

REPORTING BACK

Congratulations!

We hope that the award you received will really help you in your studies and future career. You have received one of the many scholarships, bursaries and awards which are supported by charitable donations given to Bath Spa University. The donor could be an individual who has personally given a gift, it may be a collection of donors whose individual gifts have been brought together to support an initiative, or the funds may have been given by a business or a charitable trust.

The University would like to be able to offer financial support to many more of our current and future students, so they too can be given the opportunity to pursue their dreams and fulfil their potential. There are numerous ways in which this can be achieved, but the most successful way requires your help.

SAYING THANK YOU

The best way to secure future gifts is to thank donors. Of course they are thanked when they give the gift by staff at the University; they are invited to special thank you events and included in our communications and donor roll of honour.

However, the people they really want to hear from are you. They want to know how their gift has benefitted you and your work, what the gift has enabled you to do and what you plan to do next. When they hear of the positive impact on your life, they are more likely to consider giving again and support another student like you.

Not only does your story have a positive impact on donors' intentions, it can also encourage other people and organisations to give. Being able to talk about how previous support has benefitted students in their studies and careers allows people to understand what their gift could do. With your help we can do amazing things!

HOW DO I REPORT BACK?

There are various ways you can report back to the donor and the University. There are two stages where contact must be made: upon receiving the funds, and when you have completed the activity you have received the funds for.

Below is a guide. It is only a rough example, so don't feel that you have to be constrained by the ideas – after all we are a University driven by creativity, culture and enterprise, and it is for these very reasons that the donor has chosen to support Bath Spa University students!

RECEIVING YOUR AWARD

Write a thank you letter or postcard to the donor. This is a short thank you, should be handwritten and should be received by the Development and Alumni Relations Office within 1 week of receiving the email informing you of your grant – this will release your funds.

REGULAR UPDATES

If your award is to support travel abroad, then a postcard from the place you are visiting would be an ideal way of saying thank you.

If your project is longer than two months you are expected to supply regular updates on the progress of your project, placement or studies. These need not be long written essays; in fact it is important that the reporting back includes as much of your personality as possible – for example you could produce a photo diary, a film, write an online blog, draw a story board or create a story/poem etc.

FINAL REPORT

Your final report should be received within one month of completing the activity and is your chance to tell the donor how the funding has impacted on your studies and future career. Your chance to say thank you. You can be a little cheesy here if you wish!

You also need to supply a photo of yourself whilst completing the activity. This must be a high resolution image you are prepared to have published either on the web or in a University publication.

Your report will allow the development office to demonstrate the impact of their financial support and to ensure that future students can benefit as you have.

METHODS OF REPORTING

There are numerous ways to report on your achievements including:

- Blog
- Website
- Music recording
- Written report
- Film
- Photos
- Drawings and sketches
- Presenting to your peers

CONTACT DETAILS

Development and Alumni Relations Office, MH104, Newton Park Campus, Bath, BA2 9BN

Tel: 01225 876300 Email: darobathspa.ac.uk

EXAMPLE OF REPORTING

Below is an example of the sort of publication that your experience could be featured in to develop and secure future donations – this is to give you an idea of how any work you submit could be used by the Development and Alumni Relations Office.



It was an unbelievable surprise to learn that I had been selected for this scholarship. It's always been my ambition to become an academic researcher and I've worked really hard to get the best results so that I would be in a position to fulfil that goal, but I knew money could be an obstacle as I didn't have the financial resources to fund postgraduate study.

However thanks to the support of this scholarship I've had the opportunity to undertake a PhD in Archaeology studying aspects of identity and cultural expression within Etruscan clothing and adornment as depicted in the tomb wall paintings at Tarquinia in the Monterozzi necropolis. My research focuses on deciphering the forms of non-verbal communication embedded within the clothing; not only will this serve to elucidate our understanding of this ancient and often maligned culture, but it will also impart a greater understanding of identity formation and expression which could be applied to contemporary contexts. This is vital so that we can establish how identities are formed, how they are expressed, and how they are sustained, because identities continue to be the source of much strife and conflict.

It is invigorating that my commitment and ability has been recognised and that among so many talented and deserving applicants I have been selected for this scholarship. Without this support I would not have been able to achieve my goal and I cannot overemphasise my gratitude to be a recipient.

Daniel Brown
(MA Archaeology 2012)

Thank You