



New York State Saengerbund Inc.

Your Chorus Name
Address _____, New York Zip _____
Telephone _____



11 February 20xx

1 Sample Scholarship School Cover Letter

School Name
School Guidance Dept.
School Street Address
City, State, Zip

It's that time of year again!

Enclosed is an application for our 20xx scholarship program. Would you please make copies for your seniors and encourage them to apply. This year we are offering a \$100.00 scholarship, and we would be delighted to award it to your students that meet our criteria. Please ask the students to read the application carefully to fully understand and comply with the details.

In the cover letter we would like to learn more about the students' background and family. For example:

- ❖ Does the applicant have Germanic heritage
- ❖ Traveled to Germany, Austria, or Switzerland
- ❖ Favorite activity or event in German class
- ❖ Why learning another language is important
- ❖ How Germanic composers affected their band, orchestra, or chorus performance and participation
- ❖ Family project they helped with
- ❖ Memorable family vacation

When writing their essay, please ask your student to concentrate on **one German-American who is accomplished in a field that they are interested in**. Please ask them not to choose an obvious example such as Albert Einstein, Levi Strauss, or sports figures like Babe Ruth.

Please send all required material postmarked no later than **Wednesday, 1 May 2019**. If you have any questions, please feel free to call me at 000-000-0000 or contact me at youremailaddress@gmail.com. As always, we look forward to working with you to help our young people succeed.

Thank you for your time and consideration,

_____,
Scholarship Chairperson

encl.



New York State Saengerbund Inc.



Scholarship Application

2 Sample Scholarship Application Letter (page 1)

Name: _____
 First Middle Last

Address: _____
 Street City State Zip

Home phone: _____ Date of Birth: _____

Father's Name and occupation: _____

Address if different from yours: _____

Mother's Name and occupation: _____

Address if different from yours: _____

The scholarship committee reserves the right to interview all applicants. The winners will be notified by phone and mail. They and their parents will also be invited to a club meeting at the _____ over the summer. For further questions, please contact scholarship chairperson _____ at 000-000-0000 or Cell 000-000-0000

Please send all required material postmarked no later than **Wednesday, 1 May 2019** to:

Your Chorus Name
Attn: _____, Scholarship Chairperson
Address Line 1
Address Line 2

We do not discriminate in our Scholarship Program based on race, color, religion, national origin, age or disability.



New York State Saengerbund Inc.

20xx Scholarship

Your Chorus Name, Inc.



2 Sample Scholarship Application Letter (page 2)

20xx Scholarship Information

Our chorus was founded in _____ as a non-profit social organization for people of Germanic heritage. General meetings are held at _____ on the 2nd Sunday of the month at 11 am. Our primary purpose is the promotion of German culture and tradition through music and choral singing.

Criteria for all awards:

1. The student must be a graduating high school senior.
2. The student must have an average grade of 85.
3. The student must plan to attend a U.S. institution of higher education in 2019.

To Apply:

1. Complete the attached application and submit it along with the required documentation to the scholarship chairperson by no later than **Wednesday, 1 May 2019**.
2. In a cover letter tell us about yourself and your family. Why would you like to be considered for one of our scholarships. What makes you happy and where do you see yourself in 10 years. Please list any extra-curricular activities, whether in school, the community or as part of a religious organization, as well as any work experience.
3. Submit an essay of approximately 500 words on _____

4. Submit one letter of recommendation. Not by a family member. (**Must be signed**)
5. Submit a student transcript.
6. Attach a copy of a letter of acceptance to a recognized institution of higher education.
7. Make sure **all** forms are signed.



New York State Saengerbund Inc.

Your Chorus Name
Address _____, New York Zip _____
Telephone _____



25 May 20xx

3 Sample Scholarship Winner Letter

Student Name
Address Line 1
City, New York
zip

Dear Student,

Congratulations! On behalf of the Your Chorus Name , Inc. it is my pleasure to inform you that you have won our **20xx** New York State Saengerbund scholarship. The committee was impressed by your scholastic achievements as well as your extracurricular activities. Your essay on a German-American who had an impact on you was original and informative.

Enclosed please find our check for \$100.00. We know you will use this wisely in your college endeavors and pursuits. We applaud your dedication and commitment as you continue to study, learn, and promote our values and customs.

Before you head off to college, you and your family are cordially invited to attend one of our monthly, Sunday meetings usually held at _____ NY. Please contact our President _____ at **000-000-0000** if you can join us. If you cannot attend, please send a picture of yourself holding the check for our Club Album.

We wish you the best of luck in college and know you will achieve your dreams. On behalf of our officers, members, and the Scholarship Committee I wish you continuing success and good luck in all your future endeavors and in your appreciation of German history, heritage and tradition. Herzlichen Glückwunsch; Ganz toll!

Sincerely,

Chairperson, Scholarship Committee



New York State Saengerbund Inc.

Your Chorus Name
Address _____, New York Zip _____
Telephone _____



25 May 20xx

4 Sample Scholarship School Acknowledgement Letter

Local High School

Attn: Guidance Dept.
Address Line 1
City, New York
Zip

Congratulations to all your educators, administrators, faculty, and staff for their dedication and fine work in education.

On behalf of the _____ **Your Chorus** _____, Inc. it is my pleasure to inform you that one of your students, _____ has won our 20xx Scholarship. The committee was impressed by her scholastic achievements as well as her extracurricular activities. Her essay on a German-American who had an impact on her was original and informative.

The \$100.00 award was sent to the student directly; please feel free to add their name to your scholarship listing in your 2018 Graduation Program.

The _____ **Your Chorus** _____, wishes you and your school continued success in educating and preparing your students for their future life endeavors.

Sincerely,

Chairperson, Scholarship Committee



New York State Saengerbund Inc.

Your Chorus Name
Address _____, New York Zip _____
Telephone _____



25 May 20xx

5 Sample Scholarship Rejection Letter

Student Name

Address Line 1

City, New York

zip

Dear Student:

Thank you for applying for our 20xx scholarship. We applaud your scholastic achievements as well as your extracurricular activities. We enjoyed your essay on a German-American who made lasting contributions to our culture.

Making the final selection was very difficult because every applicant is worthy of recognition. Unfortunately we are a small community oriented organization with limited funds and can not award a scholarship to you.

We wish you the best of luck in college and continuing success in all your future endeavors.

Sincerely,

Chairperson, Scholarship Committee