

The procedure on naming of facilities shall deal specifically with the following areas as detailed in Attachment A:

- The naming of buildings, property, and/or space therein,
- Other considerations for granting names, awards, or recognitions.

#### **The Naming of Building and Spaces**

- Minimum funding requirements for naming both new and existing facilities
- Donors who wish to name a facility may do so for a minimum of 50% of the College's local construction cost of the facility.
- To name a specific area:
  - Building wing or floor: \$500,000 minimum
  - Athletic facility or field: \$250,000 minimum
  - Auditorium, theater, art gallery, entrance hall, portico, lobby, walking path, or similar major building feature: \$50,000 minimum
  - Major lecture hall, teaching theater, laboratory, or similar building feature: \$50,000 minimum
  - Classroom, laboratory space, or conference room: \$20,000 minimum
  - Fountain, garden, bell tower, benches or other architectural features: \$10,000 minimum
  - Street or boulevard: \$10,000 minimum
- To name a specific academic area:
  - Endowed Chairs: \$50,000 minimum
  - Divisions, Departments, Centers, Academies, Institutes, and Programs: \$25,000 minimum
- To name a specific scholarship support
  - Endowed scholarship: \$10,000 minimum (per Foundation Policy)
  - Annual Scholarships given in agreement with Foundation Policy.

#### **Requirements for Gift Receipt Prior to Conferring New Facility Names**

- Carl Sandburg College will make no firm commitment to the naming, or even the construction of a new facility, until all the funds have been raised and/or the Board of Trustees and all appropriate governmental agencies have approved the project.
- New facilities may be named for non-donors when other donors wish to fund a project in the non-donor's honor.
- New facilities may be named on the basis of irrevocable deferred gifts.
- New facilities may be named for persons making gifts of property (real or personal) after the property is converted to cash.

#### **Requirements for Gift Receipt Prior to Conferring Existing Facility Names**

- Existing facilities, public areas, and functional spaces may be named in return for deferred gifts and specified term pledges approved by the Board of Trustees. However, the Foundation must

have received at least 25 percent of the pledge before the naming may be conferred and, should the pledge or deferred gift not be fulfilled, the name may be changed at the discretion of the Board of Trustees.

- Existing facilities, public areas, and functional spaces may be named and the name conferred for gifts of property prior to sale of the property, provided there is a reasonable expectation of a successful sale.

#### **Authority**

- Recommendations to name any area may be made to the Carl Sandburg College Board of Trustees or to the Carl Sandburg College Foundation Board. The recommendation should be accompanied with adequate details on the individual or institution to be honored and the reasons for such recommendation. The Board of Trustees will review and approve, at its discretion, all naming recommendations received.

#### **Other Considerations for Granting Names, Awards, or Recognitions**

- Consultations
  - When the Carl Sandburg College Foundation receives any recommendation for honors and recognition, it shall consult with the Chair of the Board of Trustees before action is taken.
  - Prior to action by the Board of Trustees, adequate consultation with the honoree or his or her family or their representative(s) shall be conducted to assure that the naming is accomplished with appropriate dignity and decorum.