EXAMPLES OF TRIBUTE LETTERS

St. Joseph Hospital of Orange:

DATE

«PriAdd» «AddrLn1» «AddrLn2» «AddrLn3» «AddrCity», «State» «Post_Co»

Dear «PriSal»:

We at St. Joseph Hospital are deeply grateful for your generous support of our services and programs. Please know that we acknowledge and appreciate your friendship.

At a time when philanthropy is increasingly vital to our success community support has enabled St. Joseph Hospital to not only maintain, but also further expand and enhance our exceptional quality of service. Your recent contribution demonstrates how concerned individuals can make the difference in providing our patients with superior care well into the future.

Our mission to provide the finest possible health care in a healing, compassionate environment is at the very heart of all that we do. Through the philanthropic investment of our community, we continue to reach even higher levels of excellence in medical care, outreach, education and research.

Thank you for your partnership as we continue our efforts to provide the highest quality, patient-centered health care.

Sincerely,

Larry K. Ainsworth President and Chief Executive Officer

St. Peter's College

January 4, 2008

Dear xx,

xx has received and acknowledged three (3) contributions from your brother Ed; one contribution is in your honor, and the other two (2) in your parents' memory which have been credited to the xxx.

We hope you enjoyed your holiday and wish you a prosperous and healthy New Year!

Should you have any questions, please feel free to contact me directly at 201.761.6112 or at jcampbell1@spc.edu.

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Regards,

Jenny Campbell Advancement Officer for Gift Stewardship & Donor Response

St. Mary's General Hospital Foundation

Letter 1:

Dear

On behalf of everyone at St.Mary's, I would like to express our heartfelt condolences to you and your family at this time.

We are honoured to share in keeping the memory of **XX** alive through the memorial donations received by our Foundation.

While no words can ease your loss, we hope that these gestures of sympathy will be a comfort to you. The healthcare we provide at St. Mary's is certainly enhanced by this generosity. Please find attached a list for your records of all those who have made a memorial donation.

You are in our thoughts and prayers,

Letter 2:

Dear «Salutation»:

On behalf of the St. Mary's General Hospital family, I extend our sympathy in this time of loss.

In making this gift to St. Mary's Hospital, you are not only supporting a healthy future for the community, you are recognizing «HonourMemorial Name 1» in a very special way.

We are honoured to direct this gift to the «Fund description 1» fund and to inform the family of your thoughtful gesture. Please find your tax receipt enclosed. Should you, in the future, require further information about honouring a loved one, we would be happy to assist you in any way.

With heartfelt gratitude,

Letter 3:

On behalf of the St. Mary's General Hospital family, I extend our sympathy in this time of loss.

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In making this gift to St. Mary's Hospital, you are not only supporting a healthy future for the community, you are recognizing «HonourMemorial Name 1» in a very special way. đ

We are honoured to direct this gift to the «Fund description 1» fund and to inform the family of your thoughtful gesture. Please find your tax receipt enclosed. Should you, in the future, require further information about honouring a loved one, we would be happy Pelations Protes to assist you in any way.

With heartfelt gratitude,

Sincerely,

Mount Union College

Date

Address

Dear [Name],

On behalf of Mount Union College, I would like to thank you for your recent gift of [Gift Amount] to [Name of Fund] in memory/tribute/honor of [Name]. We will pass along your name to the family so that they are aware of your gift.

Traditionally, tribute gifts are recognized in the Mount Union College Annual Report. Should you wish that your gift remain anonymous, please contact Crystal Johnson at (330) 823-2292 or johnsocd@muc.edu for assistance.

Mount Union College offers a liberal arts education grounded in the Judeo-Christian tradition. The College affirms the importance of reason, open inquiry, living faith, and individual worth. Mount Union's mission is to prepare students for meaningful work, fulfilling lives, and responsible citizenship.

A receipt is enclosed for your records; all gifts to Mount Union College are tax deductible to the fullest extent allowable by law.

Sincerely,

Susan K. Denning Director of Stewardship and Grants

Clark University

IMO/IHO Acknowledgements Proposed Protocol

1. Once per week the Major Gifts Assistant will run two lists:

- a. One for tribute donors who have not been acknowledged (based on the gift record)
- b. One for tribute funds that have received gifts
- 2. Each donor will receive a tribute note card with the following text:

On behalf of Clark University, thank you for your kind gift, <<in honor/in memory>> of <<Tribute Name>>.

University Advancement greatly appreciates your thoughtful tribute.

3. Each fund contact will receive a tribute note card with the following text including the names and address of fund donors:

In Honor of:

Clark University has received with gratitude a contribution from <<Donor Name, Donor Address>>

In Your Honor

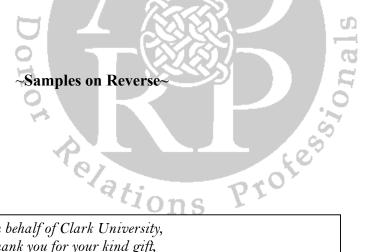
In Memory of:

Clark University has received with gratitude contributions from

<<Donor Name, Donor Address>> <<Donor Name, Donor Address>> <<Donor Name, Donor Address>> Ī

> In memory of your loved one <<Tribute Name>>

4. The gift record attached to the prospect will read acknowledged once the report has been generated and the note cards have been sent.



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Donor Sample Text

On behalf of Clark University, thank you for your kind gift, in memory of John Smith.

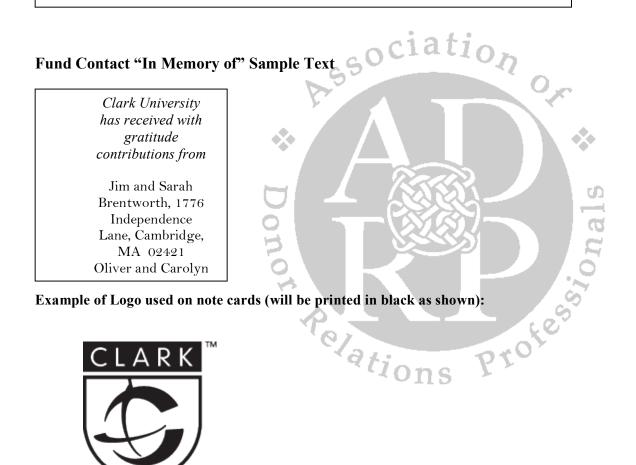
University Advancement greatly appreciates your thoughtful tribute.

Fund Contact "In Honor of" Sample Text

Clark University has received with gratitude a contribution from

Jane Doe, 25 Smith Road, Newton, MA 02458-2439

In Your Honor



Cedars-Sinai Medical Center

4 example letters – attached under separate cover

Hey there, Tina.

I just re-wrote a bunch that Adv Services now uses in the RE7 letter merge. See attached

for memorial and honorific tribute letters. These are used for gifts under \$250. We are actually still writing personal notes to donors of \$250 and above.

Erika

National Rifle Association

Hi Tina,

Here is the configuration language I programmed in RE for tribute letters. These windows show the coding when you click "field codes" in Tools > Options. I set these up in the Config > letters section – but they are technically just exports. If you try and use the "mail" toolbar to run these you are too limited in what you can run. Lalso have a different letter programmed for the acknowledgee letter. Knowing how to do "If, then, else" statements in Export makes letters much easier – I stopped using the "mail" function years ago precisely because of tribute letters. Does this help? Call me if you think this will help you and I'll be glad to explain more. 703-267-1128.

Thanks,

Aaron



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P.S. We hope you can join us at the NRA Annual Meeting & Exhibits in Phoenix, AZ from May 15 to 19, 2009. For hotel booking information please call 866-799-8898 or visit www.nraam org.	
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