

# Don't Forget to Thank Your Donor!

A generous donor helped make your scholarship possible. As part of your scholarship acceptance process, you are expected to thank your donor by completing a Gratitude Statement.

**\*Be on the lookout for an email asking you to follow a link and thank your donor for your scholarship.**

The link in the email will take you to a brief questionnaire (Gratitude Statement) to complete in the K-State Scholarship Network.

- Answers should be about 75-100 words per question.
- Info on your donor may be available on the left-hand side of the screen to help you personalize your message.
- Use complete sentences and check your spelling and grammar!

The screenshot shows a web form for a scholarship. On the left, there is a sidebar with details: 'Post Acceptance for AcadYr beg 2020 Anita K. Laurent Scholarship in Human...', 'Description' (purpose of scholarship), 'Donor' (Anita K. Laurent), 'Deadline' (04/01/2021), 'Category' (Requested), 'Award' (\$1,000.00), and 'Supporting Documents' (Applicant Record). The main area has two text input fields with rich text editors. The first is titled 'How has this scholarship impacted you?' and the second is 'Why did you choose K-State?'. Both have 'Help', 'Preview', and 'Edit' buttons. A 'Words Used' counter shows 0 out of 150. There are also 'Offer Letter' and 'Supplemental Questions' tabs at the top right.

- Please make your responses relevant to your K-State experience and include information about your extracurricular activities, honors, career goals, etc.
- You are welcome to upload a recent and appropriate photo of yourself at the bottom of the questionnaire. (Please no bathroom mirror selfies or face tracking filters)
- If you receive multiple scholarships, you will receive multiple emails – one for each scholarship. For your convenience, it is recommended that you save your answers in a Word document on your personal computer so you can reuse your answers as necessary.

**Once submitted, your answers and photo will be reviewed and merged into a formal letter template. The letters will then be printed and mailed to your donor.**

**What it will ultimately look like for your donor!**

The screenshot shows a formal letter template from Kansas State University. It includes the university logo, the date 'FALL 2021', and the scholarship name 'Kansas State University John Donor Scholarship'. There is a placeholder for a photo of the donor. The letter body contains several paragraphs of placeholder text (Lorem ipsum) and a signature line for 'Willie the Wildcat'.