written class excuse to your professor if requested. If your donor does not attend then you do not need to attend. If you have questions about the Scholarship Appreciation Luncheon you can contact Susan Reinart at susan.reinart@uni.edu or 319-273-7848. You may also be asked to create a short video for your donor. More details will be sent if you are chosen.

Sample Thank-You Letter to a Scholarship Donor

Dear Mr. Smith,

Thank you for supporting scholarships at UNI and students like me. Receiving a scholarship helps me reach my goal of graduating in 2022 with a degree in Elementary Education.

I am currently in my last semester of classes at UNI and will be doing my student teaching this spring in the Minneapolis area. I am an Early Childhood/Elementary Education major and have not yet heard what grade level I will be placed in for my student teaching requirement.

I am extremely excited to become a future teacher and I think my excitement and confidence comes from the wonderful preparation I have had in the College of Education at UNI. I hope to teach kindergarten, but I would be happy teaching 1st or 2nd grades too.

Once again, thank you very much for providing me this scholarship. It really makes a difference.

Sincerely,

Sample Thank-You Letter to a Scholarship Representative

Dear Mr. Smith,

Thank you for representing the XYS Scholarship at the University of Northern Iowa. This scholarship is a great incentive and makes a huge difference for students like me. My goal is to graduate in 2022 with a degree in Elementary Education.

I am currently in my last semester of classes at UNI and will be doing my student teaching this spring in the Minneapolis area. I am an Early Childhood/Elementary Education major and have not yet heard what grade level I will be placed in for my student teaching requirement.

I am extremely excited to become a future teacher and I think my excitement and confidence comes from the wonderful preparation I have had in the College of Education at UNI. I hope to teach kindergarten, but I would be happy teaching 1st or 2nd grades too.

Once again, thank you very much for your role in providing me this scholarship. It really makes a difference.

Sincerely,

If you have questions please contact:
Susan Reinart
Director of Stewardship & Special Events
UNI Foundation
204 Commons
(319) 273-6838
susan.reinart@uni.edu