

# Texas A&M AgriLife Extension Service Procedures

## 51.06.99.X0.01 | Naming of Buildings & Other Entities

Approved: May 5, 2021

Next Scheduled Review: May 5, 2026

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### PROCEDURE SUMMARY

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

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

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### PROCEDURES AND RESPONSIBILITIES

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#### 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 personal contribution through acts of distinction as determined by the Director and the Vice Chancellor.

#### 2.0 SIGNIFICANT FINANCIAL CONTRIBUTIONS

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 sections 2 and 4 of System Policy 51.06.

#### 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 buildings.
- 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.

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### RELATED STATUTES, POLICIES, OR REQUIREMENTS

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[System Policy 51.06](#), *Naming of Buildings and Other Facilities*

[System Policy 21.05](#), *Gifts, Donations, Grants, and Endowments*

[System Regulation 21.05.01](#), *Gifts, Donations, Grants and Endowments*

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## **CONTACT OFFICE**

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Questions regarding this procedure should be referred to the Office of the Director, AgriLife Extension at 979-845-8486

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## **REVISION HISTORY**

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