




Donation Allocation Policy

Fondation USJ

Université Saint-Joseph de Beyrouth
(USJ - Saint Joseph University of Beirut)

The French version of the present text was approved by the University Board during its 221st meeting on June 19, 2024 and by the Board of Trustees during its 8th meeting on June 22nd, 2024



The University Board of the Saint Joseph University of Beirut (hereinafter referred to as the “University”), presided over by the Rector, Prof. Salim Daccache, SJ, unanimously approved the establishment of the Foundation of the Saint Joseph University of Beirut (hereinafter referred to as the “*Fondation USJ*”) on October 28, 2015. *Fondation USJ* primary purpose is to secure funding for the University’s development, enhance academic excellence, and support the University Medical Center, *Hôtel-Dieu de France* (hereinafter referred to as “HDF”).

Fondation USJ actively solicits donations and engages with donors to benefit the University, HDF, and the University’s hospital network. Governed by the University’s Bylaws (Art. 61-5), the Board of Trustees ensures alignment with the University’s mission as outlined in its Charter, providing necessary financial support for ongoing activities and mission continuity.

Fondation USJ is presided over by the University’s Rector, overseen by a Director, and governed by a Board of Directors. This Board sets strategic direction, establishes programs, develops strategies to achieve objectives, and monitors the financial management of *Fondation USJ* accounts (cf. Article 6.2 of the *Fondation USJ* Bylaws).

Donations enable the University to award scholarships, fund research initiatives, acquire assets, and support endeavors that align with *Fondation USJ* mission and donor preferences.

To ensure the University’s long-term financial stability, *Fondation USJ* collects both Current Use Funds and Endowment Funds. The Investment Committee and the Board of Directors focus on strategic planning. The Board of Directors appoints an Investment Committee responsible for defining the investment policy. The Investment Committee may consult an international asset management firm. The Investment Committee deliberates on the following matters: the establishment of the investment policies and portfolio objectives; the assessment of risks related to investments, profits and returns; the monitoring of portfolio performance; the selection of service providers.

1. GENERAL RULES

Fondation USJ must ensure that donations are used exclusively for their intended purposes.

2. CURRENT USE FUNDS

To ensure accurate tracking, each donation is recorded in a designated “**Current use Funds.**”

2.1 Donations for General Purposes

- 2.1.1 Some donations have been or are given without the donor imposing a specific allocation for their use. In the absence of a specific request by the donor, donations collected without a specific allocation are recorded in a “**General purpose donation account.**”
- 2.1.2 These donations are used to support the general mission and objectives of *Fondation USJ*.
- 2.1.3 The balance of unrestricted donations is maintained within its designated account.
- 2.1.4 *Fondation USJ* may spend the available balance from each donation account until it is exhausted.

2.2 Donations for Specific Purposes

- 2.2.1 Donors may designate their donation for specific purposes such as scholarships, research chairs, or other University or HDF projects.
- 2.2.2 Scholarship Funds require a minimum of 10,000 USD, unless otherwise determined by the Board of Directors. This fund is subject to a memorandum of understanding signed by the donor and the University.
- 2.2.3 Annually, *Fondation USJ* disburses the necessary amounts from the respective donation account to fulfill the donor’s specified purpose.
- 2.2.4 *Fondation USJ* may spend the available balance from each donation account until it is exhausted.

3. ENDOWMENT FUND

The Endowment Fund is a permanent financial reserve established to provide sustained support to the University and HDF. It generates sustainable income, primarily derived from donations and investments, aimed at funding educational programs, research endeavors, scholarships, and other crucial academic or medical initiatives, ensuring the sustainability of academic and medical excellence.

1. In general, unless otherwise specified by the donor, only the annual income generated by the funds can be used by *Fondation USJ*. The Board of Directors annually determines the percentage of income disbursed to *Fondation USJ*.
2. The Board of Directors of *Fondation USJ* may, by a two-thirds majority vote, allocate a maximum of 5% of the Endowment Fund to *Fondation USJ* under exceptional circumstances.
3. The President of *Fondation USJ* may, under exceptional circumstances, request the Board of Directors to disburse a maximum of 5% of the Endowment Fund.
4. Endowment Funds should be of at least 50,000 USD, unless otherwise decided by the Board of Directors. This Fund shall be subject to a memorandum of understanding signed by the donor and the University.
5. The Board of Directors of *Fondation USJ* manages the Endowment Fund based on recommendations from the Investment Committee as outlined in *Fondation USJ* Bylaws.
6. If significant changes in circumstances render a donor’s intended purposes and objectives irrelevant, *Fondation USJ* may, in agreement with the donor during their lifetime or with their heirs after their death, reallocate the donor’s funds to pursue other objectives consistent with the *Fondation USJ* mission, while respecting the initial designation and intent of the donor.

3.1 Expressly Specified Donor Intent

In protocols where the total amount to be disbursed is expressly stated, *Fondation USJ* disburses the required amounts as follows:

- 3.1.1. If the income from investments from the previous year is sufficient, *Fondation USJ* commits to fulfilling the donor’s intent.

3.1.2. When the income from investments from the previous year is insufficient to fulfill the donor's intent, *Fondation USJ* takes the following steps:

- a) It first uses the available balance.
- b) If the available balance is insufficient to fulfill the donor's intent, *Fondation USJ* contacts the donor and suggests the following options:
 1. Ask the donor to contribute additional amounts to reach the agreed-upon sum;
 2. Modify the memorandum of understanding signed with the University.

3.2 Unspecified Donor Intent

When the donor's intent is not explicitly stated in the signed memorandum of understanding, *Fondation USJ* ensures the sustainability of the endowment while prioritizing the University's critical needs.

4. REPORT TO THE DONOR COMMUNITY

4.1 *Fondation USJ* presents its Donation Allocation Policy to the Board of Directors during annual governance meetings, and subsequently publishes it on the USJ website. Additionally, *Fondation USJ* publishes its annual impact report distributed to all donors and friends, and made accessible on its website.

4.2 *Fondation USJ* issues an annual personalized report to donors:

1. Who have established an Endowment Fund;
2. Who have contributed to the Current Use Fund.

5. RECOGNITION POLICY

Generous donors will receive recognition for their exceptional support and solidarity through various channels including publications, newsletters, donor walls, and University reports. They will be invited to exclusive events, receive regular updates on the impact of their donation, and actively participate in achieving the shared vision for the University and HDF.

Donations are cumulative from 2015, marking the founding year of *Fondation USJ*, enabling donors to progress through higher recognition circles over time. Unless otherwise requested, each donor's name will be included in *Fondation USJ* annual report and on the website's donor wall.

The various donor recognition circles are as follows:

- 1875 Circle: Over \$1,000,000
- Diamond Circle: \$500,000 - \$999,999
- Platinum Circle: \$100,000 - \$499,999
- Gold Circle: \$20,000 - \$99,999
- Silver Circle: \$5,000 - \$19,999
- Bronze Circle: \$1 - \$4,999

5.1 Recognition of All Donor Circles

- **Letters of appreciation:** Donors will receive personal letters from USJ officials expressing gratitude for their generosity.
- **Thank-you calls:** Donors will receive personalized calls to express appreciation and discuss their motivations.
- **Virtual Donor Wall:** *Fondation USJ* maintains an online donor wall where donors' names and contributions are displayed.
- **Publications:** Donors will be acknowledged in the Rector's annual report, *Fondation USJ* annual impact report, the biannual newsletter "*Fond'actions*," and press articles.
- **Social networks and websites:** Regular updates and posts will highlight donors and share their inspiring stories.



5.2 Recognition of Major Donor Circles

1875 Circle: Donation of \$1 million or more

- Name engraved on a permanent plaque in the USJ Hall of Major Donors.
- Exclusive access to VIP events and newly inaugurated facilities, the University patronal feast, and graduation ceremonies.
- Presentation of a recognition plaque or USJ medal.
- Opportunity to honor the donor through a Naming.

Diamond Circle: Donation of \$500,000 - \$999,999

- Name engraved on a permanent plaque in the USJ Hall of Major Donors.
- Participation in private events with USJ officials and members of the Board of Trustees.
- Dedicated days on campus where donors are invited to engage in activities and connect with the beneficiaries of their donations.

Platinum Circle: Donation of \$100,000 - \$499,999

- Name engraved on a permanent plaque in the USJ Hall of Major Donors.
- Invitation to special events and exclusive sessions.
- Preferential rate for the annual Gala Dinners.