



COLLEGE OF AGRICULTURE  
AND LIFE SCIENCES

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**MEMORANDUM**

**DATE:** May 3, 2013  
**TO:** College of Agriculture and Life Sciences Faculty  
**FROM:** Shane Burgess, Vice Provost and Dean  
**SUBJECT:** Communications with Supporters

I would like to remind everyone that the CALS Office of Development and Alumni Affairs is to be made aware of, and involved in, any and all potential or considered communications with supporters about potential, considered, or actual philanthropy, beforehand.

A handwritten signature in blue ink, appearing to read 'Shane Burgess', with a long horizontal flourish extending to the right.

Shane Burgess  
Vice Provost and Dean

xc: Jim Moore  
Andrew Comrie  
CALS Executive Council  
CALS Department Heads and School Directors  
Jim Davis  
Ann Stevens  
Lee Dueringer