



March 18, 2024

Dear Department Chairs and Managers:

Thank you for partnering with us to complete the stewardship section of College Annual Report.

Your careful distribution of funds given by private donors plays an important role in meeting our stewardship requirements. Your assistance in providing accurate and detailed information about your use of these funds is critical to our future fundraising efforts for your departments and programs.

For your reference, several attachments are included with this kick-off email to help you as you complete the stewardship section of Annual Report.

The Arts and Sciences Foundation stewardship staff will give a brief presentation at the April manager's meeting to review the stewardship process. In addition, Joanna Cardwell will be available for one-on-one Zoom help sessions if you are new to the process or need guidance on what to report. You can email joanna.cardwell@unc.edu to set up a time to meet.

The College's donors are highly interested in how their gifts are being used. You play an essential role in keeping them informed!

As always, please feel free to contact us with questions or suggestions.

Joanna Cardwell, joanna.cardwell@unc.edu, 919-962-8342
Meredith Tunney, meredith.tunney@unc.edu, 919-962-8216