

SCHOLARSHIP RECIPIENT – LETTER OF INSTRUCTION
2011

To: _____

Congratulations on being chosen the recipient of the _____ Scholarship. Your award of \$ _____ will be disbursed to you upon receipt of the following required items. Please follow these instructions carefully.

1. **Return this page**, with the form below filled out. Designate either yourself, or your school, to be named on the check, with the payee's mailing address.
2. **Attach photo copy of your Social Security Card.** (This is an IRS requirement.)
3. **Attach a letter from your college or vocational school's Registrar's Office** stating that you are officially enrolled for the coming semester, and that you have paid a non-refundable deposit for tuition, books, or student fees..
(Do not send a letter of acceptance or a class schedule.)

Send these three items to the **Elk Grove Community Foundation, P.O. Box 2021, Elk Grove, CA 95759-2021**. This request for payment of scholarship will not be processed, but will be returned to you if you have not included the above items 1, 2, and 3.

Allow 2 to 4 weeks from mailing your request for your check to arrive.

* * * * *

NAME OF STUDENT _____ EMAIL _____

NAME OF SCHOLARSHIP _____ AMOUNT _____

PHONE NUMBER _____ SOCIAL SECURITY NUMBER _____

Make check out to _____
(Your Name / OR / Your School Name and Department)

(Street Address)

(City, State, Zip Code)

You have 2 years to request your scholarship money. If special circumstances require an extension of this time, please send a Request for Extension to the address above, stating your reasons for the request. If your scholarship requires your attendance at a 4-year institution and you are currently attending a 2-year college, you should send a request for extension.