

October 15, 2025

To: UCLA Alumni Association Support Group Presidents

From: Gloria Gorden, M.P.H.
Chief Administrative Officer, UCLA Alumni Affairs

Re: Administrative Guidelines for Support Groups

Thank you for all that you and your support groups do on behalf of UCLA. Your generosity, 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 of California policies (<https://policy.ucop.edu/doc/6000596/SupportGroups>) regarding fundraising and financial activities, please be sure that your treasurer and all other members of your group have reviewed the information on the network support group resource website (www.supportgroups.ucla.edu).

It is essential that UCLA be in full compliance, including the following:

- Support groups must be approved by the chancellor or a delegate.
- Once a support group is established, it is officially recognized by UCLA and UCOP on an annual basis via the completion of the compliance application process:
 - Support group bylaws must stipulate that all assets benefit the university.
 - Support groups must request permission to open and maintain bank accounts.
 - Support groups must submit bank statements for the past 12 months in their compliance application.
 - Support groups need to complete their compliance by December 31 of each year to maintain official status.
- Support groups cannot conduct research or clinical trials or accept funds for contract research on behalf of the university.
- Support group endowments must be held and managed by the UCLA Foundation.
- As of April 18, 1996, support groups may not obtain their own tax-exempt status.

If there are any questions about compliance, please contact us at:
alumnisupportgroupservices@support.ucla.edu.

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