



<https://vtastro.org>

To Event Organizers,

Thank you for having the Vermont Astronomical Society (VAS) to your event. We enjoy bringing astronomy to the community by sharing our knowledge and equipment, this is our mission.

To help us continue that mission, we ask that you write an acknowledgment letter to reflect our involvement in your event. These letters help us show our community outreach. They also assist us in receiving funds for projects and events.

There is a sample letter on the back you can use as a template. The letter should include the following information:

1. Date, location, name and brief description of the event that VAS participated in.
2. Names of the VAS members that were involved in the event.
3. An estimate of how many people came to the event.
4. The number of hours the members were there including setting up and breaking down the equipment.
5. How successful the event was, people's comments, etc.
6. If your organization has a stationary location, please use it for this letter.
7. Be sure to sign the letter, give your title, and name of the organization.
8. Mail the letter of acknowledgment to:

VAS
PO Box 782
Williston, VT 05495

We appreciate you helping us to continue our community involvement in bringing the wonder of the stars to everyone.

Sincerely,

Jack St. Louis, President
Vermont Astronomical Society

To Vermont Astronomical Society (VAS),

Thank you very much for participating in our _____
event on _____ at _____

Our event was about _____

Approximately _____ people participated in this event over a period of _____
hours.

Your comments: _____

The following comments were made by visitors (if any):

We appreciated VAS members _____ ,
_____, _____ ,
_____ and _____
sharing their knowledge and equipment.

We look forward to having you back again.

Thank you,

_____ (Sign and) _____ (Date)

[Title]

[Organization]