Operating Policy and Procedure

SON OP: 10.010 Contacting Family/Endowers Annually Regarding Funds

PURPOSE: The family/endowers of specific endowed accounts are contacted annually regarding the activities related to their funds.

REVIEW: All policies in the Administrative Handbook shall be reviewed by the Coordinating Council by September 1 of each odd numbered year. Final approval of the Administrative Handbook is by the Dean.

POLICY/PROCEDURE:

1.0 Procedure

For fully endowed accounts: At the close of the fiscal year, usually in October, Development sends a letter to each of the appropriate contact persons indicating the financial activity relevant to that account.

2.0 Rationale

This practice assures that donors are apprised on a regular basis of the status of their donation.