

# 1. Start With a Plan

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**The following pages are important documents including:**

- WHAT'S YOUR GOAL?

# Campaign Goals

MY REGION'S GOAL: \$ \_\_\_\_\_

MY 2025-26 RP GOAL: \$ \_\_\_\_\_

MY DECEMBER 1 GOAL: \$ \_\_\_\_\_

MY MARCH 31 GOAL: \$ \_\_\_\_\_

MY SCHOLARSHIP GOAL: \$ \_\_\_\_\_

MY CHAPTER'S PREVIOUS RESULTS: \$ \_\_\_\_\_

OVERALL RP CAMPAIGN GOAL: \$ \_\_\_\_\_

## 2. Build Your Team

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The following pages are important documents including:

- VOLUNTEER COMMITTEE

# VOLUNTEER COMMITTEE WORKSHEET

Please use this form to list the members of your *Volunteer Committee*.

This form must be submitted to Headquarters by October 15 in order to qualify for PAOE Points.

RP Chair: \_\_\_\_\_

Chapter: \_\_\_\_\_

Date: \_\_\_\_\_

## VOLUNTEER NAME

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_
- 5) \_\_\_\_\_
- 6) \_\_\_\_\_
- 7) \_\_\_\_\_
- 8) \_\_\_\_\_
- 9) \_\_\_\_\_
- 10) \_\_\_\_\_
- 11) \_\_\_\_\_
- 12) \_\_\_\_\_
- 13) \_\_\_\_\_
- 14) \_\_\_\_\_
- 15) \_\_\_\_\_

The *Volunteer Committee* can be used for your chapter's Calling Campaigns (in November, March and May), special events, and for researching or contacting prospective donors.

### Send to:

Julia Mumford  
ASHRAE RP  
180 Technology Parkway NW  
Peachtree Corners GA 30092

FAX: 678-539-2147  
Email: RP@ashrae.org

## 3. Engage Early

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**The following pages are important documents including:**

- FULL CIRCLE SHEET

# CHAPTER FULL CIRCLE AWARD WORKSHEET

Contribution Deadline: November 15

Chapter Name \_\_\_\_\_

Date \_\_\_\_\_

Online?

<u>Title</u>	<u>Officer's Name*</u>	<u>Date</u>	<u>ID #</u>	<u>(Yes/No)</u>	<u>Amount</u>
President	_____	_____	_____	_____	_____
President Elect	_____	_____	_____	_____	_____
Vice President	_____	_____	_____	_____	_____
Treasurer	_____	_____	_____	_____	_____
Secretary	_____	_____	_____	_____	_____
RP Chair	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

\* If a position is not filled, write "N/A" for **Officer's Name**

**Please make sure these items are completed:**

**Full Circle:**

☐ Individual's name      ☐ \$100      ☐ November 15<sup>th</sup>

**Full Circle Plus:**

☐ Full Circle Complete      ☐ November 15<sup>th</sup>      ☐ On CIQ

Please copy this form to your RP RVC and  
to RP Staff at Headquarters  
RP@ashrae.org  
fax: (678)539-2147

## 4. Plan Your Year

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**The following pages are important documents including:**

- PAOE SHEET
- ACTION PLAN

# 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!*



# RP CATEGORY 2025-26 PAOE (STAFF ASSIGNS POINTS)

MINIMUM: 800 POINTS		PAR: 1050 POINTS
<b>Efficient use of volunteers' time:</b>		
<b>GOAL:</b> Contributions considered towards a chapter Goal include gifts to ASHRAE, YEA ASHRAE Learning Institute, ASHRAE Research, and Scholarships held by the ASHRAE Foundation. <b>EXCEPTIONS:</b> Foundation gifts made as part of routine ongoing Foundation Solicitations. A Chapter's Goal shall be set by each Region's DRC.		
<b>Option 1:</b>		
RP1	10 points; (1000 points maximum)	Earned by a chapter for each 1% of Goal attained – (100% of Goal) <b>OR</b>
<b>Option 2:</b>		
RP2	10 points	Earned for each dollar per area assigned member attained
RP3	20 additional points; (3000 points max)	For each dollar per area assigned member collected above the Society dollar per member Goal of <b>\$75</b>
RP4	15 points; (15 points maximum)	For Volunteer Committee Worksheet completed by <b>October 15</b> and sent to RVC and Staff. A minimum of 3 additional chapter members should comprise the RP Volunteer Committee
RP5	25 points; (25 points maximum)	For formal recognition of all Honor Roll level contributors from the prior year's campaign before <b>December 31</b> (Note: Recognition items must be ordered from headquarters by <b>September 1</b> to qualify)
RP6	100 points; (100 points maximum)	For Chapter Full Circle Award (by <b>November 15</b> ) ; (emerging economies to pay \$50 per officer to achieve Full Circle)
RP7	10 points	Per Chapter BOG member who contributes at the Full Circle level by <b>November 15</b> , helping the Chapter achieve "Full Circle Plus." These points are only given if the Chapter completes the Chapter Full Circle.
RP8	200 points; (400 points maximum)	200 points for meeting or exceeding 30% of Goal by <b>December 1</b> ; 200 points for meeting or exceeding 60% of Goal by <b>March 31</b>
RP9	25 points; (50 points maximum)	For the RP promotional chapter meeting held after <b>December 31</b> (Note: 25 points for RP promotion and 25 points for promotion of Research/RAC)
RP10	100 points; (100 points maximum)	For workshop attendance by current RP chair or RP co-chair (as listed on chapter roster) at an RP Committee approved RP training workshop
RP11	100 points; (100 points maximum)	For attendance by the current RP Chair or RP co-chair (as listed on chapter roster) at the CRCs minimum 2 hour RP workshop if Centralized Training is also attended
RP12	50 points; (50 points maximum)	For meeting or exceeding scholarship Professional Development goal (by <b>March 31</b> )
RP13	100 points (100 points maximum)	For a succession plan for RP chair submitted to RP Staff and RVC by <b>April 1</b> . Outgoing RP Chair to include the Succession Planning Training Template in the succession plan.
RP14	500 points; (500 points maximum)	For chapters who have reached goal (based on receipts at headquarters) by <b>June 15</b>
RP15	300 points; (300 points maximum)	For reaching Challenge Goal (105% of <i>High Five</i> or 120% Goal)
RP16	250 points	For each new Golden Circle level or higher investment acquired and credited to the chapter (as determined by the RVC & RP ExCom guidelines).
RP17	200 points; (200 points maximum)	Apex Award
RP18	150 points	For each renewed Golden Circle or higher investment acquired and credited to the chapter (as determined by the RVC & RP ExCom guidelines)
RP19	100 points	For new <i>High Five</i> level of contributions
RP20	50 points (no maximum)	Per Special Event held by a Chapter where over 75% of profits are donated to the RP Campaign. (To qualify as a Special Event profits must meet or exceed \$500 for in-person events; \$100 for virtual events.) (For emerging economies to qualify, Special Event profits must meet or exceed \$250 for in-person events; virtual events do not qualify.)
RP21	50 points (no maximum)	For each endowed contribution (\$1,000 minimum)

**RP CATEGORY 2025-26 PAOE (STAFF ASSIGNS POINTS)**

RP22	10 points (no maximum)	Per \$ per/member for chapters who meet or exceed \$50 per/member and reach or exceed Goal (\$25 per/member for emerging economies)
RP23	50 points (200 points maximum)	Per 10% growth in number of donors at the end of fiscal year above starting point. Add additional points for first time donors and those who have not donated in the last three years.
RP24	10% - 100 points; 15% - 150 points; 20% - 200 points	For chapters that receive donations from 10% or more of their area assigned members.
RP25	50 points; (50 points maximum)	For communicating current list of research projects in your region via chapter website, newsletter, social media, or other form of communication
RP26	15 points; (100 points maximum)	For chapters that conduct an RP announcement at a chapter meeting. This announcement should follow a template: campaign update, thank donors, announce upcoming events.

## 5. Know Your Donors

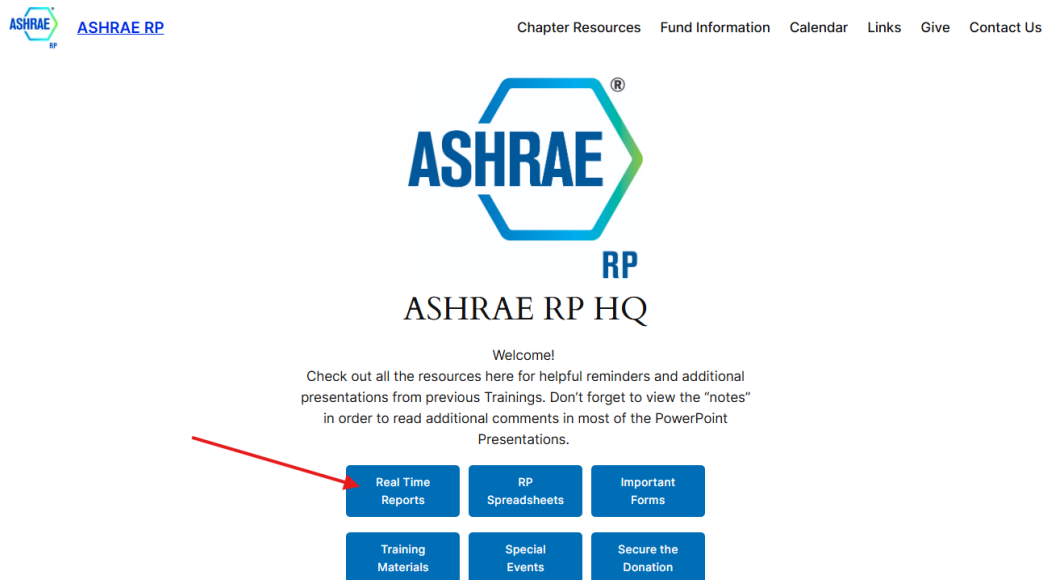
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**The following pages are important documents including:**

- RUNNING REPORTS

Running your donor reports is something you will do multiple times a month. Luckily, it's quick and easy!

Go to the private RP page - **www.ashraerp.com** - and select the box labeled *Real Time Reports*



And choose which report you want to run!

10 Year History: Track your Chapter's LYBUNTS, SYBUNTS & New Donors	<a href="#">10 Year History</a>
Donor Detail: All donations made to your Chapter's current RP Campaign	<a href="#">Donor Detail</a>
Chapter Officers (Full Circle): See who has already helped your chapter reach Full Circle	<a href="#">Chapter Officers</a>
Regional Officers (RP-RVC Only)	<a href="#">Regional Officers</a>
RP ExCom Reports (RP ExCom Only)	<a href="#">RP ExCom Reports</a>