

College and Department/Program Acknowledgement Checklist

All tax deductible gifts will receive an official gift receipt signed by the VP for Advancement and will generally be mailed within 48 hours of posting. (Pam personally reviews and signs gifts of \$250+.)

Any gift of \$1500 or greater will receive a separate letter from President Noland.

Suggestions for College Level (gifts to the respective College):

Amount	Action	Timeframe	Prepared by	Signed by	Comments
≤ \$100	Thank You	TBD	College	Dir of Dev	Add pers. notes
> \$100 ≤ \$250	Thank You	TBD	College	Asst/Assoc Dean	Add pers. notes
> \$250	Thank You	TBD	College	Dean	Add pers. notes

NOTES:

- Actions/levels are suggestions; Colleges should determine their own levels
- Copies of college-level letters must **/should/may** be sent to Advancement Services (electronic or hard-copy), where they will be filed/imaged
- If designations are split, Colleges should consider the amount directed to their College
- DoDs could direct, but not necessarily execute the receipt/acknowledgement process
- DoDs can, at their option, choose to make calls or e-mails, versus preparing hard-copy letters

Department/Program Level (gifts to the respective Department/Program):

Amount	Action	Timeframe	Prepared by	Signed by	Comments
≤ \$100	Thank You	TBD	Dept/Program	TBD – Level 1	Add pers. notes
> \$100	Thank You	TBD	Dept/Program	TBD – Level 2	Add pers. notes

NOTES:

- Actions/levels are suggestions; Departments should determine their own levels
- Copies of department-level letters must **/should/may** be sent to Advancement Services (electronic or hard-copy), where they will be filed/imaged
- If designations are split, Departments should consider the amount directed to their Department
- DoDs should provide guidance, but not necessarily execute the receipt/acknowledgement process
- Programs can, at their option, choose to make calls or e-mails, versus preparing hard-copy letters