



## Letters of Recommendation for CGCC Foundation Scholarships

### *~Instructions for Recommenders~*

#### **Purpose of the Letter of Recommendation:**

The letter of recommendation provides support for a student's scholarship application. Columbia Gorge Community College (CGCC) Foundation awards funds for students who intend on attending CGCC only. The foundation awards scholarships on a merit and need basis. Scholarships are applied to tuition and, sometimes, for books and fees. The foundation requires that two letters of recommendation, from two different recommenders, accompany the completed scholarship application.

#### **Requirements for the Letter of Recommendation:**

1. The letter must be *hand-signed* to be considered complete.
2. The letter must disclose the relationship between applicant and recommender (i.e., coach, college instructor, minister, etc.).

#### **Suggestions for the Letter of Recommendation:**

1. Address the letter to *Columbia Gorge Community College Foundation* (generic letters are less personal)
2. The letter should be current (or close to scholarship application deadline).
3. Consider addressing merit and/or need of the scholarship recipient

#### **How to Submit the Letter of Recommendation:**

1. The letter **MUST** be submitted with the application. That is, return the letter to the student so that the student can submit a complete application.
2. Do NOT email or mail a separate letter to CGCC Foundation. (An incomplete application is not accepted and in the instance a letter arrives late or is lost in spam e-mail, the application will not be considered.)
3. Provide the letter of recommendation to a student before the application deadline.
4. We do not require confidential letters.
5. If you would like the letter to be confidential, place in a self-sealed envelope and sign the envelope. If you have concerns about confidentiality, you're welcome to contact CGCC Foundation.