ATTACHMENT A

Naming of University Properties, Programs, and Facilities

Sample Proposal Format

Campus: _______________
Approved for Campus by: _______________
Date Submitted: _______________

Item for Action

Naming of ___________________________ (surname of honoree),
College/School of __________________________, __________________________ Campus.
The Chancellor recommends to the President that the ______[entity to be named]__________,
College/School of __________________________, __________________________ Campus, be
named the ____________________________, in recognition of a gift [or contingent on
fulfillment of a pledge] to [the Regents or the ____________Foundation] of $____________
from ____[name of donor]_____.

Background

The ________________ campus proposes that the [entity] be named the [proposed name of entity],
[in recognition of a gift of (or) contingent on fulfillment of a pledge of] $____________ from
[name of donor (s)] to [the Regents or the ________________Foundation].

Action will be released to the public by the campus immediately following the President’s action
(or alternate time specified).
[pertinent information about the gift, pledge-payment schedule, fundraising campaign or other information about the entity to be named].

[information about the honoree].

[information about the donor, if different from the honoree].

The proposed naming has been approved by the [committee that advises the Chancellor].

Reminder

[All documents pertaining to the gift and to the chair or professorship must be signed by the donor and must be submitted together with the campus draft of the proposed Action Item for the Establishment and Naming of the Endowed Chair or Professorship (the footnote re: release of the Action to the public must appear on each page). Items are not considered received in the Office of the President until all applicable background documents have been received.]