## 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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</thead>
</table>
| Corinne Cramer               | • Endowed Chairs  
Corinne Cramer               |   • Namings; Naming Opportunities  
Alyssa Brambila               |   • Presidential Items/Letters  
                                |   • Support Groups  
                                |   • Donor Recognition  |
| Corinne Cramer               | • Gift Agreements and Proposals  
Luiz Ferreira                 |   • Gift Policy  
                                |   • Allocation/Reallocations  |
| Carla Velasquez              | • Gift Fund Financial Data, Spending Compliance  
Maggie He                     |   • STAR Reporting Dashboard and Training  
Lynn Nguyen                   |   • Annual Endowed Fund Reports  
                                |   • ESP and Pappersave (stewardship related)  
                                |   • Ad-hoc gift fund or giving reports  
                                |   • Quarterly Gift Fund Reports by Division/Department  
                                |   • Lifetime Giving Reports  |
| Victoria (Tori) Tejera       | • Chancellor Acknowledgment Letters  
Adrienne Hamilton             |   • AVC Acknowledgment Letters  
                                |   • Impact Reports  
                                |   • Training: Gift Acknowledgments, Name Formats  
                                |   • Scholarships – student thank you letters  
                                |   • Liaison with Student Financial Services  |
| Christopher (Chris) Wybenga  | • 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
- Chris Wybenga: cwybenga@ucsd.edu
- Carla Velasquez: mcvelasquez@ucsd.edu