

## ABOUT THE DIFFERENT SURVEY VERSIONS

There are three versions of the higher education survey – full, partial, and minimal.  
There are two versions of the precollege survey – full and minimal.

The minimal version of both surveys contains the questions an institution must be able to answer in order to participate, as well as some optional questions. The full and partial surveys include the required questions on the minimal survey, and have additional detail and requirements. They also include optional sections and questions. Most institutions complete the full version of the survey, even though they may omit optional questions. However, several major universities and well-known precollege institutions complete the minimal version.

## REQUIRED DATA (ALL SURVEY VERSIONS)

Enrollment  
FTE Enrollment (higher education institutions only)  
Endowment  
Expenditures  
Advancement Program Expenditures (precollege institutions only)

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### **Giving by Source (Total is equal to Total Giving by Purpose.)**

*Total support from:*

Alumni  
Parents  
Grandparents (precollege only)  
Other Individuals  
Foundations  
Corporations  
Religious Organizations  
Fundraising Consortia  
Other Organizations

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### **Giving by Purpose (Total is equal to Total Giving by Source.)**

*Support that Donors Designated for:*

Current Operations (unrestricted)  
Current Operations (restricted)  
Property, Buildings, or Equipment  
Endowment (income unrestricted)  
Endowment (income restricted)  
Loan Funds  
Newly Established Deferred Gifts (You need the tax deduction the donor received for establishing the gift and the full face value of the assets used to fund the gift.)

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Number of Alumni of Record (for whom you have a means of contact)  
Number of Alumni Solicited  
Number of Alumni Donors

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Number of realized bequests  
Dollar value of realized bequests

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Number of Newly Established Deferred Gifts

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*Three largest Gifts from:*

Living Individuals  
Bequests  
Foundations  
Corporations

If your institution has data that would enable it to respond to the above questions, even if the response in some cases is zero, then you can participate in the program.

## SURVEY VERSION REPORTING DIFFERENCES

One primary difference between survey versions is how the basic data are reported. Data by source and data by purpose are presented in a crosstab format on the full and partial versions, rather than in a column, which is how the minimal survey is presented.

### FULL AND PARTIAL FORMAT

	Alumni	Parents	Other Individuals	Foundations	Corporations	Religious Orgs.	Fundraising Consortia	Other Orgs.
Current Operations (Unrestricted)								
Current Operations (Restricted)								
Property, Buildings, and Equipment								
Endowment (Income Unrestricted)								
Endowment (Income Restricted)								
Loan Funds								
Deferred Gifts (to Endowment, Income Unrestricted)								
Deferred Gifts (to Endowment, Income Restricted)								
Deferred Gifts (Other Purposes)								

### MINIMAL FORMAT

Alumni
Parents
Other Individuals
Foundations
Corporations
Religious Orgs.
Fundraising Consortia
Other Orgs.
<b>Total:By Source</b>
Current Operations (Unrestricted)
Current Operations (Restricted)
Property, Buildings, and Equipment
Endowment (Income Unrestricted)
Endowment (Income Restricted)
Loan Funds
Deferred Gifts
<b>Total: By Purpose</b>

### OPTIONAL SECTIONS

**Pledges and Testamentary Commitments:** If you wish to record new pledges and new testamentary commitments (bequest intentions), you can opt to complete Section 1, available in all survey versions.

**Advancement Investment (Higher Education Only):** If you wish to record details about your institution's financial and staffing investment in advancement (including, but not limited to, fundraising), you can opt to complete Section 2b, available to all higher education survey respondents in all survey versions.

## **OPTIONAL QUESTIONS**

In addition to having a more complex format, the full and partial surveys have a menu of optional questions on a variety of topics. Institutions may complete or omit these additional optional questions.

They include:

1. Reporting participation by nonalumni individuals, such as parents, grandparents (precollege only), faculty/staff, students, and other individuals.
2. Corporate giving details about matching gifts and gifts of property
3. Details about the purposes to which gifts to endowment are restricted (for example, scholarships, endowed chairs, research, and other purposes)
4. Family foundation giving
5. Governing board giving
6. Gifts to athletics
7. Gifts in the form of appreciated property and securities
8. Donor-advised fund giving
9. Alumni participation by type of alumnus (undergraduate, graduate, non-degree)

The best way to decide which version of the survey suits your institution is to schedule an appointment with one of our staff to discuss your particular needs and capacity. Another way to proceed if your institution has not yet participated is to complete the minimal survey the first year and then revisit the question once you have experience. You do not have to do the same version every year.

## **CONTACT US**

To schedule an appointment for an overview of the survey or to discuss which survey version would best suit your institution, contact us at [yse@cae.org](mailto:yse@cae.org) or 212-217-0878.