

Naming Tributes for Facilities	Document No.	
	Effective Date	
	Revision Date	
	Revision No.	1.0
	Page No.	of
	Approval:	6/15/10

1.0 Purpose

This policy establishes guidelines for granting naming tributes of Casper College facilities.

2.0 Revision History

Date	Rev. No.	Change	Ref Section
	1.0	New policy.	

3.0 Persons Affected

3.1 Current and future donors to Casper College and Casper College Foundation.

3.2 Casper College Board of Trustees and employees.

3.3 Casper College Foundation Board and employees.

4.0 Policy

The policy of Casper College is to ensure the following.

4.1 Casper College grants naming tributes that reflect the history of Casper College.

4.2 Casper College grants naming tributes in a manner that is consistent and fair.

4.3 Casper College grants naming tributes that are fitting recognition and value for service provided or gift given.

4.4 Casper College grants naming tributes that enhance the reputation and prestige of the college and the donor.

5.0 Definitions

5.1 Facility. This group of physical properties includes buildings, structures, rooms, plazas, open spaces, landscaped areas, physical improvements, or natural features.

5.2 Naming Tribute. The act of naming a facility in recognition of distinguished service or for a gift of monetary value. Naming tributes are for the life of the facility; however, the Casper College Board of Trustees may rename a facility that has undergone a significant renovation or construction or if the donor that received the naming tribute has participated in an act that would bring dishonor to the college. The college uses the following criteria to determine naming tributes; however; the Casper College Board of Trustees may, at its discretion, modify the criteria on a case-by-case basis.

5.2.1 Distinguished service includes a gift of time or talent that has had a significant positive impact on the college over an extended period of years. No less than a year shall lapse between the end of an individual's service and consideration for a naming tribute.

5.2.2 A gift of monetary value will be considered for a naming tribute based on the following scale.

5.2.2.1 New buildings require a gift of at least 50 percent of the cost, or the gift must be integral to the completion of the project.

5.2.2.2 Renovation of an unnamed building requires a gift of at least 50 percent of the cost of a renovation with a minimum of \$100,000.

5.2.2.3 The Casper College Board of Trustees has the discretion to set the gift requirements for other facilities.

5.2.3 The Casper College Board of Trustees may, at its discretion, transfer a naming tribute to a new facility.

## 6.0 Responsibilities

6.1 The president is responsible for determining if a candidate for a naming tribute is worthy of the honor and for gathering information on the internal and external support for the naming tribute.

6.2 The donor is responsible for providing a release to conduct a background check if requested.

6.3 The Casper College Board of Trustees is responsible for granting a naming tribute.

## 7.0 Procedures

7.1 The president gathers data on candidates for naming tributes from the Casper College Foundation and other sources deemed appropriate to determine eligibility

and worthiness of the candidate. If deemed eligible and worthy, the president forwards the request to the Casper College Board of Trustees.

- 7.2 The Casper College Board of Trustees evaluates the data. The Casper College Board of Trustees may request the president conduct a background check on the donor.
- 7.3 If a background check is requested, the donor must sign an authorization allowing the background check to be considered further.
- 7.4 The Casper College Board of Trustees considers all data gathered and either grants or denies the naming tribute.