Important Information for Scholarship Recipients

Congratulations on being awarded a scholarship administered by Sonora Area Foundation!

How it works:

1. After you enroll in a college, university or trade school, you may request your scholarship award(s) (see "What we need from you" for more information). Scholarships must be requested within one year of being awarded (unless you were notified of a different date) or they are considered forfeited. If you anticipate a delay in requesting your scholarship payment, please contact Sonora Area Foundation to inquire if an extension is possible.

2. Sonora Area Foundation sends the scholarship payment to your college, university or trade school. All scholarship checks are payable ONLY to the college, university or trade school; your school will credit your scholarship check to your student account.

What we need from you:

Below is a list of information you must send to Sonora Area Foundation in order for your scholarship award(s) to be released. Please follow the instructions carefully; the Foundation cannot release your scholarship payment(s) without the requested information.

Please note:

- If you received a multi-payment scholarship (for example, $1,000 to be awarded in two payments of $500 each: one in the fall semester and one in the spring), these steps must be repeated to receive each payment for which you are eligible.
- If you received multiple scholarships from Sonora Area Foundation, you do not need to send copies of the information requested for each scholarship; one copy of all documents is sufficient.

1. Written notice requesting your scholarship payment(s).

Your written notice must include:

- Your name
- The name of the scholarship(s)
- The amount of the scholarship(s)
- Your address
- Your phone number, and
- Your email address

We request your contact information in case we have any questions; please keep us informed of any changes to your contact information.
2. **Proof of enrollment (full-time status) for the upcoming semester or quarter at your college, university or trade school:**

For those requesting a one-time scholarship payment or the first payment of a multi-payment scholarship:

- Proof of enrollment must be an official school document, such as your upcoming class schedule or enrollment verification, on which the **school name, student name and student identification number are legible**. Class schedules are available from the registrar's office of your college or university, or from the online-records system of your college, university or trade school. Screenshots of official documents are acceptable.

For those requesting the second or subsequent payments of a multi-payment scholarship:

- A current unofficial transcript on which the **school name, student name, student identification number and all grades are legible**. Please note: Scholarship GPA and unit-enrollment requirements vary. Consult your scholarship award letter for your scholarship's requirements.

  AND

- Your upcoming class schedule. Class schedules are available from the registrar's office of your college or university, or from the online-records system of your college, university or trade school.

3. **The school department (for example, "Business Office" or "Financial Aid Office") and address to which the check should be mailed.** Having the correct mailing address will help expedite the school's receipt of your scholarship payment.

Send the written notice, proof of enrollment and mailing information to Sonora Area Foundation:

**By email:**  allie@sonora-area.org

**OR**

**By mail:**

Allie Lincoln, Grants Administrator
Sonora Area Foundation
362 South Stewart Street
Sonora, CA  95370

**That's it!**

Sonora Area Foundation will send your scholarship payment to your school within 7 to 14 days of receipt of all the required information.

Questions? Contact Allie Lincoln at (209) 533-2596.