## **Email Templates to Awards Recipients**

See sample templates for communicating with award winners below. If you draft your own emails, please make sure they include the following:

* Inform recipients what they’ve won.
* Let them know they’ll be honored at the Annual Meeting and ask if they will be attending in person.
* Have them confirm their contact information and designate a primary contact (if a group wins).
* Ask them not to make any official announcements until SAA’s news releases are published.

## **Student Scholarship Award Examples**

Dear [NAME],

Congratulations! You have been chosen by the selection committee as the [YEAR] recipient of the Society of American Archivists’ [Josephine Forman] Scholarship. The selection committee was impressed by your scholastic and personal achievement and your commitment to the archives profession [and to addressing diversity concerns within it]. The scholarship includes [$10,000 and complimentary registration for the [YEAR] SAA Annual Meeting]. Award recipients will be recognized during the Annual Meeting, which will be held [MONTH, DATES, YEAR] virtually and in [CITY, STATE]. More details will be forthcoming from SAA.

SAA is drafting press releases to announce the scholarship winners. You will be contacted in the next few weeks to review yours, which will then be published on the SAA website. We ask that you hold off any official announcements about the scholarship until then, although you may certainly share the news with friends and family. Please contact *awards@archivists.org* as soon as possible to confirm your preferred mailing address to receive your award and/or check (if applicable) and to indicate if you’ll be in-person at the Annual Meeting.

The committee was impressed with what you’ve done to date as you pursue your goal of being an archivist. We are excited for your future in the profession.

Sincerely,

NAME

Chair, NAME Scholarship Selection Subcommittee

[Subcommittee member names]

C:       Awards Committee Co-chair **Name** (**email**)
           Awards Committee Co-chair **Name** (**email**)

 awards@archivists.org

## **Travel Award Examples**

Dear [NAME],

It is with great pleasure that I inform you that you have been selected as the recipient of the [Brenda S. Banks] Travel Award from the Society of American Archivists. The committee was impressed by [ . . .].

You will receive [full complimentary registration and related expenses for hotel and travel] to attend this year’s SAA Annual Meeting, held [MONTH, DATES, YEAR] virtually and in [CITY, STATE], as well as a complimentary one-year membership in SAA. Award recipients will be recognized during the Annual Meeting; more details forthcoming.

We ask that you please hold off on any official announcements until SAA prepares a news release, which you’ll have an opportunity to review before it is published on SAA’s website in June.

Again, congratulations on this award!

Best wishes,

Chair, [NAME, TRAVEL AWARD] Selection Subcommittee

[Subcommittee member names]

C:       Awards Committee Co-chair **Name** (**email**)
           Awards Committee Co-chair **Name** (**email**)

 awards@archivists.org

## **Awards for Excellence Examples**

Dear [NAME(S)],

I am pleased to inform you that you have been selected as recipients of this year’s Society of American Archivists [NAME] Award. The committee was impressed by [ . . .]

In honor of your award, you will receive [a plaque, certificate, or prize checks . . .]. Awardees will be recognized at the SAA Annual Meeting, which will be held [MONTH, DATES, YEAR] virtually and in [CITY, STATE]—more details to come.

Please contact *awards@archivists.org* to confirm the contact information (name and email address) for your team’s primary contact and to indicate if you’ll be in-person at the Annual Meeting.

We ask that you please hold off on any official announcements until SAA prepares a news release, which the primary contact will have an opportunity to review before it is published on SAA’s website in June.

Congratulations again!

Chair, [**NAME,** **AWARD]** Selection Subcommittee

[Subcommittee member names]

C:       Awards Committee Co-chair **Name** (**email**)
           Awards Committee Co-chair **Name** (**email**)

 awards@archivists.org

## **Awards for Publications Examples**

Dear [NAME],

Congratulations! On behalf of the SAA [Waldo Gifford Leland] Award Selection Committee, I write to share the good news that the committee has awarded your [book/article/resource/finding aid], *[TITLE]*, the [Waldo Gifford Leland] Award. [First awarded in 1959, the Waldo Gifford Leland Award encourages and rewards writing of superior excellence and usefulness in the field of archival history, theory, or practice.]

As the awardee, you will receive [a certificate and a cash prize of $1,000]. Additionally, you will be recognized at the awards ceremony during the SAA Annual Meeting, which will be held [MONTH, DATES, YEAR] virtually and in [CITY, STATE]—more details to come. Please contact *awards@archivists.org* to indicate if you’ll be in-person at the Annual Meeting, where we look forward to highlighting some of the reasons the committee selected your [book] as the winner of the [Leland] Award.

We ask that you please hold off on any official announcements until SAA prepares a news release, which you’ll have an opportunity to review before it is published on SAA’s website in June.

Again, congratulations and best wishes.

Sincerely,

Chair, [NAME, AWARD] Selection Subcommittee

[Subcommittee member names]

C:       Awards Committee Co-chair **Name** (**email**)
           Awards Committee Co-chair **Name** (**email**)

 awards@archivists.org