

Scholarship Reception

Thursday, November 12, 2020

4:00 p.m. – Legacy Hall

Recipients arrive at 3:20 p.m. in the Fireplace Lounge for 3:30 photo

Check in at “Scholarship Recipient” table in the Fireplace Lounge.

- Receive name tag
- Receive instructions
- Have group photo taken
- Ask questions
- Welcome your guest (family and friends) and thank donors. You may sit with your family and friends after the group photo and prior to lining up for introductions. We will let you know when it is time to form the line.

Scholarship Recipient and Donor Recognition portion of the program:

- We will introduce you first by scholarship name then by your name.
- We will introduce you for each scholarship you receive.
- We read the scholarships in the same order as printed on the program. In addition to signs, there will be staff available to assist you in lining up in order.

What to wear:

- Dress professionally. Women, please wear dresses or skirts/dress pants and a dressy shirt or blouse. Men, please wear dress pants and a nice shirt. Suits, jackets and ties are nice, but not mandatory.
- No jeans
- No shorts
- No miniskirts
- No flip-flops

COMMUNICATION TIPS

- **Know the name of your scholarship.**
- Don't chew gum.
- Be mindful of nervous habits (fidgeting, playing with hair, etc.) and maintain your poise.
- Speak positively and avoid using inappropriate language and slang.
- Smile. A simple way to make a positive first impression.
- When shaking hands, give a firm handshake. If you are cannot shake hands, educate your donor on why. They may not know and then wouldn't understand.
- Take the initiative to introduce yourself. “My name is _____ and I am a scholarship recipient at M State. And you are?”
- Be genuinely interested in the other person. Talk in terms of their interests (career, community involvement etc.).
- Thank your donor(s) for providing scholarship monies so that you and other students have an opportunity to receive. What does a scholarship mean to you? Address academics and student activities in which you are involved. Tell them your donor(s) about your future academic and career plans. Help the donor(s) know their investment in you was wise.
- *“Remember that a person's name is to that person the sweetest and most important sound in any language.” –Carnegie.*
- Concentrate on remembering a person's name when you meet him or her. Mentally repeat the person's name a couple of times and use it as soon as a possible in your conversation.
- Maintain direct eye contact. Keep the focus on the person with whom you are talking.
- Give feedback when others are speaking. Affirm what they are saying in an honest and sincere manner; smile, nod and look at the person.
- Take your time before answering questions. Silence is OK.
- When the conversation is over, feel free to shake your donor's hand and say it was a pleasure to meet him or her.