

## ADVANCEMENT

Advancement Services

Office of Gift Policy Administration and Donor/Fund Stewardship

Team Member	Questions related to...
Corinne Cramer Alyssa Brambila	<ul style="list-style-type: none"> <li>• Endowed Chairs</li> <li>• Namings; Naming Opportunities</li> <li>• Presidential Items/Letters</li> <li>• Support Groups</li> <li>• Donor Recognition</li> </ul>
Kris Vasquez	<ul style="list-style-type: none"> <li>• Gift Fund Financial Data, Spending Compliance</li> <li>• STAR Reporting Dashboard and Training</li> <li>• Annual Endowed Fund Reports</li> <li>• ESP and Papersave (stewardship related)</li> </ul>
Corinne Cramer Luiz Ferreira	<ul style="list-style-type: none"> <li>• Gift Agreements and Proposals</li> <li>• Gift Policy</li> <li>• Allocation/Reallocations</li> </ul>
Carla Velasquez Irene McCord Kris Vasquez	<ul style="list-style-type: none"> <li>• Ad-hoc gift fund or giving reports</li> <li>• Quarterly Gift Fund Reports by Division/Department</li> <li>• Lifetime Giving Reports</li> <li>• Gift Fund Spending and Compliance</li> <li>• Annual Endowed Fund Reports (Fund Sheets, Narratives)</li> <li>• Gift fund research related questions – documentation</li> <li>• Gift reporting requirements</li> </ul>
Victoria (Tori) Tejera	<ul style="list-style-type: none"> <li>• Chancellor Acknowledgment Letters</li> <li>• AVC Acknowledgment Letters</li> <li>• Impact Reports</li> <li>• Training: Gift Acknowledgments, Name Formats</li> </ul>
Jackie Sewell	<ul style="list-style-type: none"> <li>• Honor and Memorial Gifts</li> <li>• First Time Donor Acknowledgments</li> <li>• Matching Gifts</li> <li>• Milestone Tracking</li> </ul>
Adrienne Hamilton	<ul style="list-style-type: none"> <li>• Scholarships – student thank you letters</li> <li>• Liaison with Student Financial Services</li> <li>• Impact Reports</li> </ul>

### Contact Information:

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

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