



Congratulations on your Scholarship Award

How it works:

1. **After you enroll in a college, university or trade school, you may request your scholarship award(s)** Scholarships must be requested within one year of being awarded 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.

Things we need from you:

- 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)
- Your **mailing** address
- Your phone number
- Your email address
- School's department and address to send the check to (ex. Financial Aid)

2. Proof of enrollment for the upcoming semester or quarter at your school:

For those requesting a one-time scholarship payment or the first 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*. Screenshots of official documents are acceptable.

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

- A current unofficial transcript on which the *school name, student name, student identification number and all grades are legible*.
- 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.

Send the required information to Sonora Area Foundation:

By email: rebecca@sonora-area.org

OR

By mail: Attn: Rebecca Gorham

362 South Stewart Street

Sonora, CA 95370

Questions? Call (209) 533-2596

**Please note: Scholarship GPA and enrollment requirements vary. Consult your award letter for your scholarship's requirements.*