

## 222 ACCEPTANCE OF GIFTS AND NAMING OF SCHOOL PROPERTIES

*ROCORI Public Schools First Adoption: 02-12-2018*

*ROCORI Public Schools Last Revision: 11-14-2022*

### I. **PURPOSE**

The purpose of this policy is to establish the parameters for naming school district buildings and facilities. The policy sets the criteria and procedures used to consider naming a building or facility in honor of a donor or community member in recognition of their contributions offered to the District. This policy does not include scholarships or research grants.

The District desires to encourage the broadest possible support of the District's educational programs, which are in the interest of all students. The School Board encourages individuals and groups to contribute funds and/or materials in support of educational programs.

### II. **GENERAL STATEMENT OF POLICY**

- A. The School Board shall have the exclusive authority to name school buildings and facilities. The District may name a building or facility in honor of an individual or individuals who have made a significant contribution that the District wishes to honor. -Such a contribution could include a financial gift, a gift of service/or an achievement.
- B. The School Board will name buildings and facilities either
  - 1. After an individual or individuals in recognition of their outstanding service to the District while serving in an academic or administrative capacity or outstanding service to the ROCORI community;
  - 2. After an individual or individuals in recognition of the achievements of distinguished as alumni;
  - 3. After an individual or individuals in recognition of a prior voluntary financial commitment or other contribution (be it by way of gift, bequest, sponsorship agreement, etc.), and not rendered in consideration of naming a building or facility after them or offered and negotiated in the acceptance of a new major gift commitment; or.
  - 4. After historical leaders, historical events or the community represented.
  - 5. The District welcomes contributions to help enhance the buildings, facilities and programming of the District. Although the District is not interested in accepting gifts that require a certain name be given to a building or facility, the District will consider naming the building or facility after a donor, on a case-by-case basis, as gifts or donations may be proposed.

- C. The District recognizes that the loss of a member of the school community is deeply felt by students, staff and families. While ROCORI Public schools will support staff, students, and families impacted from a death by assisting with connections to appropriate school and community resources, school sites should not serve as the main venue for the memorializing of students and staff because schools are designed primarily to support learning.

**III. DEFINITIONS**

- A. A “building” is a specific school building sites used by the District for academic and educational purposes.
- B. A “donor” is a person or entity who makes a gift of funds or other support to the District.
- C. A “facility” is a district-owned structure or property, that does not constitute a building as defined in this policy. Facilities for the purposes of this policy include, but are not limited to, the following:
  - 1. Auditoriums/Theatres;
  - 2. Gymnasiums;
  - 3. Libraries;
  - 4. Gardens/Walks/Plazas;
  - 5. Athletic Fields/Facilities;
  - 6. Concessions/Locker Rooms
  - 7. Classrooms;
  - 8. Streets; and
  - 9. Other designated spaces.
- D. A “gift” is a transfer of, or promise to transfer, money or other property to the District without reciprocal benefit to the donor.
- E. “Sponsorship agreement” shall mean a contract involving the provision of funds or other support with the expectation of public acknowledgement or promotional opportunity.
- F. “Memorials” refers to objects and activities to remember an event or deceased person (s).

**IV. ACCEPTANCE OF GIFTS**

- A. Potential donors desiring to make a gift in support of school programs shall communicate with a district administrator. The donor shall outline the nature and the extent of the gift, as well as other specifics. A sponsorship agreement is required for larger gifts (including in-kind gifts).
- B. All gifts shall meet the following requirements:
  - 1. District will consider future costs as a consideration prior to accepting a gift.

2. Gifts to specific programs shall not place any restriction on those programs.
  3. The gift shall not be harmful or inappropriate for students.
  4. Acceptance of a gift shall not imply District endorsement or require use of any product or service.
  5. Acceptance of a gift shall not cause a conflict with School Board policies and procedures. Further, it shall not be in violation of state or federal law.
  6. The School Board shall make the final determination with respect to acceptance of a gift.
  7. All gifts shall become the property of the District.
  8. The gift will not jeopardize other sources of state or federal funding.
  9. The gift will not cause an unreasonable imbalance in programs for students in similar schools or grade levels.
- C. Gifts that involve the hiring of personnel shall have the following requirements:
1. The District will accept gifts that are earmarked for the purpose of hiring personnel.
  2. In this event, the District shall direct the hiring process in compliance with school policy.
  3. The School Board must approve the posting of all personnel positions and the hiring of all personnel.

**V. NAMING BUILDINGS AND FACILITIES IN HONOR OF COMMUNITY MEMBERS**

- A. In naming a building or facility in honor of community members due regard should be taken of the need to maintain an appropriate balance between commercial considerations and the role which names of buildings or facilities contribute to the District's sense of identity. The District will consider how a proposed name would assist staff, students and visitors in orienting themselves within a campus or building.
- B. To ensure the naming decision is consistent with the District's mission and vision.
1. The long-term effects of the naming of a building or facility must be considered; and-
  2. The department/school affected by the naming right must be consulted before any decision is made.

C. Each naming decision made pursuant to a sponsorship agreement defined by this policy is bound by that sponsorship agreement and all other applicable board policies, including the following requirements:

1. A donor may request that the building or facility at issue be named after another community member instead of the donor.
2. The District shall not name a building or facility in honor of a living individual without the informed consent of the named party, except that recognition may be extended posthumously at the discretion of the School Board. Posthumous recognition does not require a formal agreement with any surviving relatives or organizations. A sponsorship agreement proposing a building or facility be named after a living community member must include indicia of approval by that community member.
3. The District will consider entering into a sponsorship agreement with respect to a proposed gift only if all of the following conditions are met:
  - a. The gift is for a new project or an enhancement of existing buildings or facilities. There must be a clear outline of how the gift will be used.
  - b. The gift is equal to or exceeds \$50,000 and meets or exceeds 25% of the project's total cost.
  - c. The donor agrees that a minimum cash gift equal to no less than 25% of the gift commitment confirmed in the sponsorship agreement will be received before the building or facility will be named in honor of the donor or community member.
  - d. The donor has agreed that the District will determine the appropriate size and the wording of any signage. The District shall maintain the signage. The signage will include the display term negotiated in the sponsorship agreement.
  - e. The donor agrees to a set termination date for the name of the building or facility, after which the District can change the name of the building or facility at its discretion.

The District reserves the right to make exceptions to the above guidelines.

4. Limitation of Rights with Respect to a Building or Facility Named After a Donor or Community Member
  - a. The donor or community member for whom the building or facility is named shall expressly allow the District the right to use the name and other brand elements of the donor or community member.
  - b. The donor or community member for whom the building or facility is named has no decision-making rights as to the purpose of the building or facility unless specifically provided for in the sponsorship agreement

between the parties. The District will not agree to any condition in a sponsorship agreement that could unnecessarily limit progress toward the District's mission and purpose, statutory obligations, or the local authority of the School Board.

- c. The donor or community member for whom the building or facility is named has no liability ~~in~~ related to the building or facility unless provided for in the sponsorship agreement between the parties. Any such limits must be included in any sponsorship agreement.
5. Removal of Building or Facility Name: - In addition to any remedies for breach of the sponsorship agreement the parties may terminate a sponsorship agreement in advance of the scheduled termination date under any of the following conditions:
- a. The District reserves the right, at its sole discretion, to alter the name of the building or facility without refund of consideration, prior to the scheduled termination date for such reasons as could bring the District in disrepute, the donor or community member for whom the building or facility is named committing a criminal act, or engaging in business practices that are not appropriate in an educational setting with children.
  - b. The donor or community member for whom the building or facility is named may, without refund of consideration, at its sole discretion, request to a change in the name of the building or facility prior to the scheduled termination date for cause. Termination for cause includes the District engaging in activities or conduct that could bring the named party into disrepute.
  - c. After the scheduled termination date, the building or facility may continue to be named after the community member pursuant to a mutual written agreement between all parties.

**VI. MEMORIALS AND OTHER METHODS OF HONORING DECEASED STUDENTS AND STAFF**

- A. Memorial activities expressed at school need to be coordinated and approved through the District's administration, which should focus on maintaining the regular schedule, structure, and routine when considering these plans. School district buildings and facilities will not be used for memorial services or funerals. Examples of appropriate memorial activities include:
  - 1. Graduation recognition, which is to occur at the discretion of the superintendent and the administration.
  - 2. A moment of silence to honor the memory of a student or an employee, which may occur at the discretion of the administration. Moments of silence can occur

during the school day, at school board meetings, at co-curricular events in which the deceased participated, or at community-based events.

- B. Permanent memorials for deceased students and staff will be limited to living memorials, endowments, scholarships, and books or items with educational significance.
  - 1. Plantings may be made in a designated location upon administration approval, and become district property.
  - 2. Scholarship and endowment memorials may be established one time, or in the forms of a perpetual award, with a description of the purpose of the endowment or scholarship.
  - 3. The district reserved the right to relocate or remove any memorials as necessary for future district needs.
- C. Existing memorials established prior to the implementation of this policy shall not be affected by this policy.

Source: New London Spicer School District Policy #8062 Naming Rights; Willmar School District Policy 820 Naming Schools and Facilities; Prior Lake-Savage Area School District Policy 531, Burnesville-Eagan-Savage School District Policy #599

*ROCORI School Board Approval Record: 12-11-2023*