

GUIDELINES FOR LETTER OF APPRECIATION & DONOR RELEASE FORM

SUBMISSION DEADLINE: JUNE 9TH, 2023

The Engineering Student Centre informs all Donors of the academic benefits of their generosity and sends out thank you letters from students. Therefore, we advise you to follow the guidelines as listed when preparing your documents. In order for us to release documents to the Donor, a signed waiver (see below) must be submitted.

We ask that you do not contact the Donor directly.

I have received one scholarship with a living donor – what do I do?

Your letter should be typed and about one page in length, and should include:

- Name of your award in full.
- A clear statement of thanks to the donor.
- Your course of study at McGill and what you like about what you are learning.

If you feel comfortable, you have the option of sharing the following information:

- What brought you to McGill.
- Your career plans upon completion of your studies.
- Any personal information you might like to share with the donor.

Email subject should have the name of the scholarship. Letters must be submitted in **Word format – we cannot accept sharepoint -** and emailed to **scholarships.engineering@mcgill.ca ONLY**

Please save as:

- **Donor Release Form: scholarshipname_lastname_firstname_DR**
- **Thank you Letter: scholarshipname_lastname_firstname_thankyou**

Letters should be addressed as follows:

Name of Scholarship Donor

C/O McGill Engineering Student Centre
3450 University Street, Suite 22
Montreal, Qc
H3A 0E8

I have received one scholarship with several living donors – what do I do?

Your letter should be typed and about one page in length, and should include:

- Name of your award in full.
- A clear statement of thanks to the donors (one letter addressed to all the donors).
- Your course of study at McGill and what you like about what you are learning.

If you feel comfortable, you have the option of sharing the following information:

- What brought you to McGill.
- Your career plans upon completion of your studies.
- Any personal information you might like to share with the donor.

Email subject should have the name of the scholarship. Letters must be submitted in **Word format – we cannot accept sharepoint -** and emailed to **scholarships.engineering@mcgill.ca ONLY**

Please save as:

- **Donor Release Form: scholarshipname_lastname_firstname_DR**
- **Thank you Letter: scholarshipname_lastname_firstname_thankyou**

Letters should be addressed as follows:

Name of Scholarship Donor

C/O McGill Engineering Student Centre
3450 University Street, Suite 22
Montreal, Qc
H3A 0E8

I have received 2 or more scholarships with living donors – what do I do?

Your letter should be typed and about one page in length, and should include:

- Name of your award in full.
- A clear statement of thanks to the donors (same letter can be used but addressed to the different donors).
- Your course of study at McGill and what you like about what you are learning.

If you feel comfortable, you have the option of sharing the following information:

- What brought you to McGill
- Your career plans upon completion of your studies
- Any personal information you might like to share with the donor.

A separate thank you letter is required for each scholarship (same letter can be used but addressed to the different donors).

Please send one email per scholarship and subject should have the name of the scholarship. Letters must be submitted in **Word format Word format – we cannot accept sharepoint -** and emailed to **scholarships.engineering@mcgill.ca ONLY**

Please save as:

- **Donor Release Form:** scholarshipname_lastname_firstname_DR
- **Thank you Letter:** scholarshipname_lastname_firstname_thankyou

Letters should be addressed as follows:

Name of Scholarship Donor

C/O McGill Engineering Student Centre
3450 University Street, Suite 22
Montreal, Qc
H3A 0E8

I have received scholarship(s) with “anonymous” as the donor(s) – what do I do?

Letters are not required.

If you require any further information on these procedures, please contact **scholarships.engineering@mcgill.ca**.

DUE TO THE VOLUME OF EMAILS WE WILL RECEIVE WE WILL ONLY CONTACT A STUDENT IF DOCUMENTS ARE MISSING.

Please type in your name and ID number below (submit entire document), save as a pdf & sign electronically.

Waiver to release résumé to Donor:

I, Liv Toft, ID 260856481 allow the Faculty of Engineering to release my résumé, as deemed appropriate, to the Donor(s), the University Advancement Office and to the McGill Engineering Student Centre (MESC).