

Tip Sheet: Expressing Thanks to Donors

Grande Prairie Regional College encourages all award recipients to take the time to express appreciation to the donor(s) of the scholarship or bursary received. In most cases, the best way to do this is to send a personal thank you note or card.

Why is it important to thank the award donor?

- Common courtesy
- Assists in building strong community relationships
- Serves as a reassurance to the donor that the gift was worthwhile
- Donors who are contacted by appreciative students may be encouraged to contribute additional funds – a win/win situation for all, especially students!

What should be included in a thank you note/card?

- Date
- Name and address of award donor
- Salutation – try to personalize your note/card by addressing it to an individual. This information is usually provided to you in the letter you received informing you of your award.
- Name of your award
- A short paragraph expressing your gratitude, mentioning why the award is meaningful or helpful to you
- Your current GPRC program, area of concentration, year of program and goals
- Your hometown – especially if you are not from Grande Prairie
- An appropriate closing (Yours Truly, Yours Sincerely, etc.)
- Your handwritten signature
- Your contact information (optional)

How do I find the information to send a thank you note/card?

- The Awards Office will provide you with the information. However, if it is not available, please send your thank you note/card c/o Student Aid, Grande Prairie Regional College and we will ensure it reaches the appropriate donor.

Other things to remember...

- Proofread, proofread, proofread!! Use spell check on your computer to catch spelling and grammatical errors or ask someone else to proofread your thank you note/card.
- Be prompt in sending your thank you to the donor.