

Stewardship Initiative

Undergraduate Support Audit – May 2017

Undergraduate Impact Report Audit

- Stewardship Initiative conducted an audit of impact reporting activities for undergraduate scholarships to help us better understand current practices across campus and within WFAA. The two areas of focus for this audit are:
 - 1) Undergraduate scholarship awarding process
 - 2) Broader stewardship impact reporting
- WFAA staff reached out to 55 departments & institutes
 - 40 responses from units across campus

Key Findings from UG Audit

- 68% of units notify donors of their student recipients
 - Depending on the unit, WFAA or a dept administrator manages the process
- 35% record recipients in ABE; 20% send impact reports back to WFAA to record in ABE
- Thank you letter process
 - Send thank-yous to WFAA, or complete online profile using WFAA WordPress link
 - Send thank-yous to campus
 - May be notified that their funds will not be disbursed until their thank-you note is submitted
 - Mail the thank-you on their own
 - Campus suggests students send a thank-you and may provide guidelines, but does not require or manage

Awarding Timelines Across Campus

UW Madison Undergraduate Support Awarding Timelines

March 2017

