

11-9-2017

## Advancement & Communications Committee Meeting Packet 11/09/2017

UC Hastings Board of Directors

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HASTINGS  
COLLEGE  
OF THE LAW

**ADVANCEMENT AND  
COMMUNICATIONS COMMITTEE  
MEETING**

**November 9, 2017**

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## NOTICE OF MEETING

The Advancement and Communications Committee of the University of California Hastings College of the Law Board of Directors will meet on Thursday, November 9, 2017.

EVENT: Meeting of the University of California,  
Hastings College of the Law Board of Directors  
Advancement and Communications Committee

DATE: Thursday, November 9, 2017

PLACE: UC Hastings College of the Law  
A. Frank Bray Board Room  
198 McAllister Street, 1-Mezzanine  
San Francisco, CA 94102

STARTING TIME: 12:30 p.m. or immediately following the Finance Committee Meeting that starts at 10:15 a.m.

AGENDA: See Attached

*This notice is available at the following University of California, Hastings College of the Law website address: <http://www.uchastings.edu/board>*

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*For further information please contact Elise Traynum, Secretary of the Board of Directors, 198 McAllister Street, San Francisco, CA 94102, and (415) 565-4851. You are encouraged to inform Ms. Traynum of your intent to speak during the public comment period 72 hours in advance of the meeting.*

*The University of California, Hastings College of the Law subscribes to the Americans with Disabilities Act. If you need reasonable accommodations, please contact the Secretary's Office by 10 a.m. on Monday, November 6, 2017.*



**UNIVERSITY OF CALIFORNIA  
HASTINGS COLLEGE OF THE LAW**

**ADVANCEMENT AND COMMUNICATIONS COMMITTEE MEETING  
AGENDA**

Thursday, November 9, 2017 – 12:30 p.m.  
UC Hastings College of the Law  
A. Frank Bray Board Room  
198 McAllister Street, 1-Mezzanine  
San Francisco, California 94102

1. Roll Call

Chair Chip Robertson  
Director Donald Bradley  
Director Marci Dragun  
Director Mary Noel Pepys  
Director Courtney Power

2. Public Comment (Oral)

\*3. Approval of Minutes – August 10, 2017 (Written)

4. PR Plan for Building UC Hastings  
Presented by Director of External Relations Alex A.G. Shapiro (Oral)

5. FY 18 Development Reports  
Presented by Chief Development Officer Eric Dumbleton  
5.1 Fundraising Update (Written)  
5.2 Naming Gift (Written)  
5.3 Establishment of New Fund (Oral)

\*6. Adjournment (Oral)

**ADVANCEMENT AND COMMUNICATIONS COMMITTEE MEETING**

Roll-Call

Here    Absent

- Chair Chip Robertson
- Director Donald Bradley
- Director Marci Dragun
- Director Mary Noel Pepys
- Director Courtney Power

Start time: \_\_\_\_\_:\_\_\_\_\_ a.m./p.m.

**ADVANCEMENT AND COMMUNICATIONS COMMITTEE MEETING**

**Public Comment Period**

This item is reserved for members of the public to comment on non-agenda and agenda items.

**ADVANCEMENT AND COMMUNICATIONS COMMITTEE MEETING**

**ACTION ITEM:** Approval of Minutes: August 10, 2017



**UNIVERSITY OF CALIFORNIA  
HASTINGS COLLEGE OF THE LAW**

**ADVANCEMENT AND COMMUNICATIONS COMMITTEE**

**MINUTES SUMMARY**

Thursday, August 10, 2017 – 12:30 p.m.

UC Hastings College of the Law  
A. Frank Bray Board Room  
198 McAllister Street, 1-Mezzanine  
San Francisco, California 94102

1. Roll Call

Committee Members Present:

Chair Chip Robertson  
Director Donald Bradley  
Director Marci Dragan  
Director Tom Gede  
Director Claes Lewenhaupt  
Director Courtney Power

Staff Present:

General Counsel Elise Traynum  
Chancellor & Dean David Faigman  
Chief Financial Officer David Seward  
Director of Major Gifts and Gift Planning Robin Drysdale  
Sr. Director of Alumni Engagement John McCoy  
Director of External Relations Alex Shapiro

Chair Robertson called the meeting to order and the Secretary called the roll for the Advancement and Communication Committee Meeting.

2. Public Comment  
None.



- \*3. Approval of Minutes – May 11, 2017  
Chair Robertson called for approval of the May 11, 2017 minutes. The minutes were approved.

4. The Power of Why  
Presented by Director of External Relations Alex Shapiro

Director of External Relations Alex Shapiro gave a presentation on the “Power of Why,” which attempts to explain why some organizations and some leaders are able to inspire where others are not. The speaker refers to a pattern of leadership success which focuses on *why*, *how* and *what*.

Director of External Relations Alex Shapiro next presented “Why We Work for Justice,” a video featuring conversations with UC Hastings students, alumnae, faculty, and administrators. The video explores why people came to UC Hastings to become lawyers. The video has been seen by at least 43,000 people and garnered more than 2,000 reactions on social media. The video was shared by the South Carolina Bar Foundation, the ABA for Law Students and Above the Law. Additionally, Professor Leo Martinez reported that while he was at a Leaders in Legal Education meeting in Chicago, a presenter at the conference shared the “Why We Work for Justice” video and commented on how effective it was. Other attendees at the same conference mentioned that they would share the video during their law school’s orientation.

5. FY17 Development Reports  
Presented by Director of Major Gifts & Gift Planning Robin Drysdale

5.1 FY 2017 Fundraising Comparison Raised Report

Director of Major Gifts & Gift Planning Robin Drysdale reported that the received donation funds have increased from \$5.4 million last year in 2015-2016 to \$5.6 million this year in 2016-2017. There were increases in both capital and scholarships with increases in both scholarships and unrestricted donations.

5.2 FY 2017 Fundraising Comparison Received Report

Ms. Drysdale reported that the received donations funds have increased from \$4.5 million last year to \$5.6 million this year.

5.3 2018 Fiscal Year Outlook — Major Gifts and Gift Planning

Ms. Drysdale gave an overview on the strategy for major giving. Eric Dumbleton, Hilary Lowe, and Ms. Drysdale are responsible for major giving. Chancellor & Dean David Faigman has accompanied this team on the road to meet with prospective donors. Members of the team traveled to San Diego, where Wainwright Fishburn and alumnus of the class of 1981 held an event at the La Jolla Beach and Tennis Club for local alumni who have recently given or have potential to give to Hastings. A recent trip to Los Angeles helped forge relationships with two potential donors. A trip to Palo Alto is planned for next week.

The strategy is to meet with individuals and create one-on-one relationships with alumni. The Alumni Department also plans to send out newsletters and postcards in an effort to

reach out more broadly. Additionally, the homecoming reunion weekend will begin October 19, 2017. On October 20, the College will host a luncheon celebrating the Legacy Society.

Ms. Drysdale reported that the Alumni Department's raised goal for 2018 is \$6 million in addition to increasing participation significantly. The general participation rate is 12 percent, which is on par with other schools, but the College would like to reach 25 percent participation rate.

\*5.4 Review and General Recommendation Action for Slate of Appointment of the UC Hastings Foundation Trustees

Ms. Drysdale reported that new trustees joined the UC Hastings Foundation on July 1, 2017: four trustees renewed their commitments while ten new trustees joined. Their biographies were included in the printed materials distributed at the meeting.

Upon motion duly made, seconded, and carried, the Advancement and Communications Committee recommended that the Board of Directors approve the slate of appointment of the UC Hastings Foundation Trustees as presented.

6. Fiscal Year Outlook — Alumni Engagement  
Presented by Sr. Director of Alumni Engagement John McCoy

Sr. Director of Alumni Engagement John McCoy gave a staffing update for the Alumni Engagement team which consists of Jordan Kettering, the Assistant Director of Annual Giving and Sonia Starks, the Development Coordinator. Eric Dumbleton and John McCoy are working to convert members of the College's 20,000 alumni base into "alumni champions"—those who either donate or volunteer in a major way. Creating alumni champions requires two pillars: alumni participation and alumni immersion.

Alumni participation is driven by the annual fund program which includes initiatives and programs related to donor acquisition, donor retention, event attendance and the performance of solicitations. He noted that the department is exploring the option of hiring in-house telemarketers—current students—to make solicitation calls and follow up on reunion giving. This will add a personal touch that was absent when the College previously used third party telemarketers. Sr. Director McCoy also discussed how to tap into alumni affinity groups—alumni who were on journals, moot court or in a particular club/association. These groups have their own alumni rosters and the department would like to collaborate with this groups in order to share messaging about the College.

Alumni immersion involves keeping volunteers or donors abreast of the latest College updates. This requires collaboration with other College departments including Student Services, the Career Office, etc. Volunteer management is also a component of alumni immersion, which includes nurturing relationships with the various College advisory boards.

The department will also begin crowdfunding through a newly purchased software called MobileCause. The software will be used for the UC Hastings Challenge and the Day of Giving campaign.

Sr. Director McCoy will be collaborating with Director of External Relations Alex Shapiro on an alumni-specific social media strategy.

Sr. Director McCoy noted that the department has increased engagement with alumni regional chapters. The department is proposing to these chapters that they hold a series of three to four alumni-centered support programs that include a reception with the Chancellor & Dean, alumni, and newly admitted or visiting students.

Sr. Director McCoy also mentioned the alumni challenge, which is part of the traditional annual fund program. He noted that the challenge will take place during the fall season, rather than over the course of an entire year, and the team is exploring how to leverage its crowdfunding platform to begin the challenge.

\*7. Adjournment

There being no further business to come before the Advancement & Communication Committee, the meeting was adjourned.

**REPORT ITEM**

1. **REPORT BY:** Director of External Relations Alex A.G. Shapiro
2. **SUBJECT:** PR Plan for Building UC Hastings
3. **REPORT:** Oral

**REPORT ITEM**

1.     **REPORT BY:**                     Chief Development Officer Eric Dumbleton
  
2.     **SUBJECT:**                     Fundraising Update
  
3.     **REPORT:**                     Written

**Background:**

This report will review fiscal year fundraising totals to date, both raised and received.

**Attachments:**

- FY18 Fundraising Comparison Raised Report
- FY18 Fundraising Comparison Received Report

# Campaign Comparison Year to Date Raised Report

Gift campaign	7/1/2015 to 10/24/2015			7/1/2016 to 10/24/2016			7/1/2017 to 10/24/2017		
	Number of Donors	Total given	Avg given per gift	Number of Donors	Total given	Avg given per gift	Number of Donors	Total given	Avg given per gift
Capital & Facilities	0	\$0	\$0	55	\$586,141	\$9,769	12	\$15,000	\$1,250
Centers & Programs	206	\$343,479	\$1,449	65	\$262,756	\$3,055	72	\$416,244	\$4,081
Clinical Education	2	\$1,000	\$500	2	\$1,000	\$500	1	\$1,955	\$1,955
Faculty Support	1	\$1,000	\$1,000	0	\$0	\$0	0	\$0	\$0
Library	1	\$50	\$50	1	\$200	\$200	0	\$0	\$0
Miscellaneous	3	\$16,983	\$5,661	4	\$4,604	\$1,151	6	\$26,700	\$4,450
Scholarships	24	\$341,359	\$11,771	39	\$188,076	\$4,702	11	\$23,565	\$1,683
Student Organizations	77	\$25,945	\$324	41	\$22,929	\$521	50	\$14,630	\$276
Unrestricted	345	\$244,309	\$620	155	\$330,570	\$1,740	128	\$1,185,229	\$7,408
	605	\$974,125	\$1,304	346	\$1,396,275	\$3,270	266	\$1,683,323	\$4,837

# Campaign Comparison Year to Date Received Report

Gift campaign	7/1/2015 to 10/24/2015			7/1/2016 to 10/24/2016			7/1/2017 to 10/24/2017		
	Number of Donors	Total given	Avg given per gift	Number of Donors	Total given	Avg given per gift	Number of Donors	Total given	Avg given per gift
Capital & Facilities	0	\$0	\$0	31	\$123,966	\$3,757	10	\$50,200	\$4,564
Centers & Programs	210	\$509,619	\$2,089	66	\$2,622,996	\$2,955	75	\$660,391	\$6,230
Clinical Education	2	\$750	\$375	2	\$750	\$375	2	\$2,205	\$1,102
Faculty Support	2	\$3,500	\$875	0	\$0	\$0	1	\$2,000	\$1,000
Library	1	\$50	\$50	1	\$200	\$200	0	\$0	\$0
Miscellaneous	3	\$16,983	\$5,661	4	\$4,604	\$1,151	6	\$6,700	\$1,117
Scholarships	34	\$359,068	\$7,640	53	\$217,345	\$3,684	17	\$48,840	\$2,123
Student Organizations	79	\$29,319	\$353	43	\$24,003	\$490	50	\$14,630	\$276
Unrestricted	375	\$245,823	\$540	188	\$287,635	\$1,209	139	\$165,763	\$911
	647	\$1,165,112	\$1,389	372	\$921,498	\$1,940	292	\$950,728	\$2,469

**REPORT ITEM**

1.    **REPORT BY:**                    Chief Development Officer Eric Dumbleton
  
2.    **SUBJECT:**                    Naming Gift
  
3.    **REPORT:**                    Written

**Background:**

This report will bring forth the terms of Shanin Specter's \$1M gift.

**Attachments:**

- Agreement to Support UC Hastings College of the Law





## **Agreement to Support UC Hastings College of the Law**

Shanin Specter has pledged \$1,000,000 to the UC Hastings Foundation to be utilized at the discretion of Chancellor & Dean David Faigman. Dean Faigman has determined to build and name a trial courtroom for Mr. Specter. This document memorializes the terms of this agreement.

It is agreed between Shanin Specter ("Donor") and UC Hastings College of the Law ("Recipient"):

- The pledge will be fulfilled immediately following execution of this agreement and approval by the law school board of directors.
- Donor will have the naming rights for the courtroom to be located in the new 198 McAllister Building, expected completion 2023.
- Donor will be actively involved in the design, construction, furnishing and equipment of the courtroom. The courtroom will be designed, constructed, furnished, equipped and maintained to a high professional standard. The Kline & Specter Court Room at the University of Pennsylvania Law School will serve as a model for this courtroom.
- The courtroom will include the Donor's portrait, which will be commissioned and paid for by the Donor.
- The courtroom is expected to be a part of a larger Advocacy Center that will also include the Marvin & Jane Baxter Moot Courtroom.
- The gift will be utilized at the Dean's discretion, and may be used to support multiple areas within the College.

SS 10/13/17

- The Donor will be informed and updated on how the funds are utilized.
- The courtroom will be used only as a courtroom or for other educational purposes.
- The courtroom will be furnished as a courtroom with an elevated bench, elevated witness box, jury box with chairs, counsel tables, a rail, seating and tables suitable for both spectators and students, podium, visual display equipment and other furnishings and equipment for a contemporary courtroom and trial setting.
- The courtroom will be identified as the "Shanin Specter Courtroom" in all relevant law school materials and signage.
- If the building that houses the courtroom is razed before the 25<sup>th</sup> anniversary of the date on which use of the courtroom began, the Recipient will rebuild and name another equivalent space as the "Shanin Specter Courtroom."
- The Recipient will recognize the gift with an appropriate public announcement to be coordinated with the Donor and with a dedication ceremony and reception at a mutually convenient time.


**Gift Fee:**

To support advancement and alumni relations activities, UC Hastings College of the Law (as with other UC and CSU institutions) deducts 5% from all donations received by the school.

**Agreed:**

  
 \_\_\_\_\_  
 SHANIN SPECTER

10/3/17  
 \_\_\_\_\_  
 Date

  
 \_\_\_\_\_  
 DAVID FAIGMAN,  
 Chancellor & Dean  
 UC Hastings College of the Law

9.29.17  
 \_\_\_\_\_  
 Date

SS 10/3/17

**REPORT ITEM**

1.     **REPORT BY:**                   Chief Development Officer Eric Dumbleton
  
2.     **SUBJECT:**                    Establishment of New Fund
  
3.     **REPORT:**                    Written

**Background:**

This report will bring forth the terms of a new fund to be established, The Geoffrey Hazard Junior Faculty Research Award Fund.

**Attachments:**

- Agreement to Establish Geoffrey Hazard Junior Faculty Research Award Fund
- Pledge Commitment of Mr. Morris Ratner
- Fund Terms Sheet



## **Agreement to Establish Geoffrey Hazard Junior Faculty Research Award Fund**

### I. Introduction

The purpose of this Agreement is to summarize the mutual understanding of Morris Ratner (Donor) and UC Hastings College of the Law (College) regarding the establishment of a Current Use Fund (Fund). This Agreement will be made a part of the College's permanent records and is intended as a guide to those who will administer the Fund in the future.

### II. Purpose and Administration of the Fund

The purpose of this Agreement is to establish a Fund within the College to support junior scholars whose scholarship is deemed to be extraordinary. This Fund will be established with a \$25,000 gift (see accompanying pledge agreement).

All monies in the fund will be distributed based on the criteria outlined in this Agreement. The funds are to be used at the sole discretion of the Academic Dean's office.

This Fund will be administered by leadership in the Academic Dean's Office (Academic Dean and Associate Dean for Research).

The Fund is subject to approval by the Chancellor and Dean, with subsequent approval by the College's Board of Directors.

Monies in the Fund will be managed by the Board of Directors of the College in accordance with the College's investment and disbursement policies. The Fund may be combined with the College's other assets for investment purposes.

### III. Reporting

UC Hastings College of the Law agrees to provide an annual financial summary report on the Fund to the Donor.

IV. Future Considerations

It is the Donor's wish for the Fund balance to be distributed on a current-use basis in accordance with the policies and procedures as referenced in Paragraph II above.

V. Recognition

- The fund will be named the "Geoffrey Hazard Junior Faculty Research Award Fund."
- The Donor agrees to allow UC Hastings to publish its name in various publications and press releases related to the Fund.

VI. Non-Responsibility of the Regents

The Regents of the University of California, a public corporation, is not a party to nor is financially responsible under this Agreement.

VII. Miscellaneous

- Applicable Law: This gift agreement is executed in and shall be governed by the laws of the state of California.
- Amendment: This Agreement may be amended at any time by written agreement signed by each party.
- Irrevocable: Except as otherwise provided, this Agreement shall be irrevocable.
- Effective date: The effective date of this Agreement shall be the date it is fully executed.

**For the Donor:**

  
\_\_\_\_\_  
Morris Ratner

Date 10/2/17

**For UC Hastings College of the Law:**

  
\_\_\_\_\_  
David L. Faigman

Date 10.15.17



**Pledge Commitment of**

**Mr. Morris Ratner  
2900 Fulton Street  
Apartment 3  
San Francisco CA 94118**

It is with pleasure that the undersigned, *Morris Ratner*, hereby pledges to the UC Hastings Foundation the amount of **\$25,000.00**. I would like to designate this gift to the *Geoffrey Hazard Junior Faculty Research Award Fund*.

~~I would like to fulfill this Pledge: (Please check one)~~

In full by \_\_\_\_\_  
Month / Day / Year

In five annual installments as follows:

\$5,000.00	by December 31, 2017
\$5,000.00	by December 31, 2018
\$5,000.00	by December 31, 2019
\$5,000.00	by December 31, 2020
\$5,000.00	by December 31, 2021

By special arrangement as described here:

I agree to seed this fund at \$5,000 annually for each full year I serve as the Academic Dean up to five years as reflected in the above payment schedule, with the option to continue thereafter. These funds will be used to establish a fund in Geoffrey Hazard's name and honor, and will support pre-tenure scholars whose scholarship is deemed to be extraordinary. This pledge, governed by the laws of the State of California, cannot be fulfilled by contributions through donor advised funds or charitable gift funds. It is my intention to fulfill this pledge using cash or cash equivalents.

~~Acknowledgment: (Please check box and Provide desired name format)~~

Please acknowledge me in print, electronic and other media in this way:

*MORRIS RATNER + CHRISTOPHER DYDYK*

I wish to remain anonymous. Please do not acknowledge me in print, electronic, or other media.

**Permission to Publicize:**

Unless otherwise indicated, I hereby give UC Hastings College of the Law permission to announce this commitment in various media and make it known to other potential donors.

I wish to remain anonymous. Please do not announce this commitment in various media and make it known to other potential donors.

**Gift Fee:**

To support advancement and alumni relations activities, UC Hastings College of the Law (as with other UC and CSU institutions) deducts 5% from all donations received by the school.

**Agreed to by:**

Name(s): (Please print)

Morris Ratner

\_\_\_\_\_

Date:



10/9/17

Signature(s):

\_\_\_\_\_

\_\_\_\_\_

**UC Hastings College of the Law  
 FUND TERMS SHEET / ACCOUNT AUTHORIZATION FORM  
 (To be initiated by the Alumni Center)**

<b>Name of Fund</b>	Geoffrey Hazard Junior Faculty Research Award Fund	
<b>Name of Initial Donor(s)</b>	Morris Ratner	
<b>Amount of Initial Gift</b>	\$25,000.00	
<b>Fund Purpose</b>	<p>The purpose of this Agreement is to establish a Fund within the College to support junior scholars whose scholarship is deemed to be extraordinary. This Fund will be established with a \$25,000 gift (see accompanying pledge agreement).</p> <p>All monies in the fund will be distributed based on the criteria outlined in this Agreement. The funds are to be used at the sole discretion of the Academic Dean's office.</p> <p>This Fund will be administered by leadership in the Academic Dean's Office (Academic Dean and Associate Dean for Research).</p> <p>The Fund is subject to approval by the Chancellor and Dean, with subsequent approval by the College's Board of Directors.</p> <p>Monies in the Fund will be managed by the Board of Directors of the College in accordance with the College's investment and disbursement policies. The Fund may be combined with the College's other assets for investment purposes.</p>	
<b>Special Instructions</b>	Please see the pledge agreement for more detail.	
<b>Type of Fund</b>	Class Gift _____ Individual Gift <u>  X  </u>	
<b>Type of Fund</b>	Restricted Expendable <u>  X  </u> Unrestricted Expendable _____ Restricted Endowment _____ Unrestricted Endowment _____ (Attach endowment agreement)	
<b>Gift Fee / Overhead</b>	Subject to Gift Fee? Yes <u>  X  </u> No ___ <small>If no, attach document with Dean's waiver.</small>	Subject to Overhead? Yes ___ No <u>  X  </u> Overhead % _____ <small>Attach document to support overhead.</small>
<b>Campaign Description</b>	<u>  </u> {CapFac} Capital and Facilities <u>  </u> {CenProg} Centers and Programs <u>  </u> {ClinEd} Clinical Education <u>  </u> {EndCh} Endowment Chair	<u>  </u> {FinAid} Financial Aid <u>  </u> {Lib} Library <u>  </u> {Misc} Miscellaneous <u>  </u> {StuOrg} Student Organization
<b>General Ledger No.</b>	Debit	Credit
	Scholarship Expense Account:	Net Position Object Code:

**Commented [t1]:** Amount of Initial Gift: A copy of the gift instrument should be attached.

**Commented [t2]:** Fund Purpose: Includes a description of the purpose of the fund along with the selection criteria and the staff responsible for making the selection (beyond the Dean or the Dean's designee). Evidence of the donor's specified purpose should be attached. Following is an example of a Fund Purpose: To fund a symposium. Donor wishes to be involved in the symposium planning and is in contact with the HBLJ editors, who are eager for his input. Documentation in the form of emails is contained in Raiser's Edge record for the donor.

**Commented [t3]:** Special Instructions: Include information such as the endowment amount to be reached before disbursements are made or if a current use gift, include instructions if funds are to be spent immediately upon receipt or in the next fiscal year.

**Commented [t4]:** Type of Fund: If the type of fund is an endowment class gift, no endowment agreement is required.

**Commented [t5]:** General Ledger No. : To be completed by Fiscal Services.



Agenda Item 5.3  
 Advancement and Communications Committee  
 November 9, 2017

	*3100 = Endowment Otherwise 3000
<b>Board authorization required?</b>	_____ No <input checked="" type="checkbox"/> Yes If yes, Resolution Number and Date: If yes, attach a draft of the resolution and memo to Board
<b>Authorized Signatory</b>	Academic Dean
<b>Donor Steward</b>	Alumni Center
<b>Fund Steward</b>	
<b>Review</b>	Alumni Center: _____ General Counsel: _____ Fiscal Services: _____
<b>Scanned to Shared Drive</b>	By: _____ Date: _____

October 2014 – D. Tran

**Commented [t6]:** Board authorization required: If yes, a draft of the resolution and memo to the Board should be attached.

**Commented [t7]:** Authorized Signatory: Person authorized to approve disbursements from the fund.

**Commented [t8]:** Donor Steward: Donor's contact for this fund. This is usually determined by the Alumni Center.

**Commented [t9]:** Scanned to Shared Drive: Controller to scan the Fund Term Sheet, Copy of Gift Instruction, Correspondence from donors confirming gift restrictions and Board Resolution. The completed Fund Terms sheet will be routed by the Controller to interested parties.

**ADVANCEMENT AND COMMUNICATIONS COMMITTEE MEETING**

Meeting adjourned at \_\_\_\_:\_\_\_\_ p.m.