

ADVANCEMENT GIFT ACKNOWLEDGMENT POLICIES

Prepared by Gift Policy Administration and Donor/Fund Stewardship (GPADFS)

Responsible Office	Signed by	Gift Range & Source	Preparation Info
Gift Processing Services	Assistant Vice Chancellor, Advancement Services	All Gifts	Gift Services sends gift receipt to "legal" donor. Receipt includes a template thank you message drafted by GPADFS.
*Advancement Staff	Deans, Directors, or Program Representatives	Most Gifts, Typically \$100+	Prepared by Advancement staff in benefiting department or division.
*Advancement Staff & GPADFS	Appropriate Leadership	All Honor and Memorial Gifts	Prepared by Advancement staff in benefiting department or division. GPADFS emails monthly report to assist areas in preparing honor and memorial acknowledgments.
GPADFS	Assistant Vice Chancellor, Advancement Services	All Gifts Donor Advised Funds	GPADFS sends an email or letter to individuals when gifts from their Donor Advised Fund are received (weekly).
GPADFS	No signatory on postcard	**All Matching Gifts	GPADFS sends a postcard to individuals when a matching gift is received (monthly).
GPADFS	Associate Vice Chancellor, Annual Giving	Typically Gifts \$100+ Alumni Board Members	GPADFS prepares a personalized email with review by appropriate Prospect Manager(s) or Senior Advancement Officer(s) (weekly).
GPADFS	No signatory	Gifts up to \$9,999 First-Time Donors	GPADFS sends an email. This includes cash-in gifts without benefits (monthly).
GPADFS	Vice Chancellor of Health Sciences, Dean of School of Medicine, or Director of Moores Cancer Center	Gifts up to \$9,999 Health Sciences Annual Giving	GPADFS sends an email or letter, with some exclusions (monthly).
Annual Giving & GPADFS	Alumni Board or selected Alumni	Gifts up to \$9,999 Alumni	Annual Giving sends an email, with some exclusions (monthly).

* Sending acknowledgments is a recommended best practice but is at the discretion of Advancement staff.

** Process on hold during remote work status

Note: Gifts for events or memberships of all amounts are handled on a case-by-case basis in Advancement.

ADVANCEMENT GIFT ACKNOWLEDGMENT POLICIES

Prepared by Gift Policy Administration and Donor/Fund Stewardship (GPADFS)

Responsible Office	Signed by	Gift Range & Source	Preparation Info
GPADFS	Appropriate Associate Vice Chancellors of Advancement	Gifts \$10,000 to \$99,999 Individuals, Family Foundations, and Local Private Foundations	GPADFS prepares a personalized email with review by appropriate Prospect Manager(s) or Senior Advancement Officer(s) (weekly).
GPADFS	Chancellor	Typically Gifts \$1,000+ VIPs, Foundation Board Trustees, and Campaign Cabinet Members Gifts \$100,000+ Individuals and Family and Private Foundations Gifts \$500,000+ Corporations, Public Charities, and Other Organizations	GPADFS prepares a personalized email with review by appropriate Prospect Manager(s) or Senior Advancement Officer(s) and Associate Chancellor (weekly).
GPADFS	Foundation Board Chair	Typically Gifts \$5,000+ Foundation Board Trustees Case-by-case Individuals	GPADFS prepares a personalized email with review by Foundation Board Corporate Secretary and Operations Manager (monthly). Excludes pledge payments and planned gifts.

* Sending acknowledgments is a recommended best practice but is at the discretion of Advancement staff.

** Process on hold during remote work status

Note: Gifts for events or memberships of all amounts are handled on a case-by-case basis in Advancement.