MEMBER NAMING REQUEST CHECKLIST

REQUEST TO NAME _____

[Location to be Named (Building, Classroom, Conference Room, etc.)]

_____

[Physical Address, if available]

_____

[The (Enter Requested Naming)]

Naming requests submitted as agenda items for Board approval must be accompanied by this completed checklist for proper legal sufficiency determination by the System Office of General Counsel (OGC). OGC reviews gift agreements, sponsorship agreements, and agenda items for legal sufficiency and does not review the business terms therein. Any questions regarding business terms should be directed to the member development and business offices.

- ☐ If applicable, a completed and signed gift agreement or sponsorship agreement is attached. In lieu of such an agreement, a memorandum is attached explaining in detail the circumstances of why such an agreement is not applicable.

- ☐ The president confirms and certifies that the donor or sponsor has been advised that the System Board of Regents retains sole discretion to approve or deny a naming opportunity for any reason and that the agreement is subject to System Policy *21.05* and System Regulation *21.05.01,Gifts, Donations, Grants and Endowments,* System Policy *51.06, Naming of Buildings, Geographical Areas and Academic Entities,* and System Regulation *51.06.01*, *Naming Requests* (collectively, the "System Policies and Regulations").

- ☐ The president confirms and certifies that he/she has carefully reviewed the naming opportunity and determined through due diligence that use of the name does not compromise the public trust or reputation of the member or the System, that the business terms and restrictions, if any, in the agreement have been reviewed and approved by the member development and business offices, and that the agreement complies with System Policies and Regulations.

- ☐ The president confirms that the member has received at least 10% of the total sponsorship amount or approved naming gift amount in actual funds received (not pledged but unpaid amounts), and that the restrictions, if any, in the gift agreement or sponsorship agreement have been reviewed and approved for legal sufficiency by the OGC prior to this naming submission. (In the event there is no gift agreement or sponsorship agreement, then this may be left unchecked.)

- ☐ The president confirms that the chancellor has been informed of this naming item (including the facility/location/entity to be named and the consideration for the naming) prior to this naming submission. In the alternative, if the proposed naming is part of a gift campaign, then the president confirms that the chancellor has been informed of the gift campaign, its campaign goal, and the amount received to date.

- ☐ As evidenced by the attached email confirmation, the president confirms that contact has been made with System Treasury Services to verify that the proposed naming will not adversely affect any current financing obligations for the location of the proposed naming. (Request should be sent to Christine.Ramirez@tamus.edu with Treasury Services and include copies of the naming request memo and gift agreement or sponsorship agreement.)

_____ _____

(President Signature) (Member Name)

_____ _____

(President Name) (Date)