

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 Recognition					
\$500+ Donors ONLY					
Please fill out the requested information, along with any corrections, and fax/email this form to Candace DeV Vaughn, RP Coordinator					
Email: Cdevaughn@ashrae.org			Direct Fax: 678/539-2147		
Please ship the following items and the chapter's certificates to:					
Items needed by:					
#	Donor Name	Contact Name	Chapter	Rec Item	07-08
	R G Vanderweil Engineers Inc		BOSTON	Bronze Coin pr/plq	500
	SEI Companies	Mr Robert A Gracilieri	BOSTON	Bronze Coin pr/plq	500
5140074	Richard D Kimball Company Inc	Mr Christopher J Cummings	BOSTON	Bronze Coin 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

Presented Golden Circle Commemorative Sculpture							
Individually recognized at President's Luncheon*							
Invited to President's Luncheon*							
Invited to Board of Directors Luncheon*							
Listed on special Display at President's Luncheon*							
Group photo published in spring issue of ASHRAE Insights							
Receives personalized shadowbox plaque							-----
Listed on RP Display in Registration							
Receives Gold ASHRAE Commemorative Coin & Plaque							
Receives Silver ASHRAE Commemorative Coin & Plaque					-----	-----	-----
Receives Bronze ASHRAE Commemorative Coin & Plaque				-----	-----	-----	-----
Receives Antique ASHRAE Commemorative Coin & Plaque			-----	-----	-----	-----	-----
Receives blue desktop coin holder		-----	-----	-----	-----	-----	-----
Listed in annual Investor Honor Roll							
	Honor Roll Donor** \$150-\$249	Major Donor – Antique \$250-\$499	Major Donor – Bronze \$500-\$999	Major Donor – Silver \$1000-\$2499	ASHRAE Associate \$2500-\$4999	ASHRAE Partner \$5000-\$9999	Golden Circle Donor \$10,000 +

* 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: ASHRAE Research
Gifts of \$1,000 or more may be earmarked for specific research projects.

As requested, your research investment has been earmarked for the

following project: _____

- ASHRAE Learning Institute ASHRAE Foundation
 ASHRAE General Fund

Again, thank you for your industry leadership and support of ASHRAE.

Sincerely,

Signed on behalf of the _____ ASHRAE Chapter.



ASHRAE

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>

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

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. Adelman, Manager



May 17, 2007

Sample Thank You letter sent by a
Chapter

ASHRAE
1791 Tullie Circle, NE
Atlanta, GA 30329

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 fund-raising 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.

A handwritten signature in cursive script that reads "Rhamy Morrison".

Rhamy Morrison
ASHRAE Research & Promotion Chairman
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.

Insert certificate sample



Research Promotion
Corporate Honor Roll 2008

Platinum

Waibel Energy Systems

Gold

Controlled Air, Inc.

Elitaire, Inc.

Ramsay-Cohron Mechanical Equipment

Starco

Stoermer-Anderson

Silver

Heapy Engineering, LLC

Uptime Solutions

Bronze

Allied Supply

BC&E Engineering

Contech Design

Patterson Equipment

Zimpher Sales

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	Nika Technologies
Douglass Abramson	Mark Nelligan
Forrest Andrews, Jr.	Kinga Porst
Jerry Carson	Jerome Thomas Scanlan
Carl Collat	Tansu Sengezen
Dave Cooper	Robert Shannon
Benjamin Crowley	Scottie Williams
Kevin Fallon	_____
William Freeborne	_____
James Grant	_____
Roger Kent Jones	_____
Frank Kannapell	_____
Mark Kuklewicz	_____
Dunstan Macauley, III	_____
Stephanie Mages	_____
Robert McDaniel	_____
Christopher Murphy	_____

ASHRAE Supporters

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

Thank you!

With the support of thousands, ASHRAE Research would like to extend a special thank you to these the top investors in the Kansas City 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	Honor Roll Level Investors \$249—\$100
Quality Refrigeration Inc.	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



↖
We can incorporate your Chapter's graphics!

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