

**CHAPTER 6: BUSINESS AND FISCAL AFFAIRS  
ADMINISTRATIVE PROCEDURE NO. 6620**

**COLLEGE OF THE SISKIYOU**

**Procedure Manual**

**Title:** Naming of District Property

**Adoption Date:** November 19, 2013

**Responsible Office:** Administrative Services

**Policy Reference:** None

Requests for naming of district property are to be submitted to the Superintendent/President and include the following:

- a. A rationale for requesting the name of the building or facility;
- b. A description of the proposed memorial, if appropriate;
- c. Evidence of support for the naming, including complete biographical information about the individual, business or corporation;
- d. Specifics of the gift or donation, including maintenance, if appropriate. The Superintendent/President will work in concert with the Foundation on their review and approval;
- e. Duration of the recognition.

Acceptable forms of gifts to result in a naming include: cash, appreciated securities, real property, and under special circumstances, life income gifts (charitable remainder trusts), gifts through estate planning, and gifts-in-kind. Name opportunities shall be available for a deferred gift if the gift is irrevocable and the Foundation office is provided with a copy of the signed and executed estate planning document designating the gift as irrevocable.

**Written Agreement Required**

An agreement between the gift donor and the College shall be prepared in writing by the Foundation to memorialize the conditions associated with a donation, or donations over time, that result in the name of the district property.

In the case of fundraising campaigns for naming, a plan must be submitted and approved by the Board of Trustees. The plan shall include the district property to be named, the proposed gift opportunity levels, and the method of recognition.

Naming of district property must be approved by the Board of Trustees.