

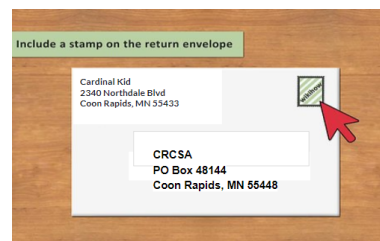


2024 STEPS FOR CRCSA SCHOLARSHIP

Please refer to your original award letter for scholarship details regarding thank you notes and claiming your scholarship. Mark your calendars for the following dates:

- **June 14, 2024: Thank you notes due**
- **Sept. 1, 2024: Date you can begin sending in your college fee statements**
- **Jan. 31, 2025: Deadline to claim your scholarship**

1. Write Thank You to your donor or donors. You need thank yous for each donor. This means you may be writing two or more. Send each thank you to the CRCSA address: PO Box 48144 Coon Rapids, MN 55448. CRCSA then sends your thank yous and picture from the scholarship night to the donors. You may also drop off your thank you to the Coon Rapids High School Counseling office and place it in the box.



2. Please submit a copy of the fee statement from the accredited school you are attending. The fee statement/bill is usually sent to you by the college in late summer or available in your school's account portal. The receipt or fee statement must indicate that you are enrolled at that school. Your name and the name of the school must appear on the receipt or fee statement. Please submit a copy or a screenshot of your college fee statement/bill to crdsa1966@gmail.com. **If you do not wish to use the address you provided when you applied last school year, please provide us with the address you wish the check to be mailed.**
3. CRCSA will start issuing checks for your scholarship starting in September. **Checks typically go out a couple times a month. Once you send in your fee statement, it takes at least 2 weeks for your check to arrive.** They will be mailed to the home address you listed in your application or a new one you provide us. If you are using a home address, make sure your family is aware that the check may be coming so they can be watching for it. We have had checks thrown mistakenly in the past. **Be patient and grateful as CRCSA is run by volunteers who have dedicated time and efforts to raising money for scholarships for YOU! :)** Contact them at crdsa1966@gmail.com with any questions.



Photo QR code in case you want to find your scholarship night photos!



THANK YOU NOTE TIPS
DUE DATE June 14, 2024



A well-written **thank you note** shows the donor that you appreciate their gift and you plan to put it to good use.

1. Hand written cards or letters are acceptable. If writing by hand, please write legibly. Please use stationary or a card. **DO NOT use lined school paper.** Take time to construct and write this letter. The donor is providing a generous gift and wants to know a bit about you. Perhaps practice on scratch paper before writing your card. If your handwriting is totally illegible, we will accept a typed thank you provided with the thank you card.
2. Address the letter "Dear (Name of Scholarship) Donor"
3. Please be sincere and enthusiastic in your note!
4. Be aware of spelling and grammar. **Have someone check your note before you send!**
5. If you receive a scholarship from a named donor and CRCSA, please submit a note for the named donor only. For example: If you receive a scholarship from "Mailing Solutions and CRCSA," write the thank you note to "Mailing Solutions."
6. **Mail it to: PO Box 48144, Coon Rapids, MN 55448 (also will be provided in your award letter).**

EXAMPLE:

Dear _____, (Name of donor)

First Paragraph: State the purpose I am writing to thank you for your generous NAME scholarship gift.
(How did you feel about being the recipient?)

Second Paragraph: Share a little about yourself and your educational goals.

Third Paragraph: Close the note by thanking the donor again and how you will use the gift to reach your goals.

Sincerely,

Your Name

your contact information (like email and phone number.....optional)