

## Thank You Letter Guidelines for Chemeketa Foundation Scholarship Recipients

Congratulations on your Foundation scholarship award! While not a requirement, we strongly encourage you to submit a thank you letter and photo via [chemeketa.academicworks.com](https://chemeketa.academicworks.com) as part of your scholarship acceptance process. Your letter and photo will be sent to the donor(s) who fund your scholarship, and may be used for our Foundation marketing purposes. Please do not include information you are not comfortable sharing, and connect with our office if you have any concerns about having a photo submitted for privacy purposes. If you have questions, please contact us at [foundation@chemeketa.edu](mailto:foundation@chemeketa.edu) or call 503-365-4747.

See the guidelines and letter examples below, and please note: when providing a thank you letter and photo, please do so on or before the deadline of your scholarship offer. Plagiarized or falsified content will jeopardize your scholarship award.

- Letters less than 300 words will be considered incomplete and we will ask you to resubmit.

### What to Expect and Next Steps:

- Scholarship offers will be sent to your Chemeketa student email address with a link to your offer which will include the details of the scholarship, required criteria for acceptance, and a note or profile identifying your scholarship donor(s).
- Once you receive an offer, compose a letter, written from the heart, and carefully proofread.
  - You may utilize the tutoring or writing center for assistance with your letter.
- Please review your donor's bio and the intent of the award and talk about the impact of the scholarship in your letter.
- Letters that are clearly plagiarized from the examples or generated using AI will not be accepted and may result in the loss of your scholarship.
- Thank you letters should be between 300-1000 words

### Thank You Letter Requirements:

1. Address the letter to your donor(s)  
This will be listed on the details of your offer and examples may include:  
"Dear Paul," "Dear friends and family of XXXX" "Dear Child Care Scholarship Donors"
2. Share what the scholarship means to you and how it will assist you in your educational goals  
**Ex: If your scholarship is specifically for students facing obstacles, student parents, first generation students, those working while attending college, etc; your thank you letter should mention those elements and how this award may help remove barriers.**
3. Share a bit about yourself and your path to Chemeketa
4. Include your academic goals at Chemeketa including how long you have attended
5. Share your future education or career goals post-Chemeketa
6. Thank your scholarship donor for their support of Chemeketa students

## **Thank You Letter Examples**

### **Named/individual donor fund-**

Dear Kathi,

I wanted to personally thank you and tell you how much I appreciate you funding my education and helping me realize my dreams. This opportunity is going to help me on my journey of becoming a journeyman hvac technician. I come from an immigrant family and am first-generation Mexican American, and first of my family to attend college. I have a wife and daughter and I want to be able to set a good example for my daughter and see that there is a lot to gain from furthering your education. I want her to look at me and be proud of her dad and see that you can get an education even though you're older. You're never too old to begin your college education.

During my time at Chemeketa I want to make sure to get good grades and gain as much knowledge as I can about the field I am working in. One of the benefits of being an apprentice is that I get to learn about the job while I work in the field. Chemeketa has also had me learn about things I've never thought about learning. For example I had to take a course on cpr which in turn allowed me to become cpr certified. That's a huge benefit and it's definitely something I like having in my repertoire of knowledge as it helps me become a well rounded individual.

Hopefully when I'm done with my apprenticeship program at Chemeketa I can further my knowledge into the field digging into refrigeration and chiller systems. I want to sincerely thank you for allowing me to further my education and help me become a well-rounded individual with a career I can be proud of. Thank you from the bottom of my heart.

Sincerely,  
Student Name

---

### **Memorial or Honorary Scholarship fund-**

Dear friends and family of Gretchen Schuette,

I would like to personally thank you for this opportunity. This scholarship will not only help me, but also help my community and family. There is a shortage of Paramedics in my county and I will be amongst the few that help our community. I'm a single foster parent to my younger siblings, so this scholarship eases the financial stress it takes to improve my education. My siblings, foster kids, women, and the Hispanic community will be able to look to me as a role model. This scholarship helps me continue to break glass ceilings and lead the way for others.

I plan on completing the Paramedic Program and taking my new found skills and education where I will be able to stand proudly as one of the very few female Paramedics we have in my county. I love any opportunity to push forward equality, especially in a field that is male dominated. I am already a part of a small handful of people in EMS who come from Spanish-speaking homes, so furthering my medical knowledge and verbiage will help patients not only medically, but also in feeling heard and safe. I was the only person to be accepted into

this program from my county and I plan on opening the doors for future Paramedics in my area. Once I have my Paramedic license, I plan on continuing to grow into EMS whether it be with Life Flight, Fire, or as a Physician's Assistant.

I can't begin to thank you enough for this opportunity. I know I am fully capable of being a strong Paramedic and furthering my skills and education even further than that. I'm thankful for this scholarship and the opportunity to reach beyond limits and bridge the gap between my dreams and reality. I am so grateful for the Gretchen Schuette Strength in Diversity Scholarship and blessed to have a little less stress off my plate to focus more on my education.

With gratitude,  
Student Name

---

**Several donors or organization awards-**

Dear Child Care Scholarship Donors,

I want to take this opportunity to thank you for giving me this amazing gift. I am sincerely grateful! I'm a single mom of three kids, so this scholarship will help my family a lot. Life has been very rough for us. I'm currently working while attending school and taking care of my kids by myself. This scholarship is a blessing to us. Financial stability has been a huge obstacle for us, and this scholarship will help change that.

I have several big goals in life but for now I'm working towards an AAOT so I can transfer to Western and get a Master's in psychology. My dream is to become a therapist specializing in trauma treatment and personality disorders. My gift in life is compassion for others and I'm excited to be able to share that gift with people by helping them process their trauma. I had a very rough childhood and personally know how bad it can be to suffer with PTSD and a personality disorder. I feel like I can make an impact on others by relating to them and having empathy for their stories. It will be so rewarding to give them tools and skills to better cope with life and the hardships we face.

One of my other goals in life is to open an Apothecary. I want to help my community have more access to natural medicines and herbal supplements at an affordable cost. There are so many ways that people can support their bodies with herbal supplements and very few people have the knowledge to help themselves. As part of my shop, I want to have a community outreach program that helps educate people about herbal medicine and ways to live a more natural lifestyle.

Thank you so much for giving me this opportunity.

Student Name