ORDER DONOR RECOGNITION CERTIFICATES

(PAOE Points if ordered by November 31st and Donors recognized at Chapter Meeting by December 31st)

Order Major Donor (\$500+) Recognition Items

All Major Donor Recognition Items not ordered by November 30th will be sent directly to Donor

Donor Recognition Certificate & Items Order Form Sample

*Forms will be mailed to you in August

	2008-09 Donor 1	Recognition			
	\$500+ Donor	s ONLY			
Please fi	ill out the requested information, along with any cord RP Coordi		il this form to	Candace DeV	aughn,
	Email: Cdevaughn@ashrae.org		Direc 678/53		
	Please ship the following items and the chapter's certificates to:				
	Items needed by:				
#	Donor Name	Contact Name	Chapter	Rec Item	07-08
				Bronze	
	R G Vanderweil Engineers Inc		BOSTON	Coin pr/plq	500
	SEI Companies	Mr Robert A Gracilieri	BOSTON	Bronze Coin pr/plq	500
		Mr Christopher J		Bronze Coin	
5140074	Richard D Kimball Company Inc	Cummings	BOSTON	pr/plq	500

Why should I order Donor Recognition items?

Donors like to hear "thank you" from their *local Chapter*. They are also more likely to give on a more consistent basis if they are thanked properly and in a timely manner.

DONOR LEVELS AND RECOGNITION

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^{*} ASHRAE Winter Meeting

^{**} Individual Honor Roll Donor begins at \$100



GIFT RECEIPT

Dear Investor:

Your support of ASHRAE is greatly appreciated. It is through financial leadership like yours that ASHRAE continues to sponsor industry related research projects, develop meaningful continuing education programs, endow undergraduate engineering scholarships, provide continued updating of standards and handbooks, and produce a variety of publications and industry resource materials.

Every dollar invested in ASHRAE, whether for research, education, endowments or other general operations, goes towards those endeavors. Please accept this letter as a temporary acknowledgement of your contribution since you will be receiving a formal tax receipt from ASHRAE in the near future.

A gift in the	amount of \$	was received on		
from				
to support:	As requested, your resear	arch investment h	ed for specific research projects. as been earmarked for the	
Again, thank Sincerely,	you for your industry lead	lership and suppo	ort of ASHRAE.	
Signed on be	ehalf of the		ASHRAE Chapter.	



Sample of Thank You letters sent to all donors from Headquarters.

Technology for a Better Environment

1791 Tullie Circle, NE • Atlanta, GA 30329-2305 USA • Tel 404.636.8400 • Fax 404.321.5478 • http://www.ashrae.org

September 16, 2009

ABC Inc. Mr. John Doe 123 Main St. New York, NY 12345

Dear Mr. Doe:

Thank you for ABC Inc.'s recent investment supporting ASHRAE's *research program*. It is through financial leadership and support like yours that this program remains a successful and viable endeavor for its members, the public, and the HVAC&R industry.

Every dollar contributed towards *ASHRAE Research* is spent on research projects. At any given time there are 80 or more projects being conducted under the Society's guiding support. When projects are completed, their findings are then made available to the public and the HVAC&R industry through various ASHRAE publications.

Please accept this letter as acknowledgement of your contribution, received on January 1, 2009 in the amount of \$250.00. This generous donation is in support of Research.

You were not provided any goods or services required to be reported for this contribution.

Again, thank you for your financial support and industry leadership.

Sincerely,

Patricia A. Adelmann, Manager

Patricia C. Welmann





May 17, 2007

ASHRAE 1791 Tullie Circle, NE Atlanta, GA 30329 Sample Thank You letter sent by a Chapter

Dear:

The East Texas Chapter of ASHRAE would like to thank you for your recent contribution to our Research Fund Raiser. Because of your participation and support in this event, it was considered very successful. The event raised \$6,000 through sponsorship, team participation, silent auction, and door prize give-a-ways.

Last year ASHRAE Society raised over \$8 million dollars for Research. Of those funds over \$760,000 was granted to Universities in Region VIII for heating, refrigerating, and air-conditioning research focusing on indoor air quality and building sustainability. Region VIII includes East Texas Chapter within Texas, Oklahoma, Arkansas, Western Louisiana, and Mexico.

Fundamentally, ASHRAE members contribute Research funds through dues, fund raising events, and expositions. Unlike other charitable societies, ASHRAE commits 100% of its Research funds towards projects focusing on human comfort, health, and safety within their living and working environment. All work within a Chapter is voluntary, which does not require overhead; therefore, all of your contributions directly affect the success of these fundraising events and applied research.

Again, thanks for helping ASHRAE Society maintain research funding for the HVAC industry proactive approach to human health, comfort, and safety.

Rhamy Morrison

ASHRAE Research & Promotion Chairman

Thanus hearing

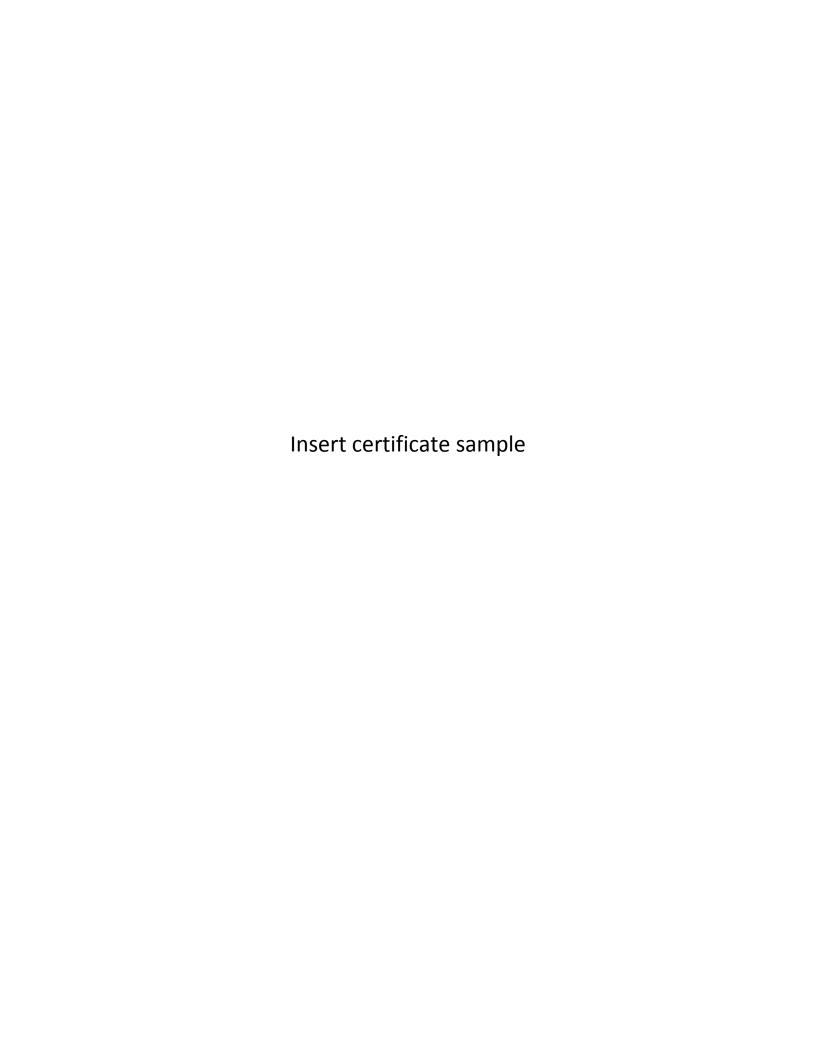
East Texas Chapter



Certificate of Appreciation

This certificate may be ordered by RP Chapter Chairs to recognize their Volunteer Committee, Members, or Special Event Committee Members.

Please contact Megan Hezlep at (404) 636-8400 ext. 1112 to order certificates.





Chapter Displays

Headquarters has table top displays available for Chapter use. These displays have three 20x34 panels and come in a carrying case that can be shipped as is. Displays can be requested for use at your Donor Recognition Night, RP Night, and Special Events.

Templates Available:

Regional Research Projects
YTD Donors
Foundation Display
"Green" Display
Consumer Center-IAQ
and...

pretty much anything else you can think of! We will help you design something new if we don't already have it available.

Printing the Displays:

All of the files we provide are saved as 10x17 documents and can be easily doubled to fit the 20x34 board. The printing can be done quickly and inexpensively at your local Kinko's or other print shop. In Atlanta, it costs about \$30 per page to have printed on plain white butcher paper.

Returning the Display:

We ask that all displays be returned as soon as your event is over so that we can have the display available for other Chapters to use. We include a prepaid FedEx shipping label to return your display to Headquarters. Simply affix the label to side of the case and drop it off at a FedEx location or have it picked up by a carrier, at your office for example.

These displays can be a great addition to your next RP Event!

Contact Candace DeVaughn at (404) 636-8400 ext. 1147 or cdevaughn@ashrae.org to request a display and files.

Chapter Display Samples...



Example of a two part donor listing

Thank you!

Golden Circle Donors (\$10,000 +)

ARTI

NEMI/TABB (Paul Piarazzi)

Silver Donors (\$1,000 - \$9,999)

Dominion Mechanical (William McAteer)

E.K. Fox (Kevin Fallen)

Bronze Donors (\$500 - \$999)

Enrique Astiz (CTA) Greenam Pederson Inc. (Lew Brode)

Havtech

Antique Donors (\$250 - \$499)

Meta Engineers

Drury Crawley, IV

With the support of thousands, ASHRAE Research would like to extend a special thank you to these the investors in the

National Capital Chapter and invite others to add their name to the 2008-09 Honor Roll of Investors

Honor Roll Level Donors (\$100 - \$249)

David Abrams
Douglass Abramson
Forrest Andrews, Jr.
Jerry Carson
Carl Collat
Dave Cooper
Benjamin Crowley
Kevin Fallin
William Freeborne
James Grant
Roger Kent Jones
Frank Kannapell
Mark Kuklewicz
Dunstan Macauley, III

Stephanie Mages Robert McDaniel

Christopher Murphy

Nika Technologies Mark Nelligan Kinga Porst Jerome Thomas Scanlan Tansu Sengezener Robert Shannon Scottie Williams

ASHRAE Supporters

Daniel Amon Steven Beatrice, Sr. Henry Borger Ehud Caspi Lester Clemons Eric Goodman Mark Kuklewicz Mark David Nelligan Clinton Phillips Mark Shell Hilario Silverio, Jr. Mike Taleghani Samuel Williams, Jr.

James Woods

Thank you!

With the support of thousands, ASHRAE Research would like to extend a special thank you to these the top investors in the <u>Kansas City</u> Chapter and invite others to add their name to the 2008-09 Honor Roll of Investors

\$1,000-\$5,000 Investor

\$500—\$999

Major Investors \$250—\$499

Quality Refrigeration Inc.

Honor Roll Level Investors \$249—\$100

Custom Air & Power Systems
Stuart Braden
Jim Burger
Blake Ellis
Jeffrey Ewens
Edward Fitzpatrick
Richard Hayter
Robert Hoisington
Kelly Johnson

Frank Schroer, III Greg Towsley James Van Hoecke, II Alfred Witteborg

ASHRAE Friends

Environmental Mechanical Contractors Heartland Mech Solutions Triangle Sales Inc. William Blackert Leonard Carr, Jr. Robert Curry Ralph Metcalf



K

We can incorporate your Chapter's graphics!



Example of a one page donor listing with "your name here" lines