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PROCEDURE STATEMENT

In accordance with A&M System Policy 51.06, *Naming of Buildings and Other Entities*, the Texas A&M Veterinary Medical Diagnostic Laboratory (TVMDL) may honor or memorialize individuals and organizations that have made significant contributions to TVMDL by the naming of buildings, definable portions of buildings, geographical areas, or organizational entities for such individuals and organizations.

REASON FOR PROCEDURE

This procedure outlines the review and approval process of significant financial contributions for the naming of buildings and other entities.

PROCEDURES AND RESPONSIBILITIES

1.0 GENERAL

- 1.1 Consideration for naming will require final approval by the Board of Regents based on review and recommendation by the Director and the Vice Chancellor of Agriculture.
- 1.2 "Contributions" will include significant financial contributions, accompanied by a formal gift agreement, unless an exception is granted by the Director and the Vice Chancellor, and/or will include a personal contribution through acts of distinction as determined by the Director and the Vice Chancellor.

2.0 SIGNIFICANT FINANCIAL CONTRIBUTION

The Director and the Vice Chancellor will determine on a case-by-case basis what contributions are "significant financial contributions" and what constitutes acts of distinction for the purpose of making recommendations under A&M System Policy 51.06, *Naming of Buildings and Other Entities*.

3.0 REVIEW AND APPROVAL

- 3.1 Recognition for significant financial contribution will be reviewed by the Chief Financial Officer and, as appropriate, Development Office Personnel. Decisions will be based upon a variety of factors, including the nature of the facility, donor contributions, national peer comparisons, unit budget, targeted guidelines recommended for new construction, existing facilities and components of the building.
- 3.2 Recognition for significant estate provisioned gifts may be considered as an act of distinction for naming recommendations.

4.0 TERM

Naming recognition will generally have a term equal to the reasonable useful life of the building, geographical area, or organizational entity.

RELATED STATUTES, POLICIES, OR REQUIREMENTS

[A&M System Policy 51.06, Naming of Buildings and Other Entities](#)

[A&M System Policy 21.05, Gifts, Donations, Grants and Endowments](#)

[A&M System Regulation 21.05.01, Gifts, Donations, Grants and Endowments](#)

CONTACT OFFICE

For questions, contact the Office of the Director, TVMDL at 979-845-2679.

REVISION HISTORY

Approved: November 17, 2010

Revised: April 6, 2018

Next Scheduled Review: April 6, 2023