

September 2, 2010

To: UCLA support group presidents

From: Carol Bugé
Executive Director, Donor Relations & Development Services

Re: Administrative guidelines for support groups

Thank you for all that you and your support group do on behalf of UCLA. Your philanthropy and volunteer efforts are of enormous benefit to the university.

In order to ensure that your support group or affiliated organization complies with campus and university policies regarding fundraising and financial activities, please be sure that your treasurer and all other members of your group have received a copy of the Support Group Resource Manual (www.supportgroups.ucla.edu).

Responsibility for coordinating and monitoring UCLA's compliance with these policies rests with Support Group Services, part of UCLA Development in External Affairs. Minolie Jayamaha, Compliance & Support Group Services Administrator, acts as a liaison between UCLA and all support groups and affiliated organizations. Please contact her at 310/794-0324 with any questions or business needs

It is essential that UCLA be in full compliance with all provisions outlined in the manual, including the following:

- Support groups must be approved by the chancellor. Once a support group is established, it must receive recognition from the chancellor on an annual basis.
- Support groups cannot conduct research or clinical trials, or accept funds for contract research on behalf of the university.
- Support group bylaws must stipulate that all assets benefit the university.
- Support group endowments must be held and managed by the university.
- Support groups must request permission to open and maintain bank accounts.
- As of April 18, 1996, support groups may not obtain their own tax-exempt status.
- At the close of each fiscal year, support groups must submit bank statements for the past 12 months to:

- Minolie C Jayamaha
UCLA Dev | Fund Mgmt
10889 Wilshire Boulevard, Suite 1500
Los Angeles, CA 90024

Thank you for sharing this information with your group and for everything you do to support UCLA.