

ADVANCEMENT SERVICES ACKNOWLEDGMENT LETTER POLICIES

Responsible Office:	Signed by:	Gift Range & Source	Preparation Info:
Gift Processing	Vice Chancellor, Advancement (AVC/Appropriate Leadership)	All Gifts	Receipt sent to “legal” donor by Gift Processing. Receipt includes a template thank you message crafted by Stewardship.
*Advancement Staff	Various Deans/Directors	All Gifts, typically \$100+	Varies; prepared by Advancement staff in benefiting department/division.
*Advancement Staff & Donor and Fund Stewardship	Various Appropriate Leadership	Memorial and Honorific Gifts	Varies; prepared by Advancement staff in benefiting department/division. Stewardship prepares monthly tribute report to assist areas in preparing tribute acknowledgments.
Chancellor’s Associates	Chancellor	All Chancellor’s Associates Gifts	Prepared by Chancellor’s Associates staff.
Donor and Fund Stewardship	Chancellor	Gifts up to \$9,999 First-Time Donor	Stewardship sends a template thank you message from the Chancellor. This includes cash-in gifts without benefits (monthly).
Donor and Fund Stewardship	Vice Chancellor of Health Sciences, Dean of School of Medicine, or Director of Moores Cancer Center	Gifts up to \$9,999 Health Sciences Annual Giving	With some exclusions, these letters are prepared by Stewardship (monthly).
Annual Giving / Donor and Fund Stewardship	Alumni Board or selected Alumni	Gifts up to \$9,999 Alumni	Thank you email prepared by Annual Giving. Thank you cards for alumni who don’t have email prepared by Stewardship (monthly). Excludes pledge payments.
Donor and Fund Stewardship	Appropriate Associate Vice Chancellor of Advancement	Gifts \$10,000 to \$99,999 Individuals; Family and Local Private Foundations	Thank you card prepared by Stewardship in consultation with Prospect Manager and/or Senior Advancement Officer in area (weekly).

* Sending acknowledgments is a recommended best practice, but at the discretion of the Department.

** Note: Gifts for events/memberships of all amounts are handled on a case-by-case basis in Advancement.

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Donor and Fund Stewardship	Chancellor	Gifts \$100,000+ Individuals; Family and Private Foundations Gifts \$500,000+ Corporations, Public Charities, Other Organizations	Thank you letter prepared by Stewardship in consultation with Prospect Manager and/or Senior Advancement Officer in area (weekly).
Donor and Fund Stewardship	Foundation Board Chair	Gifts \$5,000+ Current Trustees Gifts \$250,000+ Individuals	Thank you card prepared by Stewardship (weekly). Excludes pledge payments.
Donor and Fund Stewardship	Associate Vice Chancellor, Annual Giving	Varies Alumni Board Members	Thank you card prepared by Stewardship (weekly).
Donor and Fund Stewardship	No signatory on post card	Varies Matching Gifts	Stewardship sends postcard to individuals when a matching gift is received (monthly).
Donor and Fund Stewardship	Assistant Vice Chancellor, Advancement Services	Varies Donor Advised Fund Gifts	Stewardship sends a letter to individuals when gifts from their Donor Advised Fund are received (weekly).

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