

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 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. 31		
Reach 30% of goal	Dec. 31 ★		
Consult BOG about creating or giving to a chapter endowment	March 31		
Implement a LYBUNT and SYBUNT calling campaign (including major donors)	March 31		
Meet your chapter Scholarship Goal (on RP Spreadsheet)	March 31 ★		
RP Succession Plan	April 1 ★		
Reach 100% of goal	June 15 ★		
Contact all LYBUNTs to renew RP support	June 30		

★ 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!