Preamble

The Lebanese American University (LAU) created this policy to establish standards by which all gifts to LAU will be evaluated in light of the ever-increasing generosity of the donors.

Purpose of Policy

External financial support is a desirable and necessary component for the future welfare of the University. This policy lays down certain guidelines with the intent of clarifying the responsibilities of the LAU in regard to gifts. These guidelines will also help all those extending their support to LAU avoid confusion and misapprehension when it is in their best intention to lend a helping hand to the University.

Policy Statement

LAU will accept all gifts that support the mission of the University and that do not violate any of the terms of its Charter, Governing Documents, Policies, and/or any public laws, rules and regulations. Furthermore, LAU will consider, prior to accepting any gift, whether the gift requires any unacceptable expenditures of University resources, whether the acceptance of the gift exposes the University to undue adverse publicity or reputational risk, whether the acceptance of the gift inhibits the University from seeking gifts from other donors, whether the gift involves unlawful discrimination, and whether the gift comes with any binding terms that unethically force the hand of the University in hiring, promoting, contracting, or admitting certain people.

Types of Accepted Gifts

The following relates to the types of gifts typically received by LAU. It is understood that special gifts or circumstances might require a case-by-case review by the President and might not be addressed by this document.
The Advancement Office at LAU is designated to receive all gift types from donors.

- **Cash Gifts:** LAU accepts cash gifts in the form of currency, check, bank transfers, or credit card contribution.

- **Gifts-in-Kind:** LAU accepts gifts-in-kind of a residential, rental, commercial, or touristic real estate nature, on condition that the President or his/her designee visit the site first and deem it appropriate for the University’s use. LAU also accepts gifts-in-kind in the form of personal property, such as artwork, collections, and equipment. Thereafter, an independent assessment of the value of the gift-in-kind will be sought from a field expert, and the assessment will be used as the official basis for the value of the gift.

- **Securities:** LAU accepts both publicly-traded securities and closely-held securities on condition that the securities are studied by the President and the Vice President for Finance and deemed as not exposing the University to any undue risk.

- **Pledges:** LAU accepts pledges – commitments to donate a specific dollar amount within a certain fixed time schedule.

- **Bequests:** LAU accepts bequests – gifts of cash, property, or other assets made in a donor’s will or living trust.

- **Scholarship Funds:** LAU accepts donations specifically for scholarships, as long as these scholarships are awarded through the Financial Aid and Scholarships Office according to their criteria and requirements.

All types of gifts can be restricted, unrestricted, or restricted for a specified time frame.

**Gift Acknowledgement**

All donors shall be sent a gift receipt within a reasonable timeframe. A donor may also receive, when appropriate, a token of appreciation from the University. The Vice President for Advancement is responsible for oversight and compliance with the requirements regarding gift acknowledgement (when deemed appropriate) and receipts.

**Use of Legal Counsel**

LAU shall seek the advice of its Vice President and General Counsel in matters relating to the acceptance of gifts when appropriate, especially when these gifts entail a transaction with
potential conflicts of interest, or when they involve bargain sales or documents requiring LAU to take or refrain from taking some action or assume an obligation.

**Anonymous Donation**

LAU will be open and transparent regarding the sources and purposes of gifts it receives. In case a donor wishes to remain anonymous, such anonymity will be respected.

**Naming Opportunities**

Naming opportunities offer the highest form of public recognition available at the Lebanese American University and celebrate the generosity of donors whose support is invaluable to its ongoing mission.

1. **Applicability**

This policy applies to all situations in which a charitable gift or commitments are given to the University with the intention of creating an endowment or naming a college, school, department, institute, center or program; a building or space within a building or a facility; a position; a scholarship or fellowship; a chair, professorship, or lectureship; a fund or a laboratory.

Any gift commitment must be payable over a defined pledge term and the donor must provide a legally binding commitment enforceable against his/her assets/estate until the pledge is retired. Any pledge with a naming opportunity cannot exceed five (5) years and the naming is contingent upon fulfillment of the pledge.

Any naming of any of the above opportunities requires formal approval by the Board of Trustees or its Executive Committee in accordance with the terms set herein.

2. **Policy Details**

- **Named Endowed Funds, Programs and Centers**

A donor, whether private individuals, corporations, foundations, associations, has the opportunity to have a name permanently associated with an endowed fund, program, or center, at the University, provided his/her gift meets the University guidelines on endowment minimum level/amount by type and is accompanied by a signed Gift Agreement.
• Named Spaces and Facilities

A donor, whether private individuals, corporations, foundations, or associations, has the opportunity to have a name permanently associated with a space or facility at the University (or outside the University) provided his/her gift meets the University guidelines on spaces and facilities minimum level/amount and is accompanied by a signed Gift Agreement.

The appropriate guidelines for minimum funding levels/amounts required for naming endowed funds, named spaces and facilities, or other naming opportunities are determined by the University and are available at the President Office.

3. Other Pertinent Policy Details

• In addition to the level/amount of the gift, the background, character, reputation and other qualities of the person for whom a university facility is to be named must be consistent with the reputation, mission and values of the University.

• Strictly honorific naming of spaces or facilities without fundraising will not be accepted unless otherwise decided by the Board of Trustees or its Executive Committee.

• Named gifts may bear the donor’s name or may be named to honor a spouse or other family members, a colleague, a favorite professor, a firm or other persons or organization deserving recognition.

• Permanence of Name. The naming of spaces and facilities is intended to be in place for the life of the specific physical space. If, in the determination of the Board of Trustees or its Executive Committee, circumstances change so that the purpose for which the physical space was established is significantly altered or if the (physical space is no longer needed or habitable), the President in consultation with the Board of Trustees or its Executive Committee and the donor, if possible, will determine an appropriate way to recognize the donor’s naming gift in perpetuity.

• Name Removal. University naming opportunities shall bear only the name of private individuals, corporations, foundations, or associations that exemplify the attributes of integrity, character and leadership consistent with the highest values of LAU. If, in the sole determination of the Board of Trustees or its Executive Committee, those attributes are not maintained, the Board of Trustees or its Executive Committee reserves the right to remove the donor's name from a physical space, school, department, lab, classroom or facility at any time. The
Board of Trustees or its Executive Committee also reserves the right to remove any name should the donor not fulfill the related pledge.

4. **Exception**

The Board of Trustees or its Executive Committee shall have the latitude to approve the establishment of named funds in amounts less than those stated in the appropriate guidelines mentioned above, or to determine minimum levels for naming of positions, programs, or facilities not outlined in this policy or the appropriate guidelines. For instance, if a donor provides a gift for a building that is already funded through other means or already constructed, lower minimum gifts might be appropriate.

5. **Procedures**

The President recommends to the University Advancement Committee of the Board of Trustees, after due diligence, a naming opportunity as stated above. Should the University Advancement Committee approve the President’s recommendation; he will seek the approval of the Planning and Finance Committee and the Legal and Compensation Committee of the Board of Trustees. Should the Planning and Finance Committee and the Legal and Compensation Committee approve said naming opportunity; the President will recommend said opportunity to the Board of Trustees or its Executive Committee for its consideration and final approval.