

Memorialization of Facilities

GP-14

These guidelines outline how to proceed with the memorialization of school district facilities. The intent of these guidelines is to help ensure the community is involved in the naming process and that a hearing on the proposed name is held. It is further intended that a ceremony, if applicable, is held as close to the facility opening as possible.

1. **Who can nominate someone?** Anyone can propose memorializing facilities.
2. **Who or what can be honored?** Someone, or some idea, that has a strong connection with our University Place community. Some examples are:
 - a) Significant connection to the community
 - b) Substantial contributions over a long period of time
 - c) Large impact on students/ community
 - d) Some relations/connection to the facility to be named
 - e) Significant service to the school district
 - f) Someone involved in the founding of a program
 - g) Prominent trait that is worth memorializing – something for students to aspire to
3. **What kinds of facilities will be considered?** Newly constructed facilities will be considered. In only rare instances, the Board may consider renaming existing facilities.
4. **How will the board go about the process of considering memorializing a facility?** Subject to modification, the Board will follow the outline below:
 - a) Proposal made to Superintendent
 - b) Notification from Superintendent
 - c) Board consider the proposal
 - d) Board holds hearing and deliberates (if applicable)
 - e) Establish a Board Advisory Committee (if applicable)
 - f) Board Advisory Committee does its work and makes recommendation to the Board (if applicable)
 - g) Board holds hearing(s) and deliberates
 - h) Board Decision
 - i) Naming Ceremony (if applicable).
5. **When will the proposal be considered?** The Board will consider each proposal in a timely manner upon notification from the Superintendent.

Adopted: March 28, 2012

Monitoring Method: Board self-assessment

Monitoring Frequency: Annually in March