



**making headway**  
**foundation**

*A Foundation Dedicated to the Care, Comfort and Cure  
of Children with Brain and Spinal Cord Tumors*

**The Scott J. Reisser Memorial Scholarship Fund  
The Making Headway Scholarship Fund**

Recommendation Letter Guidelines

Thank you for serving as a reference for an applicant to the Scott J. Reisser Memorial Scholarship Fund, administered by the Making Headway Foundation, a 501(c)(3) charitable organization dedicated to the care, comfort and cure of children with brain and spinal cord tumors. The Fund was established by Fritz and Joanne Reisser to honor the memory of their 22 year-old son who died just short of achieving his dream of college graduation. Scott's family decided that the most fitting way to remember him was to help other young courageous brain and spinal cord tumor survivors achieve their own educational dreams.

Please feel free to write anything you think will help us get to know this applicant better. Please explain your relationship with the applicant, how long you have known him/her and in what capacity. The vast majority of young brain tumor survivors have had to overcome many obstacles—educational, social and emotional—in order to return to a “normal” life. We especially want to get some perspective from significant people in our applicants' lives about how the applicant has dealt with the oftentimes daunting challenges they have faced. You are welcome to include any academic, social, or personal achievements you have seen from the applicant. In addition, feel free to write your honest opinion of the applicant, their potential, or anything else you think is applicable and appropriate.

Once your letter is completed (including name, title and contact information), please send it directly to us in the envelope provided to the following address:

Making Headway Foundation  
Scholarship Committee  
115 King Street  
Chappaqua, NY 10514

**DEADLINE FOR RECEIPT OF LETTERS IN OUR OFFICE IS May 1, 2023.**

Feel free to contact us at (914) 238-8384 with any questions or concerns you may have.