

## DONOR RECOGNITION

The purpose of this procedure is to provide standard guidelines among the District's colleges and centers in recognizing donor financial contributions in naming major buildings, sites, rooms, common areas, real property or endowments. This procedure shall be in accordance with Board Policy 5029, Donor Recognition.

### Process

1. To be eligible for naming considerations, the donor will be expected to provide a financial contribution with a minimum value of 25% for buildings, and 50% for rooms or other real property, of the total cost of construction/renovation, based on the estimated cost of area per square foot.
2. Requests for the naming of major buildings, sites, rooms, common areas, real property or endowments shall be submitted to the respective President's Office at each college. The request should include a rationale for the request, a biography or history of the proposed person or entity's name as well as the person or entity's connection to the college or District.
3. The President's Office shall then determine if the proposal has merit and meets the necessary criteria to be forwarded for further consideration.
4. The college President shall then institute a process to assure broad-based input into the proposed naming of major buildings, sites, rooms, common areas, real property or endowments. This process shall include consultation with students, staff, community representatives and any other representation the college President deems advisable.
5. The college President shall make a recommendation to the Chancellor only after compliance with the procedural process. The recommendation to the Chancellor must include an explanation of the consultation and review process used to arrive at the determination.
6. The Chancellor shall review the recommendation and determine if it is to be forwarded to the Governing Board for approval.

### Restrictions

1. Major buildings, sites, rooms, common areas, real property or endowments will not be named for individuals while they are employed by or officially involved with the District. Naming after such persons shall be no earlier than one year following the conclusion of their relationship with the District.
2. If a naming request is made for a deceased individual, at least two years must pass before the request shall be considered.