



## **WAYS TO SUPPORT PHILANTHROPY IN YOUR DEPARTMENT**

- Engage outstanding alumni and donors with your students and programs:
  - H&S Returning and Community Scholars Program
  - Encourage alumni to facilitate internships or career opportunities
  - Invite alumni and donors to department events – scholarship or awards events, open houses, anniversary events, etc.
  - Encourage alumni to update their contact information (UMAA weblink)
  - Use social media to share timely news and activities
  
- Send timely thank you notes to alumni and friends who contribute to your department
  
- Keep your “Make a Gift” webpage and any special funding priorities current on your department’s webpage
  
- Include an appeal for support in your newsletters
  
- Regularly review departmental alumni lists with your faculty (Coordinate individual requests with the College Development staff.)
  
- Share prospects with H&S Development team
  
- Participate in campus visits and follow-up with prospective supporters provided by H&S Development team
  
- Provide H&S Development team with top philanthropic priorities for your department

## OTHER FAST FACTS

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### What are Development Fees?

- Fees help support gift administration, endowment management and donor stewardship and all other aspects of the University's fundraising efforts.
- Fees are *not* charged on non-endowed scholarship gifts.
- At present, a 2.25% per annum administrative fee is charged on endowment funds. A one-time 6% development fee is assessed on all non-endowed, non-scholarship gifts and all bequest gifts have a one-time 10% development fee. Phonathon gifts have a one-time 15% development fee assessed.

### Can donors give to the College or Departments directly?

University policy requires that all gifts and contributions be directed to the UM Foundation. The Foundation is a 501c3 allowing contributions to qualify as charitable deductions for tax purposes.

### What do I need to know before launching a departmental fundraising event or writing a grant to a private foundation?

The H&S Development team is willing and able to help departments: develop fundraising strategies; identify prospects; and coordinate fund development throughout the University. Keep in mind that departmental fundraising events or appeals must:

- o Be reviewed and approved by the Department Chair and Dean
- o Corporate and Private Foundation requests must be coordinated with the UM Foundation, Director of Corporate and Foundation Relations
- o Individual Prospects are reviewed by H&S Development team

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#### Development & Communications Resources

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