

SUBJECT: NAMING STUDENT/ACADEMIC GRANTS AND FACILITIES**1. Preamble**

- 1.1 This policy and procedure is an adjunct to the Donor Recognition Policy and Procedures.
- 1.2 A number of methods exist for recognizing individuals and corporations who have played a significant part in the development of UNBC, in addition to the issuance of letters of thanks and certificates. These methods include: the naming of student/academic grants and facilities, bestowing honorary degrees or fellowships, and placing plaques.
- 1.3 There are two bases for assigning names, other than functional designation, to student/academic grants and facilities at UNBC:
- a) Benefactors of UNBC
 - b) Distinguished members of the University community

The use of names of individuals, organizations or corporations at UNBC will be reserved for those most deserving, and in recognition of the more substantial donations or bequests, according to schedules established by the Fundraising Policy and Advisory Committee and, as necessary, the Board of Governors.

- 1.4 The Development Office will implement this policy in naming student/academic grants and facilities at UNBC.
- 1.5 Student/academic grants to UNBC include: library funds, scholarships, bursaries, research/awards, graduate student fellowships, faculty research funds, faculty fellowships, professorships (both visiting and regular faculty appointments to teach and conduct research) and academic chairs.

2. Policy

- 2.1 This naming policy will be applied in addition to the standard issuance of letters of thanks, ceremonies, placing plaques, club memberships and donor recognition nights.
- 2.2 The Development Office, acting within parameters established and maintained by the Fundraising Policy and Advisory Committee and the Board, may approve the identification of student/academic grants and facilities by name of a person, an organization, or a corporation:
- a) where an appropriate donation or bequest is made to UNBC, or
 - b) where it is the intention to honour a former faculty member who has made a substantial and/or long-term contribution to the development and status of a Faculty, or
 - c) where it is the intention to honour a former member of the University community who has made an outstanding contribution to the University life and to the spirit of the community within the University.
- 2.3 The Development Office, and where necessary the Fundraising Policy and Advisory Committee, will

actively work with donors to ensure that the selected names for student/academic grants and facilities are appropriate and in keeping with the stature and profile of UNBC.

- 2.4 In the case of death or a benefactor or liquidation of a corporation or organization, a period of one year must elapse before re-naming by the Fundraising Policy and Advisory Committee.

3. Procedure

- 3.1 Proposals for the naming of student/academic grants and facilities should be forwarded to the Development Office.
- 3.2 The Development Office, acting within parameters established and maintained by the Fundraising Policy and Advisory Committee and the Board, will evaluate and approve proposals for naming student/academic grants and facilities.
- 3.3 If there is uncertainty regarding a proposal for naming, it will be referred to the Fundraising Policy and Advisory Committee for a decision.

4. Criteria for Naming Student/Academic Grants

- 4.1 The following schedule of minimum amounts (before matching) for naming of student/academic grants applied for the period April 1, 1992 to March 31, 1993.

4.1.1 Annual Contribution

Scholarship/Bursary	\$	500.00
Research/Award	\$	500.00

4.1.2 Endowed

Library Fund	\$	2,500.00
Scholarship/Bursary	\$	5,000.00
Graduate Student Fellowship	\$	25,000.00
Faculty Research Fund	\$	25,000.00
Faculty Fellowship	\$	50,000.00
Professorship	\$	125,000.00
Academic Chair	\$	500,000.00

- 4.2 The following schedule of minimum amounts (before matching) for naming of student/academic grants will apply after March 31, 1993.

4.2.1 Annual Contribution

	<u>Matched</u>	<u>Unmatched</u>
--	----------------	------------------

Scholarship/Bursary	\$	1,000.00
Research/Award	\$	1,000.00

4.2.2 Endowed

	<u>Matched</u>	<u>Unmatched</u>
--	----------------	------------------

Library Fund	\$	5,000.00
Scholarship/Bursary	\$	10,000.00
Graduate Student Fellowship	\$	50,000.00
Faculty Research Fund	\$	50,000.00
Faculty Fellowship	\$	100,000.00

Professorship	\$ 250,000.00
Academic Chair	\$1,000,000.00

5. Criteria for Naming Facilities

5.1 Facilities may be named by function (e.g. Administration Building).

5.2 The following schedule of minimum amounts (before matching) for naming facilities after individuals, organizations and corporations will apply for the period April 1, 1993 onwards:

5.2.1	Office, Reading, Science Room	\$ 10,000.00
5.2.2	Classroom	\$ 25,000.00
5.2.3	Conference/Seminar Room, Laboratory	\$ 50,000.00
5.2.4	Entrance Way, Foyer, Courtyard, Hallway	\$ 200,000.00
5.2.5	Smaller Facility	\$ 500,000.00
5.2.6	Mid-Sized Facility	\$1,000,000.00
5.2.7	Larger/High Profile Facility	\$1,500,000.00

5.3 Examples of smaller, mid-sized and larger/high profile facilities are, respectively, the Daycare Centre, an Academic Research Wing, and the Conference Centre.

6. Review

This policy will be reviewed by the Fundraising Policy and Advisory Committee every three (3) years, or just before a major campaign, whichever is the more frequent.