RNFOO – Reference Letter Guidelines for 2027 Awards & Scholarships Applications

To the Applicant:

- Two reference letters must be submitted for your application to be complete. More than 2 letters cannot be accommodated and will not be attached to your application. If you wish to change a referee, contact administrator@rnfoo.org.
- Choose your referees carefully. They should be able to evaluate and comment on your commitment to the nursing profession, leadership potential, scholarship/academic potential, and/or your contributions (previous or potential) to the advancement of nursing practice.
- One referee must be academic (faculty member, an academic advisor or a clinical instructor)
- Reference letters from family members will not be accepted
- Referees should email completed letters as an attachment directly to administrator@rnfoo.org. (Reference letters sent from the applicant's e-mail address ***will not*** be considered.)
- Reference letters are due in the RNFOO office **BY 4:00 pm Monday, January 25, 2027**.

Additional suggestions:

- Choose your referees carefully. They should be able to write a professional letter that accurately and clearly communicates your strengths.
- Speak to your referees early in the application process, and ensure that they are aware of the deadline.
- Provide your referees with information outlining the award(s) or scholarship(s) for which you are applying.
- You can verify our receipt of your reference letters through the Status tab of the application.

To the Referee:

Your letter of reference is very important to the RNFOO Awards & Scholarship Review Process, as the judges evaluate the strength of the applicants.

All letters of reference must be emailed **as an attachment** in .doc, .docx, or .pdf format, from the referee's email address[1] **directly** to administrator@rnfoo.org **BY 4:00 pm Monday January 25, 2027**. The system ***cannot accommodate*** html files, documents in shared folders, or other types of files.

Wherever possible, the letter should be on your organization's letterhead. Please include the applicant's name in the subject of the email. We can only accept **one** letter of reference per applicant; your letter does not need to be tailored for specific scholarships.

In your letter, please include:

- your name, position, and organization
- the length of time you have known the applicant
- the capacity in which you have known the applicant
- the applicant's demonstrated commitment to the profession of nursing
- the applicant's leadership potential
- the applicant's scholarship/academic potential
- the applicant's previous contribution and/or potential to contribute to the advancement of nursing practice

Thank you for your support of this applicant. If you have any questions, please contact RNFOO at administrator@rnfoo.org.

[1] Preferably from a professional email address.