MEMORANDUM

TO: Campus Community

SUBJECT: Proper Stewardship of Gifts

As Texas A&M University-Corpus Christi grows, there is increasing demand for private gifts to support areas not funded by the state, with tuition dollars or by grants. The University is fortunate to have fostered relationships with many who are eager to learn our needs and who often fund our priorities. Sound stewardship with these donors and friends is essential. Your cooperation is vital to ensure that concerns do not emerge regarding unaccounted gifts and multiple or redundant gift solicitations.

I have charged Trent Hill, Vice President for Institutional Advancement, and Cathy Hurley, Assistant Vice President for Development, with coordinating the work we do with our donors. Please discuss your plans for fund solicitation with one of them prior to making any contacts with prospective donors.

Stewardship is more than thanking donors for their gifts. The University is legally and ethically bound to maintain proper financial accounting of all gifts to the University, whether these are for $10 or $10 million. In addition, it has been proven that donors who are thanked and receipted properly are much more likely to give again in the future. Therefore, effective immediately, any University employee in any capacity who accepts a gift—regardless of the gift’s amount, value or form—is responsible for ensuring that the gift is properly handled and communicated to the Office of Advancement Services, within Institutional Advancement, in a timely manner.

If you receive any gift, the most efficient way to handle it is to contact Advancement Services at x2523 to ensure it is processed and stewarded properly. This office records the gift, deposits it into the proper account per your instructions, issues a receipt to the donor, and tracks the gift in our gift database. They will also provide you with copies for your records. If you receive any gift in a form other than check, such as a credit card, stock, cash, donated items or property, or any other form, please contact Advancement Services for information on how these gifts need to be processed.

If you choose to handle gifts in the form of a check yourself, it is imperative that you follow the steps below to ensure the University’s financial compliance:

1. Photocopy the check and any deposit slips you may be using.
2. Write a memo stating the intended use for the gift; the account the gift is being deposited into; and the name and contact information of the donor.
3. Forward the above three documents to Advancement Services, with your contact information. A staff member in Advancement Services will then enter the gift into the gift database and issue a receipt to the donor. (Contact Sonia Escamilla at 825-2523 for information or assistance.)

By complying with these requests, we can create a more effective, coordinated system for soliciting, accepting and ensuring proper stewardship of gifts to A&M-Corpus Christi. I appreciate your assistance in this matter.

Sincerely,

Flavius C. Killebrew
President/CEO

The Island University www.tamucc.edu