

NAMING FACILITIES

CW
(REGULATION)

PROCEDURES

Any person may submit an application for either the dedication of a plaque or memorial or for naming a facility.

APPLICATION

For dedication of a plaque or memorial request:

1. Complete and submit the application, CW(EXHIBIT)-A, to the associate superintendent for operations.
2. Submit all back-up information with the application.

For facility name nomination:

1. Complete and submit the application, CW(EXHIBIT)-B, to the associate superintendent for operations.
2. Submit all back-up information with the application.

PROCESS

The process shall be as follows:

1. The facility board liaison will review the application.
2. After approval by the facility board liaison, the application will be submitted to the appropriate campus improvement team (CIT).
3. A public forum will be held. The forum will be advertised in the newspaper, by the campus, and on the District's Web site.
4. The facility board liaison will review all documents.
5. A recommendation will be made to the Board at a meeting that meets the requirements of the Open Meetings Act.
6. The recommendation shall require Board approval.