

I²SL Chapter Resources

Spring Clean Your Chapter Best Practices



Dear I²SL Chapter Officers,

We are glad so many of you joined us for the Chapter Officer call in January. You may see the attached summary if you were not able to make the call. We deeply appreciate the experience and enthusiasm you bring to the organization. With successful trainings and events, fresh ideas, and an engaged community, 2019 will surely be another great year for the I²SL community.

Below are a few reminders, so feel free to save this email so you can have this information readily at hand.

We're Getting Mystery Money...Please Use the Chapter Payment Form!

- Don't let your next sponsorship check turn into mystery money—send us a [Chapter Payment Form](#) so I²SL HQ can process your payment quickly and accurately.
- A Chapter Payment Form should accompany all payments to I²SL. You may submit the form with a payment you are sending to I²SL HQ or submit the form prior to I²SL HQ receiving a payment directly from a sponsor. Please remember to include your chapter's name at the top.
- This one-page form is as easy as 1-2-3! First provide the payee contact information, then the payment information, and finally the payment type.

View PDF Chapter Payment Form

I²SL, [Chapter Name] Chapter Payment Form

1. Payee Contact Information

Name _____
Organization _____
Address _____
City/State/Zip _____
Phone _____ Email _____

2. Chapter Payment Information

Payment Description:
 Sponsorship
 Chapter event registration
 Other _____

Payment Amount: \$ _____

3. Payment Type

Credit Card

Please provide a contact name and phone number below and an I²SL representative will contact you for payment information.
Name _____
Phone _____

Please email a copy of this completed form to I²SL at info@i2sl.org

Please note: Credit card charges will show a charge from "charity/social services organization." Please advise your accounting department of this fact.

Check (Payable to "International Institute for Sustainable Laboratories")

Please mail a copy of this completed form and the check to I²SL, c/o ERG, 2100 Wilson Boulevard, Suite 510, Arlington, VA 22201.

Because I²SL is a 501(c)(3) nonprofit organization, sponsorship contributions are eligible for a tax deduction. Please check with your financial advisor or accounting department for more information. A W-9 form may be requested of I²SL at 801-712-7429. Payments may be made to I²SL HQ at info@i2sl.org.

4. Confirmation

You will receive confirmation of your payment from I²SL HQ via email within two weeks of I²SL HQ's receipt payment. Thank you for supporting the I²SL Chapter!

Got Plans? The Event Report Form Is Now Easier Than Ever to Complete!

- Remember: I²SL needs notification of your recent events to determine chapter event income, expenses, and attendees to add to our network. We have shortened and simplified the [Chapter Event Report Form](#) to include just these three items.

- Within 30 days of an event, complete and submit the Chapter Event Report Form to provide I²SL HQ with information on any monetary transactions and an attendee list.

You can find both these forms, templates, tools, and information on the [Chapter Resources page](#).

O&M Lab Ventilation Management Training Receives Very Positive Reviews

3Flow offers a training program in conjunction with I²SL targeted to operations and maintenance personnel who work in critical environments. When the University of Illinois at Chicago held the training, participants noted how well-organized and helpful the information presented was. One participant wrote, “This has been the most beneficial training that I have received at UIC. If we continue to receive training like this we as engineers and supervisors can work more efficiently and effectively.” The next training session is March 19-20 in Cary, North Carolina. [Sign up](#) or [learn more about future workshops](#) today!

Thank you for your continued support of I²SL! Feel free to reach out with questions.

[Hannah Berman](#), ERG
I²SL Chapter Coordinator

Connect with I²SL: info@i2sl.org | www.i2sl.org | 703.841.5484

