

DAAP awarded scholarship acceptance form

CONGRATULATIONS ON YOUR AWARD!

These scholarships are made possible through the generous support of donors to the University of Cincinnati College of Design, Architecture, Art, and Planning.

With your scholarship award comes an important responsibility to our donors. We need your help in communicating the importance and the impact that being a scholarship recipient has (or will have) on your education. What is required is a small investment of your time. Nothing is more appreciated than a sincere "thank you." Your acknowledgment will inform donors about your excellence as students and our success as a college. We may also quote you in materials produced by DAAP to further illustrate the impact of scholarships.

Requirements

Complete the following items **by July 1**. Funds will not be released until all items are received by Brandi Lewis at **daap-dev-alum@uc.edu**:

- An electronic copy of the acceptance form with signature.
- An electronic copy of your typed thank you.
- Your photo.
- An image of your work. (Photos should be at least 72 ppi and at least 150 pixels in width).

How to Format Your Thank You Letter

- Must be a .pdf or word document
- Letters must be typed.
- Always put your name with return address on the letter. You may want to include your email or phone number so that the donor can contact you if he or she wishes.
- Include the name of the scholarship.
- Do not mention the amount of your scholarship award.
- Please include a signature.
- Proofread and spell-check your letter.

Thank You Letter Content Suggestions

- Tell the donor a bit about yourself. You might include your hometown, family background, interests, high school experience, and/or other experiences that led you to study at DAAP.
- Describe your current situation. Mention your major and area of study and your years at DAAP. You also might want to include a sentence about the things you enjoy doing and any organizations in which you participate.
- Discuss your future plans. Tell them what you hope to accomplish while at DAAP and your career plans.
- Discuss how the scholarship will help you. Write a short paragraph about how this scholarship will impact your work and your studies at DAAP.

* In the past students have included a creative thank you (must be able to go in the mail) for their donor in addition to the electronic thank you letter. If you wish to submit an additional creative acknowledgment (e.g. photographs, handmade card, etc.) please send it by July 1 to:

DAAP Development Office
c/o Brandi Lewis
Aronoff 5470
PO Box 210016
Cincinnati, Ohio 45221-0016

- You will be notified of any gatherings related to your scholarship. You are asked to make every effort to attend, volunteer, or participate in any scholarship-related event that is scheduled unless you are out of town on co-op.

Please review these frequently asked questions, if this form does not answer your question, email inquiries to Brandi Lewis at DAAP-DEV-ALUM@ucmail.uc.edu

STUDENT REQUIREMENTS

Who is required to submit an example of their work?

All students are required to submit an example of their work unless they are an incoming freshman or art history students (as they do not have work in the visual realm).

FORMATTING

Can I copy and paste my scholarship requirements into an email?

No, scholarship requirements will not be satisfied unless students send in their materials via email attachments. Hundreds of students are mailing in their materials within the same time frame as you, please comply with this request to expedite the process and fulfill your scholarship requirements.

I don't have Microsoft Word, can I send my thank you letter in a pages file?

Please do not send in a file that is not a PDF or a word document. Pages documents will not open on computers in the development office.

What format should my work be in? Should I send in my whole portfolio?

Please limit your work example to no more than two pages. A sample of one's portfolio is great or just a picture of a single work they have produced. Please only send PDF or an image file (JPEG, PNG, etc.)

Can I send a link to google drive, dropbox, sharepoint, flash supported portfolio viewer, or another platform that may require a login to submit an example of my work?

No, please send in a PDF or image file of your work in an email. This will save you time, and prevent you from receiving an email asking for your work in a different format. Keep in mind, if you do not select a work or two, a work or page will be chosen for you. Sending in a pre-selected PDF or image file will ensure you are sharing your very best or favorite work with your donor. Again, with time as a consideration, we are not able to download your work. Flash portfolios will not fulfill the requirements. We mail your donor a thank you packet including the work you share with us.

CORRESPONDENCE AND COMMUNICATION

I sent my materials in and have not received a response, what is going on?

- Please allow 2-3 business days before expecting a response confirming your scholarship materials have been received, we take in a high volume of emails during this time and will respond to your email in a timely fashion.
- Reminders will be sent on a regular basis before the deadline to remind student. If you have received one of these emails and believe you have submitted the required materials, email Brandi Lewis and ask if your items have been received. The best course of action is to follow up if you have not received a confirmation.
- Quite often, students will send an email with too large of attachments and the e-mail will not go through. Please be sure the total of your files does not exceed 10 MB, as many email providers will not send or accept that amount. You can also compress your files in a zipped folder if it exceeds this size or send in multiple emails.
- Materials sent to Tiffany Leazer will not be considered completed. Scholarship requirements must be sent to Brandi Lewis.

Please note: If you have a question already answered on this form, you will be referred back to it.