Adopted: March 20, 2017 *Orig. 2017*
Reviewed: September 2019
Revised: _____

101.2 HONORING ALUMNI, STAFF, COMMUNITY MEMBER(S)

I. PURPOSE

The school district appreciates all contributions by employees, students, school board members and community members to make Benson Schools outstanding. Among the many exceptional employees, students, and community members, occasionally these citizen(s) gain local or national prominence or have served with distinction and may be considered for honors by the school district. The School Board shall have complete authority and responsibility for the permanent naming of district facilities. This policy also covers any remembrance/honorary memorials to be placed on school property. The School Board will follow the same procedure for considering memorial requests.

II. GENERAL STATEMENT OF POLICY

A. Community members, parents, employees or other persons may make a request to the Superintendent, in a written letter, to have an individual honored. There will be a one year waiting period in the consideration process, starting when the request is initially received by the school district. Former employees may be considered for honor for whom at least one year has passed since his/her last day of employment with the school district.

B. A request will be considered if the person being nominated has made significant contributions to the district and represents virtues and characteristics that serve as a role model to students, staff, and community. The citizen making the honor request must fully complete the nomination paperwork.

C. Ideally, the person being considered has made contributions to public education and has a significant connection to the district as a student, an alumnus, a staff member, administrator, a board member, a donor, or a supporter.

D. Upon receipt of a request to honor a citizen, the Superintendent will take the request to the Activities Committee of the School Board. The Activities Committee shall review the nomination form, review all supporting documentation, and conduct background research to determine whether the name meets the requirements of this policy. The Activities Committee may also call in relevant stakeholders to consider requests. Once research is completed, the Activities Committee will make a recommendation to the school board.

E. If request is not approved, a letter will be mailed to the person making the nomination request.

F. If approved, the honoree will receive a plaque in his/her name. The school district retains the right of where the plaque will be displayed and how the plaque will be displayed. The person or person(s) making the request will pay for the plaque and display. The type of plaque, cost of the plaque, and cost of the display will be determined by the school district.

G. If approved, the person(s) making the request will be required to establish a scholarship in the name of the honoree. The scholarship will be established in honor of the named individual and must be opened with a minimum amount of funds to ensure there is at least a $100 academic scholarship distributed to a graduating senior every year.

H. The school district will retain the right to consider naming a facility if the monetary donation is substantial.

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"Exceptional Opportunities for Every Student's Success"

Name of Person to Honor:_____Date:_____

Name of person making request:_____

Address:_____

Phone Number:_____

What was the person's role that contributed to Benson Public Schools?

List specifically how the person contributed to Benson Public Schools?

Explain why the person should be honored:

List accomplishment:

List at least three references who can attest to this person's contribution and character:

Name:	Address:	Phone:
Name:	Address:	Phone:
Name:	Address:	Phone:

Supplemental materials such as newspaper clippings, letter of recommendation, and other printed resources may be submitted along with the nomination paperwork.