

## Attachment A

### **I. The Naming of Buildings, Property, and/or Any Space Therein**

#### **A. Minimum Funding Requirements for Naming Both New and Existing Facilities**

1. Donors who wish to name a facility may do so for a minimum gift of 50 percent of the College's local construction cost of the facility; with a minimum contribution of \$500,000.
2. To name a public area, sub-division, or section of a facility, such as a lobby, floor, atrium, athletic field or auditorium, a minimum gift of \$250,000 will be required.
3. To name a functional space of a facility, such as a laboratory or study area, a minimum gift of \$200,000 will be required.
4. To name a high traffic area, such as a street, plaza, trail or building connector, a minimum gift of \$150,000 will be required.
5. To name an educational classroom, a minimum gift of \$50,000 will be required.

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

1. Carl Sandburg College will make no firm commitment to the naming, or even the construction of a new facility, until all of the funds have been raised and/or the Board of Trustees and all appropriate governmental agencies have approved the project.
2. New facilities may be named for non-donors when other donors wish to fund the

project in the non-donor's honor.

3. New facilities may be named on the basis of irrevocable deferred gifts.
4. New facilities may be named for persons making gifts of property (real or personal) after the property is converted to cash.

**C. Requirements for Gift Receipt Prior to Conferring Existing Facility Names**

1. 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.
2. 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.

**D. Authority**

Recommendations to name any area may be made to the CSC Board of Trustees or to the CSC 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 CSC Board of Trustees will review and approve, at its discretion, all naming recommendations received.

**II. Other Considerations for Granting Names, Awards or Recognitions**

**A. Consultations**

When the Carl Sandburg College Foundation receives any recommendation for honors and recognition, it shall consult with the President of the College and the

Chairman 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.