IALD EDUCATION TRUST DONATION RECOGNITION PLAN
GUIDELINES FOR RECOGNITION OF DONATIONS

The IALD Education Trust is tremendously grateful for donations that help to ensure and enhance the future growth and development of the independent lighting design profession. The IALD Education Trust expresses this gratitude and recognizes these donations via the plan outlined below.

LEVELS OF GIVING
Monetary donations to the IALD Education Trust are recognized at the following levels of giving:

- $100 – $149 USD
- $150 – $499 USD
- $500 – $999 USD
- $1,000 – $1,999 USD
- $2,000 – $4,999 USD
- $5,000 – $9,999 USD
- $10,000 USD or more

METHODS OF RECOGNITION
Donors will be recognized via the following methods:

1. **Mailed letter of acknowledgement**: may be used for tax purposes
2. **Web site**: donor roll is updated quarterly on the IALD Education Trust web site
3. **Donor roll card**: printed card distributed at the IALD Education Trust Benefit Dinner during LightFair (LF) that lists donors from the previous fiscal year and months leading up to LF
4. **Rotating slides**: donors are listed on the rotating PowerPoint slides that play during LIGHTFAIR International, the IALD Education Trust Benefit Dinner or the IALD Enlighten Americas conference
5. **IALD Education Trust President’s address**: time permitting, major donors ($5,000 USD or more) are announced in the IALD Education Trust President’s Address during the IALD Education Trust Benefit Dinner

Donations to the IALD Education Trust are recognized according to the following guidelines:

- Monetary donations less than $100 USD are not individually recognized;
- Donors are only recognized online and in print if they have paid; and
- Donors are recognized by level of giving in order of descending amount.
IALD EDUCATION TRUST DONATION RECOGNITION PLAN
RECOGNIZING GENERAL MONETARY DONATIONS

General monetary donations are received throughout the year and are made by check, credit card or cash. Cash donations can only be recognized if the name of the donor is recorded.

General monetary donations in the amount of $100 USD or more are recognized as follows:

- **Mailed letter of acknowledgement**
- **Web site**: donor roll is updated quarterly on the IALD Education Trust web site
- **Donor roll card**: listed by name on printed card distributed at the IALD Education Trust Benefit Dinner during LightFair (LF) International that lists donors from the previous fiscal year and months leading up to LF
- **Rotating slides**: donors who make donations of $100 USD or more between 1 January and two weeks prior to the annual IALD Enlighten Americas conference are listed on rotating IALD Education Trust PowerPoint slides at the conference
IALD EDUCATION TRUST DONATION RECOGNITION PLAN
RECOGNIZING DONATIONS FOR THE IALD EDUCATION TRUST BENEFIT DINNER

DONATIONS MADE BEFORE LightFair (LF)
Four weeks before LF, donors who made donations during the calendar year preceding LF are contacted to verify how their donations should be designated. Donations over $100 USD that are designated for the Dinner are recognized as follows:

- **Mailed letter of acknowledgement**
- **Web site:** listed by name in donor roll
- **Donor roll card:** listed by name on printed card distributed at the IALD Education Trust Benefit Dinner during LF that lists donors from the previous fiscal year and months leading up to LF
- **Rotating slides:** donors who make donations before LF are announced on the rotating PowerPoint slides that play at the IALD booth and IALD Education Trust Benefit Dinner at LF
- **IALD Education Trust President’s address:** time permitting, donors who make major donations ($5,000 USD or more) that are designated for the Dinner are announced in the IALD Education Trust President’s Address during the IALD Education Trust Benefit Dinner

DONATIONS MADE DURING LightFair (LF)
Donations over $100 USD made during LF by **credit card or check** are recognized as follows:

- **Mailed letter of acknowledgement**
- **Web site:** listed by name in donor roll
- **Donor roll card (following year):** listed by name on printed card distributed at the IALD Education Trust Benefit Dinner during LIGHTFAIR International that lists donors from the previous fiscal year and months leading up to LFI

DONATIONS MADE AFTER LightFair (LF)
All donations over $100 USD made after LF that are designated for the Dinner are recognized as follows:

- **Mailed letter of acknowledgement**
- **Web site:** listed by name in donor roll
- **Donor roll card (following year):** listed by name on printed card distributed at the IALD Education Trust Benefit Dinner during LF International that lists donors from the previous fiscal year and months leading up to LF
- **Rotating slides:** donors who make donations after LF are listed on the rotating IALD Education Trust PowerPoint slides at IALD Enlighten Americas