

OLYMPIC COLLEGE POLICY

TITLE: Naming of Olympic College Facilities with regard to the Olympic College Foundation and Fund Solicitation

POLICY NUMBER: OCP 100-09

APPLICABLE PROCEDURE(S): OCPR 100-09-01 through OCPR 100-09-06

This policy will provide guidance for all involved in fund solicitation on when and how the Board intends to name buildings and rooms on the campuses of Olympic College. By setting forth this policy, the Board seeks to properly recognize significant contributions, provide guidance for those involved in the funds solicitation process, maintain equity among donors, and avoid potential misunderstandings. The Board welcomes advance notification and discussion of possible naming opportunities and appropriate gift levels with those involved in donor solicitation, but will take formal action only following receipt of a qualifying gift. Such action will be taken in a formal, open Board meeting.

The Board of Trustees reserves the right to name all permanent structures on the campuses of Olympic College and to accept or reject any gift contingent upon a naming. No employee of Olympic College is authorized to commit the Board or the College in this regard. The Olympic College Foundation, the members of its Board and its employees and agents are not authorized to make representations, promises or other commitments in this area without prior written authorization from the Olympic College Board of Trustees.

Recommended by

Submitted to President's Cabinet for Review

Approved by President

Submitted to Board of Trustees

Approved by Board of Trustees

Reapproved by Board of Trustees

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OLYMPIC COLLEGE PROCEDURE

PROCEDURE NUMBER: OCPR 100-09-01

TITLE: Donor Proposal

Donors may propose to recognize or memorialize themselves, family members or third parties or entities.

PROCEDURE NUMBER OCPR 100-09-02

TITLE: Naming of Structure for Living Individual

No room or structure will be named for a living individual without the written consent of that individual or his/her authorized representative.

PROCEDURE NUMBER: OCPR 100-09-03

TITLE: Required Contribution for Building or Structure

Naming an entire building or structure will generally require a contribution that approximates a minimum of twenty percent (20%) of the total project cost of the furnished facility. (Includes design through furnishings and applicable taxes.)

PROCEDURE NUMBER: OCPR 100-09-04

TITLE: Required Contribution for Room or Laboratory

Rooms and laboratories may be named to recognize contributions that, at minimum, approximate thirty percent (30%) of the finished project cost of the furnished room or laboratory as determined by pro-ration of room square footage to total project plan any special costs associated with the room's function.

PROCEDURE NUMBER: OCPR 100-09-05

TITLE: Recognition of Certain Individuals

The Board may also use the opportunity afforded by new construction to name facilities or structures in recognition of individuals who have served the College or our community as employees, former Board members, donors, or in some other capacity that deserves formal and permanent recognition. However, members of a sitting Board will not be so recognized unless they are qualified as donors as discussed above.

OLYMPIC COLLEGE PROCEDURE

PROCEDURE NUMBER: OCPR 100-09-06

TITLE: Discretion of the Board of Trustees

The Board does not intend to name facilities or structures in a manner that would give offense: thus not all proposed names, even if they are offered by a qualified donor, may be judged acceptable by the Board. The decision of the Board of Trustees shall be final.

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