

Frequently Asked Questions Twin Portals Project and the Tree of Life

1. What is the goal of the Tree of Life?

It is a way of acknowledging contributions to the Twin Portals Project by having your name as a donor/s, and/or those you wish to honor or memorialize, inscribed on a leaf or rock or trunk in the Tree of Life.

2. What does the Tree of Life look like?

It is a two-dimensional graphic presentation of a tree.

3. Where is the Tree of Life located?

The trees are on the north and south walls in the lobby of the Portal West building. Each tree has room for 350 leaves, six rocks and a trunk for a total of 700 leaves, 12 rocks and two trunks altogether.

4. Are there still available leaves? If so, how much for a leaf?

Yes, there are plenty of leaves left. You can buy a leaf by giving a contribution of at least \$1000.00.

5. Are there any more rocks?

No, they are all taken by individuals and groups who paid \$5000.00 for each.

5a. What is the story about the trunks?

The South Trunk honors the gift of \$100,000 donated by Drs. Enrico and Esther Sobong. The North Trunk is a project of the OSA Society (OSA for Outstanding Sillimian Awardees) For more information on this project, go to the OSA Trunk page of the SUACONA website. Log on to www.suacona.com and click OSA Trunk.

6. How much text am I allowed to write on a leaf?

While no number limit has been imposed, it only makes sense to be economical. About 60 characters including spaces should be a reasonable upper limit for the leaf, which measures 10.5 inches wide and 4.2 inches tall. We were able to have a few more words and lines for a rock because it is larger. Obviously, in both cases, the less characters, the easier to fit them in and the more visible the writing.

7. Is there a limit to how many leaves I can qualify for?

No, there is no limit on how many leaves you can qualify for. But there is a limit of 350 leaves to each tree. As soon as there are 700 donations of at least \$1,000 each, and twelve donations of \$5000 each, the Tree of Life project is complete.

8. I don't have \$1000 but I still would like to contribute toward the project. Can I do that?

Yes, by all means. All donations of any size are appreciated and will be acknowledged.

9. Suppose I donate a large amount, is there a way my donation will be acknowledged at the Tree of Life?

At present, the only way to do it at the Tree of Life is for you to buy multiple leaves. Two plaques for large donations are on the two Tree of Life trunks but both are already taken.

10. Who can participate in the Tree of Life?

All Silliman alumni and friends are encouraged to participate.

11. Where will the proceeds of this project go?

Money raised for this project will go to pay for the construction of the Portal West building that is located beside the Gate of Knowledge along Hibbard Avenue in Dumaguete City. This is a creative and visionary form of entrepreneurship by Silliman University. Space in the building is being rented out to commercial companies and Silliman is committed to using the proceeds toward its annual budget to fund a variety of projects such as scholarships, faculty and staff development, campus improvements and other university-level academic programs.

12. Is there a Silliman body created with the specific duty of overseeing the management of the Portal West building?

Yes. The current manager of the Portal West building is Abe Cadelina, who is also the architect of the Tree of Life. He is supported by a committee designated by Silliman.

13. Where can I get additional information about the project and get updates on its progress?

Log on to www.suacona.com and click on Twin Portals Bldg. You can see photos of the building progress in the website's Photos section and by clicking the Powerpoint presentation.

14. Now that I have decided to participate in the Twin Portals project, what do I do next?

Download the donor form from the SUACONA website and print it. Be sure to fill the form completely and send with your check. If you are a U.S. based donor, write a check payable to the United Board for the amount you wish to contribute. On the memo line, be sure to write "Silliman Portals Project" so that the United Board can correctly designate your donation. Be sure to follow the instructions in the donor form about mailing the form and check to United Board but first making a copy of the form and mailing it to Silliman. If you reside in the Philippines and wish to contribute in pesos, contact Silliman for instructions.

15. Is my donation tax deductible?

Your donation is tax deductible to the full extent allowed by law. An appropriate tax receipt will be issued to you as soon as the United Board receives your donation.

16. What about those of us who are living in Canada? How will we send our contributions? And will we get tax deductions like those in the States?

As of now, there is no counterpart in Canada of the United Board that will give you tax exemption. The best way for Canadian donors is to use the credit card option as provided for in the form.

17. How can the writing on my leaf be seen when the tree is so tall?

Obviously, the closer to the ground your leaf is, the easier the writing can be read by the naked eye. That is why the earlier you buy your leaf, the better your leaf's position will be. However, there is another way that the inscription on your leaf can be read. At the lobby, there is an interactive screen in which the names of all donors are listed. The location of your leaf and a facsimile of your leaf with corresponding inscription will be seen. For an additional contribution, the interactive screen can contain information about donors, memorialees and honorees or other information of your choice. This is called the Extra Page Option, for which you can download the form from the SUACONA website.

18. Can I give my donation in installments?

You can take as much time as you want. Bear in mind though that your leaf will be placed on the tree once you have paid the whole amount and the position of your leaf will be based on the date of the final payment. Given this, it is strongly advised that you hold off until you have the whole amount before sending it or else use the credit card option.

19. The flipside of the new donor form has a scale size leaf where I can customize the appearance of my leaf. How much text can I write and where do I write it?

Write your text on the blank lines. Remember that the more characters you put in, the smaller the font and the less readable by the naked eye. We suggest 60 characters including spaces more or less. You may have to make some hard choices on what to include and what to exclude and which text to emphasize.

20. How will you determine where my leaf or rock will be located on the Tree of Life?

We observe the rule of First Come First Served, meaning the earliest purchases get the best positions. The Tree of Life design was drawn up by Silliman's Abe Cadeliña and he numbered the leaves of each of the two trees according to visibility as you stand at the lobby. Check the SUACONA website for his drawing of the two trees. If you are able to zoom in, you will see the numbers on the leaves as well.

21. How does the Interactive Screen work?

When you (or your friend or relative or representative) enter the Portal West building, you will see the Interactive Screen at the center of the lobby. One of the menus will be a list of all donors. Find your name and click or touch it. If you bought a leaf, the screen will show your leaf with its inscription and will indicate where on the tree your leaf is

located and which tree. If you bought a rock or applied for the Extra Page option, the screen will offer more information, the amount and content of which will be determined in consultation with the donor.

22. I gave less than \$1000. Will my name still be included in the list of donors on the Interactive Screen?

Yes.

23. So can I upgrade to a leaf or higher?

Absolutely. There are still plenty of leaves but no more rocks. The amount you have given so far is in our master database and all you need to do is to make up the difference toward your leaf.

24. Suppose I do not buy a leaf but I still want information about me and my honoree or my memorialee on the Interactive Screen. Is that possible?

No, you have to buy at least a leaf to qualify for the Extra Page.

25. Is there a deadline for buying leaves and Extra Pages?

Silliman will continue to receive donations and offer leaves till they are all sold out. The aim is to make the Portal West building's construction cost completely free of any lien or debt, thus accomplishing its intended purpose of generating non-tuition revenue immediately. One thing you should know: it takes at least three weeks to craft a leaf made of stainless steel and additional time to etch your inscription. So if you are planning to visit the campus and expect to see your leaf on the Tree of Life when you are there, send your donation early.

26. Is SUACONA currently involved in the Tree of Life project?

Not officially. SUACONA through its Tree of Life Committee ran it until July, 2009 when it turned the project over to Silliman University. The current contact person at Silliman on this project is Mr. Jose Mari "Jojo" Antonio, Institutional Advancement Officer. SUACONA helps by making available its communications media such as its website and e-list. To contact Jojo Antonio, write to him at iao.silliman@gmail.com.

To get the new donor form, log on to www.suacona.com, click the TwinPortal Bldgs link on the left side of the page and click the Donor Form (Download) link. Or take this shortcut: <http://www.suacona.com/clients/16856/File/TOLdonorform6.pdf>

If you have any questions regarding how United Board handles donations for this and other projects, write to Miss Shanna Hamilton at shamiton@unitedboard.org.