# Office of Gift Policy Administration and Donor/Fund Stewardship

<table>
<thead>
<tr>
<th>Team Member</th>
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| 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 |
| Kris Vasquez, Carla Velasquez |  • 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 |
| Oliver Zuniga                |  • Honor and Memorial Gifts  
  • First Time Donor Acknowledgments  
  • Matching Gifts  
  • Milestone Tracking |

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