

Instructions for completing the "Request to Name/Rename a Place, College or School" form in recognition of an individual, corporation, foundation or organization.

Naming of places, colleges or schools on the University of Georgia campus

The Board of Regents considers the naming of a place or an academic unit in honor of a living or deceased individual, corporation, foundation or organization to be one of the highest and most distinct honors that it can bestow. Naming a place or an academic unit requires prior authorization by the Board of Regents. University Cabinet approval is required at the institutional level prior to submitting a naming request to the Board.

Namings may be authorized for outstanding and distinguished service, for philanthropic giving or both.

The University of Georgia will authorize namings to honor a living person only when that person has been disassociated from employment by the USG or from local, state, or federal government employment for at least two years prior to seeking Board approval. In the event that the individual being honored is no longer living, the two year waiting period may be waived.

In order for a place or an academic unit to be named based upon a contribution, the gift will comply with the following guidelines:

1. The gift must be in irrevocable form to be paid within a five-year period and based upon a signed pledge commitment.
2. Where possible, namings should be associated with endowment gifts; if a gift is to construct a facility, presidents are encouraged to seek at least a portion of the gift for endowment to support the facility or academic programs associated with the facility.
3. Generally, deferred gifts such as life insurance and bequests are not to be used for current naming opportunities. Institutions should discuss with the interested donor(s) about the possible naming opportunities that may be available when the gift is actually received. No request for a naming should be made to the Board based on a deferred gift.
4. In cases where a gift is paid over a period of time, presidents should make the formal naming request to the Board only when at least half of the total gift has been received by the institution.

The following procedural steps should be followed to initiate a naming request on the University of Georgia campus:

- A. Detail the request on the "**Request to Name/Rename a Place, College or School**" form which includes a brief justification for the naming;
- B. Submit the form to the appropriate dean, unit director, associate vice president or vice president for approval;
- C. Forward to Development and Alumni Relations for review and confirmation that philanthropic giving criteria have been satisfied (see below for guidelines on philanthropic giving);
- D. Forward for physical facilities review by Finance & Administration;

The Secretary of the University Cabinet will present for Cabinet approval and submit to the BOR for final consideration.

Upon final approval by the Board of Regents, the Office of the Vice President for Finance & Administration will coordinate with other campus departments to ensure that any new place, college or school name is reflected in all records and publications.

Send completed form to:
Office of the Vice President for Finance & Administration
230 Administration Building

Questions? Call OVPFA at 542-1361



**UNIVERSITY OF
GEORGIA**

Finance & Administration

Request to Name/Rename a Place, College or School
(in recognition of an individual, corporation, foundation or organization)

Date: _____

Point of Origination: Name: _____

Department: _____

Type of Request: ☐ Name ☐ Rename ☐ Transfer Name
 ☐ Other: _____

Current place, college or school name (if applicable): _____

Building number: _____

Total approximate value* of construction or replacement (if applicable): _____

Proposed name: _____

Naming based upon: ☐ outstanding service ☐ philanthropic giving ☐ both

If naming for an individual, the person is: ☐ living ☐ deceased

Name of person to be honored: _____

Name of donor(s), if different from honoree(s): _____

Have Honoree(s) or Donor(s) been notified of these intentions?: _____

Contributions and/or outstanding/meritorious service to institution (can be attached as separate document if necessary): _____

Biographical Information on Donor(s) [if different from honoree(s)] (can be attached as a separate document if necessary): _____

If specific financial gift is basis for proposed naming, what is the amount? _____

If gift is pledged, fund amount received to date and terms _____

Attach a map* of the area proposed to be named

*can be obtained from the Office of the University Architects (706.542.3605)

Faculty/Staff Requestor (print name)

(Signature)

Dean or Director (print name)

(Signature)

Assoc. Vice President/Vice President (print name)

(Signature)

Reviewed by (initials):

Development and Alumni Relations Finance & Administration
(Confirms philanthropic giving criteria has
been satisfied, required regardless of basis of naming)

Presentation to University Cabinet

Meeting date: _____

Approved: ☐Yes ☐No

Secretary, University Cabinet (print name) (Signature)

**Please transmit to: Office of the Vice President for Finance & Administration
230 Administration Building**

Office use only

Abbrev: _____

☐ Copied to requestors, MarComm, FMD, OIR, Campus Mail and OUA _____ (date)