

Bumpers College Letter of Appreciation Guidelines and Requirements

*Please be advised that funds are disbursed to students' accounts at the start of the term, however **only** if the required finalized letter of appreciation has been received. Please follow the guidelines and requirements below.*

STEP 1 – Completing the Fillable PDF:

Letters of Appreciation must:

- **NOT** include your address or date
- Be completed for each scholarship offer you receive
- Be error-free (spelling, grammar, **correct** college name, **correct** scholarship name, and **correct** donor)
 - *College name options: Dale Bumpers College of Agricultural, Food and Life Sciences or Bumpers College*

Follow these steps

- **Photograph** – Insert a head and shoulders photograph of yourself. Free professional headshots are available at the CORD on campus.
- **Name** – Add your complete name.
- **Hometown** – Add your hometown.
- **Scholarship Received**
 - INCLUDE the CORRECT, FULL scholarship name (*See award correspondence*).
 - DO NOT include the scholarship value.
- **Major** – Include the complete name of your major.
- **Interests, Hobbies, Campus Involvements & Extracurricular Activities** – include your activities, hobbies, etc.
- **Thank you** box - Tell the donor about you. What year you are at the U of A (incoming freshman, new transfer student, junior, etc.).
 - *New freshmen* include what high school you are graduating from.
 - Use a general thank you for this “generous gift,” “wonderful scholarship,” “much appreciated assistance,” or a similar phrase. Tell about your future plans: what career you want to pursue, if you want to study abroad, or if you want to earn an advanced degree.
 - Let the donor know how important this scholarship is, and if you hope to help future students through scholarship donations after you begin your career.
 - There is no need to have a closing salutation.

NOTE: If there are multiple recipients for your letter(s), or you have multiple scholarship awards requiring a letter of appreciation, you **MUST** submit a letter for each stewardee on each award.

STEP 2 – SUBMIT YOUR LETTER FOR REVIEW:

- Save your completed PDF(s) as lastname.firstname_scholarship name.pdf.
Example: Smith.Jane_BumpersCollegeGeneralScholarship
- Attach this document to your email and email to bumpschl@uark.edu.
- Printed copies will not be accepted, only emailed documents.