

# Financial Resources Accreditation Sub-Committee Fund Raising Questionnaire

INSTRUCTIONS: The Lebanese American University is seeking accreditation with NEASC. As part of that effort, we are seeking information about Fund Raising Activities. Please complete the following questionnaire by typing in the space provided and/or including other attachments where needed. **E-mail this form by December 20, 2005 to [NEASC SURVEY9@LAU.EDU.LB](mailto:NEASC SURVEY9@LAU.EDU.LB).** Thank you for your cooperation in helping LAU achieve accreditation.

The Financial Resources Sub-Committee is preparing a self-study to respond to the requirements of Standard Nine on Financial Resources. As part of Standard 9, Section 9.5 relates to Fund Raising at the University. It states the following:

*"9.12 The institution directs its fund-raising efforts toward the fulfillment of institutional purposes and conducts them in accordance with clear and complete policies that stipulate the conditions and terms under which gifts are solicited and accepted. The institution accurately represents itself and its capacities and needs to prospective donors and accurately portrays the impact that their gifts can reasonably be expected to have. Gifts are promptly directed toward donors' intentions."*

In connection of the above the Financial Resources Sub- Committee is seeking the Advancement/ Development offices input and response to the attached questionnaire

We appreciate that your response be comprehensive and includes all pertinent information for Beirut and New York offices. **It is essential that while answering the questionnaire, you provide us with all documentation (Policies, procedures, decision, etc...) to be included as Exhibits in the self-study.** Any assessment that can be provided regarding the current operation will be very helpful in concluding the self-study.

# Financial Resources Accreditation Sub-Committee (Standard 9) Fund Raising Questionnaire

YOUR NAME	
TITLE	
DEPARTMENT	
TELEPHONE	
TODAY'S DATE	

## Description

1	Please provide information to support that fund raising activities are conducted towards the fulfillment of Institutional purposes. In this regard, kindly provide a tabulation of the last three years fund raising activities including number of donors, type of donors (Private, Public, etc...), amount in US Dollars and restriction of donation.

2	Kindly provide, for the year 2004/2005, the percentage of fund raising to total University Revenues. This information need to be specified in terms of outright Gifts, Sponsorships and Grants & Contracts.

3	What are the policies and procedures governing the solicitation and acceptance of gifts. Please attach copy of these policies or procedures.

4	How are LAU's Alumni involved in properly portraying LAU's activities. Please describe the LAU Alumni set-up including general description of Alumni activities.

5	Do we accurately represent LAU and its capacities and needs to prospective donors? How?

6	Do we accurately and reasonably portray the expected impact of the donors gifts? How?

7	Please provide pertinent documents that relates in promoting LAU to prospective donors.

8	What are the policies and procedures governing Alumni activities. Please attach copy of these policies and procedures.

9	Describe the processes undertaken to direct gifts towards donor's intentions.

**Thank you for your time in completing this survey.**