PROCEDURE 2.43.0: ESTABLISHING A FRAMEWORK ON NAMING FACILITIES

The procedure on naming of facilities deals specifically with the following areas:

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

Naming building and spaces

- 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 court or field, auditorium or theater: $250,000 minimum
    - Art gallery, entrance hall, portico, lobby, walking path or similar major building feature:
    - $200,000 minimum
    - Major lecture hall, teaching theater, laboratory or similar building feature street, plaza,
    - boulevard, trail: $150,000 minimum
    - Educational classroom, building commons or laboratory space: $50,000 minimum
    - 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

- Sandburg makes no firm commitment to the naming or 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% 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 Sandburg board of trustees or to the Sandburg 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 Sandburg Foundation receives any recommendation for honors and recognition, it consults with the board of trustees chair 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) will be conducted to assure that the naming is accomplished with appropriate dignity and decorum.

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