



UTAH VALLEY UNIVERSITY

Policies and Procedures

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POLICY TITLE	Honorary Names and Named Gifts	Policy Number	232
Section	Financial Affairs and Development	Approval Date	April 10, 2008
Subsection	Development	Effective Date	April 10, 2008
Responsible Office	Vice President of Development and Alumni Relations		

1.0 PURPOSE

1.1 The University desires to acknowledge, recognize and honor individuals, families, and organizations that have made a contribution to the growth, development, and enrichment of the University.

2.0 REFERENCES

2.1 Utah Board of Regents' Policy R220 *Delegation of Responsibilities to the President and Board of Trustees*

3.0 DEFINITIONS

3.1 Facility and facilities: Any building, structure, room, plaza, open space, landscaped area, or other physical improvement or natural feature of the University's campus or of other property under the administrative control of the University.

3.2 Gift agreement: A legal document, signed by a donor and an officer of the University, confirming the mutual promises, commitments, undertakings, restrictions, and agreements of the involved parties pertaining to the naming of a gift to the University.

3.3 Honorary name: An honorary name acknowledges an individual or entity who is distinguished through unique service to the University (e.g., Wilson W. Sorensen Student Center).

3.4 Named gift: A named gift honors individuals, families, or organizations that are distinguished through financial support to the institution (e.g., the Gunther Trades building). These naming opportunities include scholarships, chairs, professorships, rooms, and other interior space, athletic fields, buildings, schools, colleges, institutes, and programs.

3.5 Program or programs: Include, but are not limited to, any college, department, division, center, or institute under the administrative control of the University.

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4.0 POLICY

4.1 The University will accept named gifts and honorary names for facilities and programs as a means to pay tribute to people and organizations that have made a notable contribution to the University.

4.2 The Board of Trustees shall approve/disapprove all honorary names and named gifts upon recommendation of the President.

4.3 Honorary names and named gifts shall be approved/disapproved based on the monetary amount or the value to the University, or on distinguished service, teaching, or support to the University.

5.0 PROCEDURES

5.1 The following procedures pertain to both honorary names and named gifts:

5.1.1 The naming of a facility will take into account the condition, use, and age of the building, visibility and use of the room, size of room, market for potential donors, and other relevant considerations.

5.1.2 The appropriate vice president will present the proposed honorary name or named gift to the President for consideration and approval.

5.1.3 Names given to facilities and programs will remain for a period of time as agreed upon by the donor and the University, after which time, the donor may be given an opportunity to renew the name or another donor may be sought.

5.1.4 The University reserves the right to determine the content, location, and frequency of any announcement associated with a named facility or program.

5.1.5 If the naming recommendation is approved by the Board of Trustees, actions necessary to establish the newly designated name will be carried out by the Vice President of Development and Alumni Relations in collaboration with the Vice President of Finance and Administration.

5.2 The following procedures pertain to honorary names:

5.2.1 Proposals should be presented to the President, or the appropriate vice president, in writing and should include (a) a biographical summary of the person proposed to be recognized, (b) a description of the facility or program and the proposed name, and (c) reasons the contribution to the institution by the individual, family, corporation, or foundation satisfy the standards set out in



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this policy. No naming opportunity will be considered for a current staff member, faculty member, or trustee.

5.2.2 Honorees, or families of honorees, will be consulted regarding the particulars of the honorary naming, including the planned length of time a facility or program will be named on behalf of the honoree.

5.3 The following procedures pertain to named gifts:

5.3.1 A vice president receiving a proposal for a named gift shall advise the Vice President of Development and Alumni Relations, who shall discuss with the President the proposed gift. If a proposal is approved by the President, the Vice President of Development and Alumni Relations shall place the proposal on the agenda of the Board of Trustees.

5.3.2 The President and Board of Trustees will approve named gifts for any facility or program. The President may delegate responsibility for naming interior portions of a facility or selected outdoor facility to deans or directors.

5.3.3 The University may require a background check or verification on any donor for any naming opportunity.

5.3.4 All donations related to naming opportunities must be clearly identified and made irrevocable in writing.

5.3.5 The University reserves the right to withdraw the name of a facility or program in the event that maintaining the name becomes inconsistent with the mission and reputation of the University.

5.3.6 Any obligation imposed on the University in connection with naming opportunities and their attendant donations must be approved by the President.

5.3.7 For all named gifts funded over multiple years, the gift will not be named or publicly announced until the first gift installment is received or converted to cash and a gift agreement is signed by the donor. The University may withdraw use of the name if the named gift is not fully funded within the terms of the gift agreement.

5.6.8 For named facilities resulting from a named gift, the donor(s) will receive appropriate recognition that may include a plaque, exterior signage, or acknowledgement in brochures and other literature regarding the facility.

5.6.9 A list of named gift opportunities and suggested donation guidelines will be maintained by the Division of Development and Alumni and approved by the President, with input from other



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parties who have a vested interest in the facility or program being named (e.g., deans or others who represent the units housed in colleges or buildings).

5.6.10 If a university facility or program, that has received a named gift, should cease to exist, the Vice President of Development and Alumni Relations will consult with the donor, the donor's descendants, the corporation or the foundation so that appropriate recognition is sustained.

POLICY HISTORY		
Date of Last Action	Action Taken	Authorizing Entity