

RECIPIENT THANK YOU LETTER GUIDELINES 2016

- As the recipient of a Donor Funded Scholarship at Worcester State University, you are **REQUIRED** to write a brief thank you letter to the donor who has funded your award.
- If you have received more than one award you are expected to write a thank you for each award that you receive. Who you are to address the letter to is contained in your award email.
- Letters should be sent or hand delivered to the Division of University Advancement, Shaughnessy Administration Building Room A231, 486 Chandler Street Worcester, MA 01602 – Attention: Louise Taylor.
- Unless otherwise specified in your award email the deadline for 2016 is **July 30th**
- Please review the following guidelines and sample letter as you prepare to write your thank you note.

THANK YOU NOTE DOS AND DON'TS

DO	DO NOT
• <u>HAND WRITE</u> THE NOTE • USE PROPER GRAMMAR & SPELLING • TAILOR THE LETTER TO YOUR AWARD (<u>READ THE CRITERIA</u>) • BE SPECIFIC ON HOW THIS MONEY WILL HELP YOU ACHIEVE YOUR <u>ACADEMIC GOALS</u> • PROOF READ • KEEP IT SIMPLE AND TO THE POINT	• USE WHITE LINED PAPER OR NOTE BOOK PAPER (plain white paper is ok – or a piece of stationary or a commercial note card – as long as you WRITE A LETTER IN IT)

A basic formatted thank you note should contain the following elements:

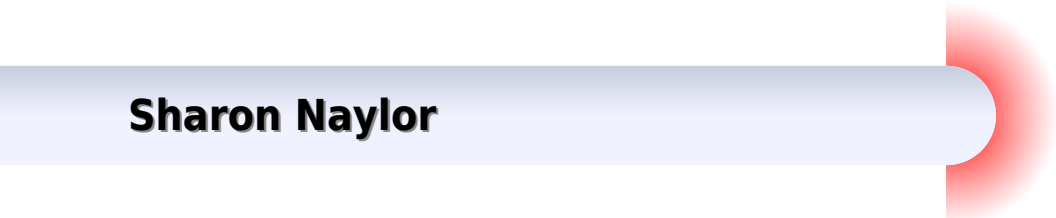
- First Paragraph – Thank the donor for the specific award you received. Tell them a bit about yourself and how you met the criteria for eligibility.
- Second Paragraph – Restate your commitment to your academic goals. Mention any interests or circumstances that will help the donor understand why the award is so important to you.
- Third Paragraph- Thank the donor again for giving you financial support.

Please note – we review all thank you letters before sending them to donors – failure to provide an appropriate note may result in contact from our office asking you to make corrections and resubmit it.

SAMPLE LETTER ON BACK

Thank You Letter Guidelines

Sharon Naylor



Thank You Letter Guidelines:

The Gratitude Jar: A Simple Guide to Creating Miracles Josie Robinson, 2014-12-15 Read the quiet bestseller that started a gratitude movement around the world The Gratitude Jar is a book that has come to light when the world deeply needs to read its message The story itself is a heartwarming inspirational tale of spiritual transformation and self discovery but it is also a guidebook with the power to instantly release the negative belief systems no longer serving you and to direct your steps with new energy onto the path of joy and personal freedom Nourish your soul and restore your faith in the goodness of the world as you begin to use its simple truths within your daily life The time is right to hear its message and to accept the invitation that awaits inside its pages to a joyful and inspiring new life

The Bride & Groom Thank-you Guide Sharon Naylor, 2006 A couple's guide to creating the perfect thank you note explains how to express one's gratitude with ease and with a personal touch with information on everything from how to create a unique card or note to how to thank the bridal party and other special people to the proper wording for thank yous for non traditional gifts Original 25 000 first printing

The Complete Idiot's Guide to Business Etiquette Mary Mitchell, 2000 Business manners in and out of the boardroom are stressed here with practical etiquette advice on e mail faxes international travel pagers and cellular phones as well as the latest dope on how to properly shake hands address a new business acquaintance and talk on the phone Original

The Complete Guide to Writing Successful Fundraising Letters for Your Nonprofit Organization Charlotte Rains Dixon, 2008 With more than 1 4 million nonprofit organizations in operation in the United States and an estimated 100 million fundraising letters mailed out each year you may find yourself wondering how you can separate yourself from the hordes of nonprofits clamoring for donations If you employ the techniques provided in *The Complete Guide to Writing Successful Fundraising Letters for Nonprofit Organizations* you will ensure that your letter stands out and achieves its goal In this new exhaustively researched book you will learn everything you need to know about formatting a letter using the word you structuring a letter emotional triggers what works what does not work asking for year end contributions asking for the right amount and common pitfalls to avoid You will learn about follow up letters thank you letters front end premium letters back end premium letters survey letters special event letters petition and protest letters special appeal letters renewal series letters major donor letters sustainer letters and lapsed donor letters as well as letters for recruiting new donors Additionally you will learn how to generate the best response how to phrase your appeals how to address your letter how to write strong leads how to open and close your letters how to structure your letter how to use compelling stories to your advantage how to be personal how to write with a sense of urgency and hundreds of other writing tips *The Complete Guide to Writing Successful Fundraising Letters for Nonprofit Organizations* provides you with a wealth of sample letters examples writing exercises and forms all of which are included on the companion CD ROM as well as detailed advice and instructive case studies By reading this book you will come to understand your donor and his attitudes You will ultimately create a successful

fundraising campaign and achieve your organization's goals. Whether you are a nonprofit focused on the arts, charities, wildlife protection, religion, health, science, literature, or any other field, you will find valuable information in this book. The companion CD-ROM is included with the print version of this book, however, is not available for download with the electronic version. It may be obtained separately by contacting Atlantic Publishing Group at sales@atlanticpub.com. Atlantic Publishing is a small independent publishing company based in Ocala, Florida. Founded over twenty years ago in the company president's garage, Atlantic Publishing has grown to become a renowned resource for non-fiction books. Today over 450 titles are in print, covering subjects such as small business, healthy living, management, finance, careers, and real estate. Atlantic Publishing prides itself on producing award-winning, high-quality manuals that give readers up-to-date, pertinent information, real-world examples, and case studies, with expert advice. Every book has resources, contact information, and web sites of the products or companies discussed.

The Complete Idiot's Guide to Writing Well Laurie Rozakis, 2000-01-09 You're no idiot, of course. You know how to tap out an email to your boss, scrawl a note to your sweetheart, even throw in an extra flourish when you sign a greeting card. But when it comes to really writing, that excruciating process of transferring your thoughts to paper without inventing some strange new language, well, let's just say you think you lack the "write stuff." The written word was a great achievement in human history, don't give up on it just yet. *The Complete Idiot's Guide to Writing Well* is the writing book you've been waiting for: everything you need to know to make writing of any kind as easy as thinking or speaking. In this *Complete Idiot's Guide*, you'll get expert advice on making your writing as clear, persuasive, and painless as possible, whether it's a thank-you note, a school paper, or an executive briefing. Easy-to-follow guidelines on structure, spelling, punctuation, vocabulary, and style. No nonsense advice on figuring out the three hardest parts of any writing: the beginning, middle, and end.

The Complete Idiot's Guide to the Perfect Cover Letter Susan Ireland, 1997 Provides advice on creating effective cover letters and includes sample cover letters for such situations as following up a job interview, thanking someone for a job offer, and requesting information.

The Nonprofit Marketing Guide Kivi Leroux Miller, 2021-03-23 Grow your nonprofit with tried and tested online and offline marketing techniques. In the newly revised second edition of *The Nonprofit Marketing Guide*, CEO and founder of Nonprofit Marketing Guide LLC, Kivi Leroux Miller delivers a step-by-step walkthrough of how to create an online and offline marketing program that will grow and scale with your organization. Written with the benefit of the author's ten years of survey data from thousands of nonprofits and experience coaching hundreds of communications pros on nonprofit marketing, the book offers practical and cost-effective strategies you can implement immediately. You'll discover how to create realistic marketing strategies and communications plans for nonprofits of any size; how to build and engage a community of supporters around your organization; how to create and deliver powerful messaging that inspires action. Bonus: templates and worksheets in an online workbook for readers. Whether you have any marketing or communications experience or not, *The Nonprofit Marketing Guide* will also earn a place in the libraries of all stakeholders in

nonprofits who seek ways to help their organization grow organically [The Idealist Guide to Nonprofit Careers for Sector Switchers](#) Steven Joiner, 2010 The Idealist Guide to Nonprofit Careers for Sector Switchers is the comprehensive resource for transitioning professionals pursuing new career options in the nonprofit sector Get indispensable advice relevant strategies and nonprofit specific resources to strengthen your job search Written by nonprofit career experts The Idealist Guide is easily accessible and convenient to read If you are a mid career transitioner a re careerer an encore careerist a bridge or a sector switcher this book is meant for you Topics Include Why Nonprofit Myths and Facts About Nonprofits Nonprofit Hiring Practices The Challenge of Sector Switching Self and Career Assessment Networking Strategies Evaluating Organizational Culture Negotiating the Best Deal Starting Your Own Nonprofit Nonprofit Speak 101 Written by the staff of Idealist org with guest sections by other nonprofit experts Idealist org is the leading organization in the field of nonprofit careers Idealist org runs the website where people and organizations can exchange resources and ideas locate opportunities and supporters and take steps to turn their good intentions into action **Consecration Sunday Stewardship Program Guide with**

Download Library Herb Miller, 2022-05-03 Teaching Stewardship from a Spiritual Perspective Consecration Sunday Program Guide Revised and Updated Edition Consecration Sunday approaches financing the ministries of your congregation by teaching stewardship from a spiritual perspective rather than a fundraising perspective It focuses on the question What is God calling me to do rather than What does the church need in order to pay its bills This revised edition offers updated language references and statistics while keeping everything that has resonated with the program for more than 25 years intact Digital materials available with the Program Guide are now available via Internet download are updated and include social media posts in addition to letters and other proven communications tools The Consecration Sunday Stewardship Program is a proven winner it has helped thousands of congregations increase financial giving by 15% to 30% What do I need to get started Order the Stewardship Program Guide 9781791024024 and gather a team Purchase copies of the Team Member Guide 9781791024048 one for each member of your team These resources provide complete instructions for implementing the program successfully Also Available Consecration Sunday Estimate of Giving Cards Pkg of 100 9780687064069 Living Gratitude Devotional 9781791024062 Does it work Thousands of congregations have experienced 15% to 30% increases in financial giving with the Consecration Sunday Stewardship Program the first year plus additional significant increases in subsequent years of its use One congregation obtained these impressive multi year results First year a 14 4% increase in giving second year 10 3% increase third year 13 4% increase fourth year 13 6% and fifth year 19 6% increase A congregation s financial secretary said More than two thirds of our households made some degree of annual increase each year we used Consecration Sunday And each year we used the program four to six additional households decided to tithe some of those donors grew from giving 4 percent of their income to giving 10 percent of their income

Mastering Interview Skills: A Comprehensive Guide Dr. Amrapali Chawla Sapra, 2025-01-16 Mastering Interview

Skills A Comprehensive Guide is an all encompassing resource designed to demystify the interview process and transform it into a manageable and rewarding experience It caters to job seekers at all levels offering practical strategies actionable tips and profound insights tailored to meet the demands of today s dynamic job market Structured across eight comprehensive chapters the book covers every aspect of interviewing It begins with an exploration of the significance of interviews and essential skills laying a robust foundation for understanding the dynamics of these critical career moments The content then progresses through stages of preparation including researching roles crafting impactful resumes and rehearsing responses using proven methods like STAR Communication both verbal and non verbal is a cornerstone of successful interviewing and this guide dedicates significant focus to mastering these elements Readers will also gain strategies for handling challenging questions projecting professionalism and creating rapport with interviewers For those aiming to advance their careers further specialised chapters provide guidance on navigating complex interview scenarios negotiating offers and thriving in leadership interviews Written with clarity and practicality Mastering Interview Skills is grounded in real world applications and best practices The book aims to empower readers to not only secure their desired roles but to thrive in their professional journeys Whether preparing for a first interview or seeking to refine advanced techniques this guide is an indispensable companion for success

The Complete Idiot's Guide to Etiquette, 2nd Edition Mary Mitchell, 2002-01-18 Mary Mitchell Ms Demeanor herself takes you through Y2K and beyond with The Complete Idiot s Guide to Etiquette Second Edition Topics covered include gifts and e commerce can you wrap an electronic gift telecommuting and the home office the impact on family and friends and volunteering the fine line between being Mother Theresa and Lady Bountiful This title also includes an updated section on weddings plus tips from the expert on dining on the run takeout new tipping systems and manners at Mickey D s Other topics include privacy diversity and harassment issues on the job E mail etiquette and computer manners and saying the right thing is small talk dead

TOMORROW IS TODAY, A behavior modification methodology, guide, and workbook to manage the job search process Lawrence D. Alter, 1901 This 240 page workbook is a highly effective no nonsense self marketing instrument to facilitate and manage the entire job search campaign Contained in its pages are all the tools and information necessary to help your terminated employee win and keep their next job Whether or not you provide Outplacement support to your separated employees our workbook would be an excellent tool to augment their job search It provides a complete resource to help the discharged worker achieve and keep their next position FINDING A JOB IS HARD WORK It has been estimated that as many as one out of every three workers attempts to change jobs annually in the United States Out of a labor force of 153 million that represents almost 50 000 000 job seekers who are seeking new employment each year As a result the job search process is highly competitive at all levels It can be lengthy frustrating prejudicial and unfair Older more traditional job finding techniques have become less productive The traditional resume no longer has the same impact in generating the all important and often elusive interview Both the Wall

Street Journal and USA TODAY have highlighted the fact that only about 15% of all professionals find a new position through responding to published advertisements or online postings another 10% through placement agencies or search firms and only 5% through unsolicited direct mail Why then would anyone focus 90% of their time and effort in areas that represent only about 30% of all potential opportunities It is not uncommon for 200 300 people to respond to help wanted advertisements Yet seldom do more than 6 to 10 people achieve interviews and after an often lengthy process only one person gets the job Everyone else starts the whole process again Older Americans women and minorities can often face an even more difficult road due to unspoken but ever present biases There is a better way Tomorrow Is Today dispels the myth that the most qualified candidate always gets the job It points out that the person who is hired is usually the one who is liked the best This book can be a major factor in how you differentiate yourself from other candidates when the hiring decision is almost always based upon subjective factors such as the individual s personality style body language and manner of being interviewed It is an invaluable resource in helping you to achieve your next position with added features that assist in effectively managing both career growth and family issues

The complete guide of etiquettes & manners for kids part 3 Akash Gopal Bagade,2024-01-20 Greetings Dear all readers Kids and parents Welcome to The complete guide of etiquettes it is a guide to fostering a future generation that is not only successful but also kind and respectful Whether you are a parent guardian educator or a young reader this book serves as a valuable resource to instill timeless values and skills that will help navigate life s challenges with confidence and grace We invite you to embark on this journey of discovery and personal growth as we collectively endeavor to create a more sweet and polite world for generations to come So let s start this 100 day s unforgettable journey with us All the best You cannot escape the responsibility of tomorrow by avoiding it today Akash Gopal Bagade

The Insider's Guide to Winning Education Grants Dakota Pawlicki,Chase James,2013-11-04 Find apply for and win grant dollars for the classroom This accessible guide offers a proven step by step process for researching writing applying for and winning education grants The book educates readers on the basics of grant writing including what sources are the most reliable for securing education funding It also serves as a practice tool with worksheets proposal templates real world examples and advice from grant winning teachers to help instill confidence about navigating this somewhat daunting process Offers a proven formula for winning education grants in clear step by step instructions Includes a wealth of handy tools worksheets templates and teacher tested advice Outlines the four main components of money generating education grants Based on UNITE s celebrated Grant Writing Teacher Professional Development series The book s step by step process is filled with illustrative examples of successful grant proposals

The Ultimate Guide to Writing Business Letters Pasquale De Marco,2025-08-12 The Ultimate Guide to Writing Business Letters is the ultimate guide to writing effective business letters Whether you re a business professional a student or anyone else who needs to write business letters this book has everything you need to know In this book you ll learn how to Write clear and concise letters Choose the right format Use

correct grammar and punctuation Avoid common mistakes Proofread for errors You ll also learn how to write different types of business letters including Persuasive letters Informative letters Complaint letters Thank you letters Follow up letters With The Ultimate Guide to Writing Business Letters you ll have all the tools you need to write business letters that are effective professional and persuasive Here s what you ll find in The Ultimate Guide to Writing Business Letters Step by step instructions for writing effective business letters Examples of different types of business letters Tips for avoiding common mistakes Exercises to help you improve your writing skills With The Ultimate Guide to Writing Business Letters you ll be able to write business letters with confidence knowing that they will make a positive impression on your readers So whether you re looking to close a deal build a relationship or simply get your point across The Ultimate Guide to Writing Business Letters is the perfect resource for you Order your copy today and start writing better business letters tomorrow If you like this book write a review *The African American Parent Guide to Public School Success* Kevin L. Brown,Urban Renaissance

Project,2003-08 *Absolute Job Search Guide* Anita Martel,Kevin Donlin,David Perry,2011-05-17 Are you looking for a job Frustrated with HR managers who don t call you back Confused about what to do next Help is here Now you can get more calls to interview for good jobs with North America s best employers with the tactics and strategies in The ABSOLUTE JOB SEARCH GUIDE Following this simple step by step system you will discover how to get noticed by employers with targeted resumes and cover letters how and where to network so you can avoid the pity parties at most job clubs job search etiquette and pitfalls to avoid how to follow up after sending your resume without being a pest what to do before during and after you interview to maximize your results how to really crack the hidden job market help with the most difficult interview questions including salary Stop spinning your wheels Start getting more interviews and job offers The ABSOLUTE JOB SEARCH GUIDE shows you how *The Ferguson Guide to Resumes and Job Hunting Skills* Maurene J. Hinds,2005 Presents a guide to preparing a r sum and conducting a job search including information on looking beyond classified ads creating a r sum writing cover letters and interviewing for positions *Miss Manners' Guide to Rearing Perfect Children* Judith Martin,2002-05-17 Provides advice on etiquette from prekindergarten to post graduate status for parents and children

Step by Step Book 3 Teacher's Guide Gill Matthews,2018-03-26 All you need to encourage a love and enthusiasm for reading and writing from a young age Benefit from the experience of key educators across the Caribbean regions who have carefully designed this resource to give your students exactly the right introduction to the Language Arts curriculum Ensure a steady transition from Creole to Standard English with an introductory section on language acquisition in the Teacher Guides called Language Strategy Cover technicality of grammar vocabulary and syntax using picture cues and writing as well as reading and reading comprehension Offer exposure to many different forms of text with a variety of different text types and genres Connect reading and writing with templates to make sure that students don t fall behind and progress evenly with both This book accompanies the Step by Step Student s Book 3 9781510414174

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Thank You Letter Guidelines Introduction

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