

YOUR STORY 2021-2022

Congratulations on receiving your scholarship! Please take a few minutes to read the directions below and complete your Thank You Letter.

We recommend writing your note(s) in Word or another word processing program. Use the Thank You Notes Guidelines below to craft your letter. The Advancement Office will print the notes for you to sign and mail them to the donors on your behalf. If you have any difficulties or questions, please contact the Office of Donor Relations donor-relations@odu.edu.

Thank You Note Guidelines

Beware of grammatical and spelling errors. Please use spell check and grammar check if you type your thank you letter. Always proofread what you write and please consider the following information:

- Hometown
- Classification Year
- Major/Minor/Concentration
- Academic College
- What you hope to accomplish while at Old Dominion University
- Organizations in which you are a member or participate
- Things you enjoy at ODU
- How the scholarship will assist you with your academic goals
- Future career plans

Fill Out the Following Information

1. First Name:
2. Last Name:
3. Email:
4. Please list the scholarship(s) that you have been awarded:

Answer these questions

(Your responses should be about 3-4 sentence long per question. Questions should be answered according to your classification year – see groupings below. You can also include a photo or a one minute thank you video expressing how important this scholarship is to you.)

What is Your Classification Year? (Freshman, Sophomore, Junior, Senior, Graduate, PhD)

Freshman

1. Tell us a little about yourself.
2. Why did you choose to attend ODU?
3. Give a statement of thanks to your donor and why this scholarship means so much to you.

Sophomore

1. Tell us a little about yourself.
2. Tell us about any Organizations or Internships you have been involved in and why.
3. Give a statement of thanks to your donor and why this scholarship means so much to you.

Junior

1. Tell us a little about yourself.
2. What has been your greatest learning experience while here at ODU?
3. Give a statement of thanks to your donor and why this scholarship means so much to you.

Senior, Graduate or PhD

1. Tell us a little about yourself.
2. What are your plans after graduation?
3. Give a statement of thanks to your donor and why this scholarship means so much to you.

Release of Information *By submitting you thank you letter, I declare that the information provided is true and complete to the best of my knowledge and that I have completed the letter voluntarily. I authorize Old Dominion University, to use the information on this to satisfy institutional and donor requirements. I understand that this information may be shared with donor(s) of their families or representatives, and that my name and general student information may be share in any media release or other material publicizing this scholarship.

Thank you for your time. We will contact you in the fall to schedule a time for you to sign your letter to your donor.

--ODU Office of Donor Relations