Office of Gift Policy Administration and Donor/Fund Stewardship

<table>
<thead>
<tr>
<th>Team Member</th>
<th>Questions related to...</th>
</tr>
</thead>
</table>
| Corinne Cramer, Alyssa Brambila | • Endowed Chairs  
                                 • Namings; Naming Opportunities  
                                 • Presidential Items/Letters  
                                 • Support Groups  
                                 • Donor Recognition |
| Corinne Cramer, Luiz Ferreira | • Gift Agreements and Proposals  
                                 • Gift Policy  
                                 • Allocation/Reallocations |
| Carla Velasquez, Maggie He, Lynn Nguyen | • Gift Fund Financial Data, Spending Compliance  
                                 • STAR Reporting Dashboard and Training  
                                 • Annual Endowed Fund Reports  
                                 • ESP and Papersave (stewardship related)  
                                 • Ad-hoc gift fund or giving reports  
                                 • Quarterly Gift Fund Reports by Division/Department  
                                 • Lifetime Giving Reports |
| Victoria (Tori) Tejera, Adrienne Hamilton | • Chancellor Acknowledgment Letters  
                                 • AVC Acknowledgment Letters  
                                 • Impact Reports  
                                 • Training: Gift Acknowledgments, Name Formats  
                                 • Scholarships – student thank you letters  
                                 • Liaison with Student Financial Services |
| Vacant                        | • Honor and Memorial Gifts  
                                 • First Time Donor Acknowledgments  
                                 • Matching Gifts  
                                 • Milestone Tracking |

Contact Information:

Alyssa Brambila:  
abrambila@ucsd.edu, (858) 534-8196
Corinne Cramer:  
ccramer@ucsd.edu, (858) 534-8888
Luiz Ferreira:  
lferreira@ucsd.edu, (858) 246-5813
Adrienne Hamilton:  
a4hamilton@ucsd.edu, (858) 534-1507
Maggie He:  
mahe@ucsd.edu
Lynn Nguyen:  
lpn224@ucsd.edu
Tori Tejera:  
vtejera@ucsd.edu, (858) 534-7689
Carla Velasquez:  
mcvelasquez@ucsd.edu

Stewardship Blink Page:  
http://blink.ucsd.edu/go/DS