Thank You Instructions for Donated Sets

Here are some suggestions for how to acknowledge the donated MIT Edgerton Center Protein Set (from Novartis) and DNA/RNA Set (from BNY Mellon):

1. Send the thank you from your school as well as from the classroom teacher. You can send either a signed letter by mail or an email message. Using school letterhead and having a principal or science head sign along with the teacher is great.

2. Please include a couple of sentences about your school and why you needed the set along with your thank you. Mention that you have received teacher training with the set. Additionally, imagine what else the donor might like to know about your school. Photos of your students using the set are also wonderful to include if you have them.

3. The email or letter to Novartis (Protein Set) should be addressed and sent to:

   Kara Cournoyer, Communications Manager  
   Novartis Institutes for BioMedical Research, Inc.  
   200 Technology Square  
   Cambridge, MA 02139 USA  
   Email: kara.cournoyer@novartis.com  
   Please Cc: kathymv@mit.edu

4. The email or letter to BNY Mellon (DNA/RNA Set) should be addressed to:

   Mr. Timothy Dinneen  
   Vice President, Global Philanthropy  
   Bank of New York Mellon

   and sent to:

   Amanda Mayer  
   MIT Building 10-110  
   77 Massachusetts Ave  
   Cambridge, MA 02139  
   Email: angruhl@mit.edu  
   Please Cc: kathymv@mit.edu