

BOARD PROCEDURE**Descriptive Code: FDC****NAMING NEW/EXISTING FACILITIES****Date: January 8, 2002**

All requests made concerning the naming of school facilities in honor or in memory of individuals shall be managed at the facility level by the administrator in charge. The principal of the school shall appoint a naming committee consisting of a minimum of ten members which would include teachers, parents, students and members of the community to consider names submitted for consideration. Individuals or parties wishing to submit a name for consideration must use the attached form.

Upon completion of the form, the principal will forward the decision of the naming committee to the superintendent. The superintendent will form a system level naming committee consisting of representatives from civic clubs, chamber of commerce, church associations, Columbia County Historical Society, etc. This system level naming committee will make a recommendation to the superintendent. The superintendent will then make a recommendation to the Board of Education. If the Board of Education approves, a plaque will be appropriately placed in keeping with other such plaques in the school system at no expense to the Board of Education.

ADOPTED: 1/8/02**REVISED:****Columbia County Board of Education**

**NAMING OF NEW OR EXISTING SCHOOL FACILITIES
COLUMBIA COUNTY SCHOOLS
SCHOOL-BASED NOMINATION**

School: _____ Date: _____

Area to be Named (i.e., Media Center, Athletic Fields, etc.) _____

Proposed Name of Facility _____

Full name of Nominated Individual _____

Please check one: _____ *Deceased for 3 yrs. or longer. (Date of death: _____)

_____ Retired and at least 65 yrs of age. (Date of birth: _____)

*Name and address of next of kin: _____

As next of kin, I hereby give my consent to proceed with the process of approving the naming of the above facility for my next of kin.

Signature

Date

Brief Biography of Nominated Individual: _____

Brief justification of why this individual's contributions to the county/state/nation deserve this prestigious honor:

School-based Nomination Form for Naming New/Existing Facilities – Page 2

Decision and rationale of the school-based naming committee: _____

Nominating Committee:

Principal of Facility Signature

Teacher of Facility Signature

Teacher of Facility Signature

Student of Facility Signature

Student of Facility Signature

Student of Facility Signature

Parent Signature

Parent Signature

Member of Community Signature

Member of Community Signature

Member of Community Signature

The Members of this Nominating Committee wish to recommend to the Superintendent of Columbia County Schools that the above mentioned school facility should be named in honor/memory of

_____.

Upon completion this form should be forwarded on to the Superintendent's Office for approval

FOR SUPERINTENDENT'S OFFICE USE

Approved by Superintendent of Schools _____

Date: _____

Date approved by Board of Education _____