

UA Prospect Development Donor Vetting Process

Overview:

Research shall be conducted in accordance with APRA's ethics and professional standards as well as AFP's code of ethics to determine whether the existing donor or prospective donor does not represent a potential liability to the reputation of the institution and falls within our accepted guidelines.

Please note: Prospect Development will not pull any legal documents or provide any criminal history. Any information of concern will be reported to the Sr. Director of PD who will escalate any issues to UA's Senior Leadership Team for review.

Verify Capacity:

- Does the prospect have evidence of capacity (i.e., net wealth of at least \$20M+, gift capacity of at least \$1M, or previous giving of \$1M+)

Verify Affinity

- Is there evidence of engagement at UCI (i.e., giving, board affiliation, membership, etc.) or previous or current cultivation

Verify Evidence of Philanthropy

- Is there high confidence of external philanthropic behavior or activity

Identify and report on information that may represent liability to UCI

- Are there any red flags in the contact reports (i.e., any warnings, notes, disclaimers or information that would affect how cultivation and solicitation may be handled)
- Are there any red flags with any of the assets found (i.e., issues with real property or businesses)
- Are there any encumbrances or indicators of debt/negative wealth (i.e., financial liens, judgments, lawsuits)
- Is there any history of criminal activity or open investigations
- Are there problems with verifying information provided by the prospect (i.e., information found does not match that which was provided using credible sources)
- Life circumstances do not match potential gift value (i.e., unable to find any assets to verify principal gift ability)

Process:

- All cultivation of a certain level will be vetted by Prospect Development prior to the entry of the proposal.
- Development Officers should contact Prospect Development and include the outcome of the vetting in the Prospect Strategy Contact Report.