

# Scholarship Award Guidelines

Congratulations! Fresno State is pleased to offer you a scholarship for the 2014/2015 academic year. If you plan to attend any other institution, you must decline this award as this offer is only valid for those who will enroll at Fresno State.

By accepting this award, you agree to abide by the following:

- \* Maintain full-time enrollment
- \* Maintain a minimum 3.0 GPA
- \* Notify the Scholarship Office of any changes of major or degree objective
- \* Submit a thank you letter addressed to the donor (see instructions below)

Failure to meet the above requirements may result in the following:

- \* Delayed disbursement of funds
- \* Forfeiture of award
- \* Repayment of disbursed funds

**Thanking the donor:** This is very important! Scholarship donors are generous and caring people who unselfishly give money to support the educational endeavors of students like you. They typically ask for nothing in return, but receiving a well written thank you letter from a student lets the donor know that his or her scholarship was greatly appreciated. We ask that you acknowledge their generosity by sending a brief note of appreciation to:

Donor and Volunteer Relations  
California State University Fresno  
5244 N. Jackson Ave., KC 45  
Fresno, CA 93740

Please make sure to indicate the name of the scholarship you received in your thank you letter. Your letter reminds them why they gave in the first place and often helps secure continuing funds for future students. Need help on writing a thank you letter? See next page for additional help on this subject.

**Disbursement of funds:** Awards are traditionally offered for the academic year and are disbursed at the beginning of the fall and spring semester. However, some awards may only be for a single semester. Please reference your Fresno State Financial Aid award screen by logging in to <https://my.fresnostate.edu> and click on "Student Center." Under the "Finances" header, select "View Financial Aid" to see how your funds are allocated. Your award will appear on your student account after you have accepted the award and after the Scholarship Office confirms your eligibility for this award. Please note it may take a few weeks for the Scholarship Office to confirm your eligibility and post the award on your Financial Aid screen.

Fresno State scholarship awards will not automatically payoff or pay down your tuition fees before the payment due date. This is your responsibility. Your scholarship will be electronically credited to your student account when all requirements for disbursement have been met, but no earlier than one week before the beginning of the semester. If fees are owed to Fresno State at the time your scholarship is disbursed, the funds will be applied towards the outstanding balance. If you have a zero balance, or your award exceeds what is currently owed, then the remaining balance will be disbursed to you through your Fresno State Choice Card.

Special arrangements can be made to defer the fee payment until your scholarship funds are available. To request a tuition deferment, you must contact the Scholarship Office at least one week before the fee payment deadline to make arrangements. If you have any questions, please feel free to contact the Scholarship Office at (559) 278-6572 or by email at [scholarships@csufresno.edu](mailto:scholarships@csufresno.edu).

Best wishes for a successful and rewarding educational experience at Fresno State.

## GETTING STARTED

Congratulations! As a scholarship recipient, your hard work has been recognized, and your award has been made possible by the generous support of Fresno State alumni and friends. Now is your opportunity to acknowledge the thoughtful generosity to your college education.

- Gratitude should be expressed immediately; don't wait to write.
- Use 8 ½ x 11 quality bond paper, your own personal stationery or an appropriate note card.
- Date letters by semester: "Fall 2013" or "Spring 2014".
- Type or use legible handwriting. Many donors are elderly.
- One page is sufficient. Be clear and concise.
- **PROOFREAD!** You communicate your intelligence with correct grammar and spelling.

**Letters with errors or little content will be returned for rewrites.**

## WHAT DO I WRITE? A Step-by-Step Guide

### 1) Greet the Donor

**Write to the donor or organization, not the selection committee.** If you don't know the donor simply address:

"To the Family of the XXXX Memorial Scholarship"

or if it is a Foundation:

"To the Board Members of the XXXX Foundation."

### 2) Express Your Gratitude

- Write sincerely with an active voice.
- Mention the scholarship by name.
- Do not directly mention "money" or request additional financial support.

"Thank you so much for your generosity."

"It is an honor to be chosen for the ABC Family Scholarship."

### 3) Demonstrate the Impact

Share how being a student at Fresno State is impacting your life and what you enjoy most. For example:

- Why you chose Fresno State.
- Your course of study.
- Community service activities.

- Accomplishments, awards or honors you are proud of.
- Interests outside of your studies.

### 4) Look Forward

Share your plans for the future: trips, activities, graduation or prospective job.

*"Upon completion of my studies I plan to pursue a career in teaching."*

Let them know how this scholarship has helped to further your education.

### 5) Grace... Thank Again

*"Thanks again for your gift."*

*"Thanks again. I appreciate the scholarship assistance."*

### 6) Signing off

*"Sincerely," "Warm Regards," "Yours Truly," "With Sincere Thanks,"* etc.

Proofread the entire letter, then **sign** your name clearly.

### 7) Addressing the Envelope

Address the envelope to Donor & Volunteer Relations.

## WHY THANK DONORS?

- Your scholarship donor is someone who is passionate about Fresno State. Ultimately, the donor wants you to have the opportunity to pursue your dreams and they look forward to hearing from you.
- By writing a brief thank you letter, you are helping Fresno State ensure that future students will continue to receive scholarships from our generous donors.
- Fresno State is very careful to acknowledge every gift that we receive. We hold you to that same high standard.

## RETURN LETTERS TO DONOR AND VOLUNTEER RELATIONS

- **Hand-deliver** to Keats Building directly south of the bookstore and campus fountain, the office is directly through the sliding glass doors.
- **Send in campus mail** to Leticia Reyna Cano at M/S KC45.
- **Mail your letter** in care of:  
Donor & Volunteer Relations  
California State University, Fresno  
5244 N. Jackson Ave. M/S KC45  
Fresno, CA 93740-8023

Your First & Last Name  
Return address

Donor & Volunteer Relations  
California State University, Fresno  
5244 N Jackson Ave., M/S KC45  
Fresno, CA 93740-8023

**Questions? Contact Leticia Reyna Cano at 559.278.7459, Ireyna@csufresno.edu or Mail Stop KC45 See sample letter.**

## Sample Letter

Fall 2013

Donor and Volunteer Relations  
California State University, Fresno  
5244 N Jackson Ave., M/S KC45  
Fresno, CA 93740-8023

Dear Family Members of the Joe Bulldog Memorial Scholarship,

It is an honor to be chosen for the Joe Bulldog Memorial Scholarship at Fresno State for the Fall 2013 semester.

I am currently a junior, majoring in Biology. I'm enjoying my studies, especially my plant science courses. I'm involved in several student organizations including student government and the Plant Science Club.

I work part-time at ABC Nursery and I volunteer at the local YMCA. I like working with high school students and teaching them about biology.

After graduation, I plan to enter the credential program and eventually become a high school teacher.

I am truly grateful for the scholarship support. This scholarship allows me to work less hours and focus on my studies and additional educational opportunities. Thank you for your support of Fresno State students.

Sincerely,



Leticia Reyna  
Class of 2013

### Additional Information:

- **Please make sure your letter has enough content. Letters written with only one-two sentences will be returned and you will be asked to rewrite your letter.**
- If you have questions, or need assistance writing your letter, please contact Leticia Reyna Cano at 559.278.7459 or via email at [lreyna@csufresno.edu](mailto:lreyna@csufresno.edu)