

ASHRAE RP: Chair Action Items

Item	Due Date	Completed?	Notes
Plan monthly RP articles or spotlights in chapter newsletter	ASAP		
Plan year-to-date donor recognition in chapter newsletter	ASAP		
Plan RP Special Events, Calling Campaigns, and RP Nights at chapter meetings	ASAP		
Recruit chapter volunteers to help with the RP Campaign needs	Oct. 15 ★		
Request Donor Recognition items and recognize donors at a chapter meeting	Oct. 15 ★ Dec. 31		
Achieve Full Circle status for your chapter (and Full Circle Plus!)	Nov. 15 ★		
Host a Special Event	All Year ★		
Contact LYBUNT major donors	Dec. 1		
Reach 30% of goal	Dec. 1 ★		
Consult BOG about creating or giving to a chapter endowment	March 31		
Reach 60% of goal	March 31 ★		
Meet your chapter Scholarship Goal (on RP Spreadsheet)	March 31 ★		
RP Succession Plan	April 1 ★		
Reach 100% of goal	June 15 ★		
End of the campaign is June 30. Make sure ALL contributions have been sent to HQ.	June 20		

★ Please Note: due dates marked with a star are associated with earning PAOE points!



Please submit all special event and chapter gifts to Headquarters within one week of receipt!