



UNIVERSITY OF ALASKA FOUNDATION

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MEMORANDUM

DATE: February 2, 2024

TO: All UAA contacts for UA Foundation funds

FROM: Amber Gichard, UA Foundation Director of Fund & Gift Services RE:

Solicitations and Fundraising at UA

The UA Foundation's Fund & Gift Services Team wants to take this opportunity to remind you of the services and resources available to you through the UA Foundation.

Solicitation and Fundraising: Please work with your campus Development Office on any potential solicitation or fundraising event. The Foundation reviews and approves all solicitations due to changing IRS regulations and guidelines. Contact the Foundation Fund & Gift Services team at ua-foundationfundgift@alaska.edu for review and approval. This review also applies to reprinted forms and email solicitations by volunteers.

The Foundation provides customizable fundraising tools, such as text-to-give, online donation forms, crowdfunding, and silent auction software. Please contact your Development Office and the Foundation's Fund and Gift Services team to determine the best platform for your solicitation efforts. If your unit plans to accept online donations, please reach out to Fund & Gift Services. For fundraising events (virtual or in person) benefitting any UA unit, consult with your campus Development Office and Foundation Fund & Gift Services at least thirty days in advance (a requested minimum of thirty days before you solicit sponsorships or sell tickets) to approve the plan and initiate paperwork.

To maximize the impact of UA's annual Giving Day (a systemwide fundraiser for UA programs held the last Tuesday-Wednesday of March), coordinate any spring fundraisers with your Development Office.

Gift Acceptance: Per the Board of Regents Policy ([05.14](#)), all donations to the UA system are to be deposited by the University of Alaska Foundation. Therefore, all donations received on campus or by a university representative must be sent* to the UA Foundation within one business day.

- Check law requires that checks are made out to the University of Alaska Foundation (or UA Foundation) since the UA Foundation is a separate legal entity from the University of Alaska. Unfortunately, we have had donations returned by the bank because they were not made out to the UA Foundation as the legal entity.
- Fund/donation designations may be noted via a cover letter or notation on the

- check's memo.)
- Any accompanying documents, including original envelopes, should be submitted with the donation.
 - Please do not sign or fill out any accompanying paperwork. All paperwork needing completion will be handled by the Foundation, as the legal recipient of donations.

To expedite donors' receipts and availability of donations for expenditures, donors should be directed to donate online at <https://engage.alaska.edu/uaa> or to mail their donations directly to the Foundation's office: 1815 Bragaw St, Ste 206 Anchorage, AK 99508.

Spending from a UA Foundation Fund: In June 2023, accessing funds held at the UA Foundation became easier through the new Foundation Fund Distribution process. Developed in collaboration with university fiscal managers, it simplifies and standardizes spending foundation funds, bypassing direct reimbursements and grant setups. The UA Foundation will now transfer funds directly to benefiting universities using permanent expense accounts. New grant requests and budget increases will be directed to the [UA Foundation Fund Distribution Process](#), eliminating the need for approval. For more information, visit the [FFEA website](#) or contact Carrie Santoro at clsantoro@alaska.edu at the UA Foundation.

Internal UA fund contacts, identified in Raiser's Edge as Signature Authority, Delegated Signature, Absentee Delegated Signature, Organizational, and Administrative (see Internal Fund Contacts definitions on our [Fund Contacts TESTnet page](#)), receive Quarterly Fund Reports for their assigned Foundation funds. Contacts are position-based, updated with staff turnover. *Please notify Fund & Gift Services of position changes or unit restructuring at ua.foundationfundgift@alaska.edu.*

Starting August 2023, UA employees can access daily updated fund reports, including fund balances and Fund Agreement Reports (FARs), through Google on a self-service basis. To gain access, employees must complete the [Financial Data Confidentiality form](#). Enrolling in this self-service platform will not affect receiving emailed Quarterly Fund Reports (QFRs) sent to UA fund contacts in September, December, March, and June.

To highlight the positive results of philanthropic investment in your area, please reach out to Foundation Chief Donor Relations Officer Tlisa Northcutt at tanorthcutt@alaska.edu. She can help you communicate that impact with donors who support your program.

If you have questions about these procedures, please contact the Foundation Fund & Gift Services team at ua-foundationfundgift@alaska.edu. Additionally, if you know of others not on this email who would benefit from this information, please pass this on to them.

Thank you.

**It is preferred that donors mail their donations directly to the UA Foundation for a timelier deposit and receipt. If received in your office, donations should be hand-carried to the UA Foundation's Anchorage office. At UAA, donations may not be transported via inter-campus mail.*

***To access this site, you need to be logged into your UA Google account.*