

## Honorific Naming Policy

This document is the parent policy for any College procedures or regulations. Questions regarding this policy are to be directed to the identified Policy Administrator.

### Policy Statement:

The Board of Governors may consider the honorific naming of new or existing college facilities, programs, or awards to reflect the names of individuals or corporations when a significant contribution is made to Northern Lakes College or its communities.

<b>Sponsor:</b>	External Relations
<b>Policy Owner:</b>	President & CEO
<b>Policy Administrator:</b>	Director, External Relations
<b>Approved By:</b>	Board of Governors
<b>Approval Date:</b>	April 11, 2014
<b>Effective Date:</b>	April 11, 2014

<b>Objective:</b>	N/A
<b>Guidelines:</b>	<ol style="list-style-type: none"> <li>Final approval for the naming of facilities in whole or in part, or programs related to a donation or as an honour for service to the community rests with the Board of Governors upon recommendation by the President.</li> <li>The naming of a new or existing facility or program, based on a philanthropic donation, shall be significant in relation to the overall value of the project or initiative.  <b>EXAMPLES:</b> <ol style="list-style-type: none"> <li>The naming of a facility related to a philanthropic donation could be based on 30% of the overall capital cost.</li> <li>The naming of a program related to a philanthropic donation could be based on a minimum of 3 times the annual operating budget of that program. In this scenario, 1/3 of the sum could be direct funding with 2/3 of the sum endowed.</li> </ol> </li> <li>The decision to name an award such as a bursary or endowment is delegated by the Board of Governors to the President.</li> </ol>
<b>Definitions:</b>	N/A

<b>Related Northern Lakes College Documents:</b>	Finance – Donor Recognition Policy Finance – Gift Acceptance Policy
<b>Related External Information:</b>	N/A
<b>Stakeholders Consulted:</b>	Senior Management Team: Feb 12, 2008; May 2013; March 26, 2014

<b>Next Review Date:</b>	April 11, 2019
<b>Revision History:</b>	February 19, 2008: New May 14, 2013 April 11, 2014 February 13, 2020: New template