# Office of Gift Policy Administration and Donor/Fund Stewardship

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

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**Stewardship Blink Page:** [http://blink.ucsd.edu/go/DS](http://blink.ucsd.edu/go/DS)  
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