

# MEMO

**TO:** OSAI Students

**FROM:** Shana Gibelyou, Vice President & Director of Development

**RE:** Thank-You Note Session at OSAI

Congratulations on being selected for the 2021 Oklahoma Summer Arts Institute! Your acceptance into the program is the result of your hard work and dedication, but your *attendance* will be made possible through scholarships, vital program funding and other contributions generously provided by hundreds of individuals, organizations and public agencies who support the Arts Institute. Without their help, there would be no Summer Institute, and we must show them our appreciation!

During your two-week residency at the University of Science & Arts of Oklahoma, you will be asked to write **seven thank-you letters** to OAI's supporters. Your seven recipients will be strategically chosen based on various factors, such as geographic location or artistic interest. We are notifying you prior to your arrival at OSAI so that you can prepare for the Thank-You Note Session.

**Please remember to bring the following items with you to OSAI:**

- **STAMPS** – You will need **at least seven** First Class or “Forever” stamps. Please note that some stationery will require additional postage if it does not use a standard-sized envelope.
- **STATIONERY or NOTE CARDS** – Bring at least ten. No lined notebook paper, please!
- **ENVELOPES** – Bring at least ten. Use envelopes that match your stationery, if possible.
- **RETURN ADDRESS LABELS (optional)** – You will write **your** home return address on the envelope.
- **TEMPLATE LETTER** – To ensure that you are prepared to complete your thank-you notes in the allotted time, we highly recommend you draft a template letter at home. For guidelines, please see the back of this memo.

You will receive more information about the Thank-You Note Session during the first week of the Institute. Thank you for your help!

## Thank-You Note Template Guidelines

A general thank-you letter template will help you complete your letters in the allotted time. Once you are on campus, you will want to incorporate personal anecdotes about your OSAI experience, but below are a few things you must include in every letter:

- Your first and last name
- Your hometown
- The artistic discipline for which you are attending
- “Oklahoma Summer Arts Institute” mentioned by writing the full name at least once before using the “OSAI” acronym. (Since OAI’s supporters are not expecting to receive your letters, you must provide this point of reference.)
- Some background about yourself (e.g., your age or grade in school, the length of time you’ve been studying your artistic discipline, other details about your artistic endeavors)

Please choose your words carefully and make every effort to use correct grammar and spelling. ***Most importantly, be respectful and gracious with what you write – without the support of these individuals, there could not be an Oklahoma Summer Arts Institute!***

Thank you again for your help!