



NAMING OPPORTUNITIES PROCEDURE

Category: Administration

Responsible Office: Monroe Community College Foundation, Inc.

Responsible Executive: Executive Director

Date Approved: August 17, 2015

Date Revised: April 3, 2018

Process

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1. The MCC Foundation, Inc., is responsible for creating guidelines for naming opportunities for physical and non-physical assets.
2. A Naming Committee comprised of representatives from the MCC Foundation and Administrative Services will be charged to inventory, create and maintain a comprehensive list of physical and non-physical assets by campus with associated value for naming.
3. The guidelines should be reviewed at least every five years with the College president and be submitted to the Chancellor for approval.
4. The MCC Foundation, Inc., in collaboration with the Marketing and Community Relations Department, shall maintain a record of all named physical and non-physical assets.
5. The MCC Foundation, Inc., is responsible for securing written gift agreements.
6. Each naming opportunity should be reviewed carefully for compliance with applicable law, including law related to prohibited gifts and ethical principles, especially where there is some direct or indirect business or other continuing relationship between the donor and the College, its officers or employees.
7. All naming opportunities in recognition of gifts of \$1 million or more must be approved by the SUNY Board of Trustees and Chancellor in advance of signing any gift agreement or memorandum of understanding with a prospective donor.

Contact Information

Chief Advancement Officer and Executive Director, Monroe Community College Foundation, Inc.

Related Information

Monroe Community College Naming Opportunities Policy
Monroe Community College Foundation Naming Guidelines