

C.2.3.3.F (Form) Recommendation for the Naming of Alamo Colleges District Property

Responsible Department: Institutional Advancement, , Vice Chancellor for Finance and Auxiliary Services

Based on Board Policy: [C.2.3](#) - Facilities and Grounds Management

Approved: 2/28/2026

Last Amended: 5-20-14, 7-25-19, 6-24-26

RECOMMENDATION FOR THE NAMING OF ALAMO COLLEGES DISTRICT PROPERTY

In making a recommendation for the naming of any Alamo Colleges District property, any person or persons making such recommendation (“Originator”) should exercise the utmost discretion and caution so as not to create any undue expectations on the part of a proposed donor or honoree. A recommendation does not guarantee that the requested naming will occur. All recommendations are reviewed in confidence and are subject to institutional review, Board of Trustees approval, and execution of a gift agreement in accordance with District procedures. For a recommendation based on a consideration of funds or other resources generated for the benefit of the College District, first contact the Alamo Colleges Foundation. Please answer the following questions:

- 1. For what person, persons, or organization are you recommending having Alamo Colleges District property named?*
- 2. What criteria, based on Policy C.2.3, are met by the honoree(s) that merit naming? Please be as specific and detailed as possible, citing the specific criteria set forth in Policy C.2.3 (use additional pages if needed).*
- 3. What Alamo Colleges District property are you recommending be named for the person, persons, or organization you are recommending (include campus, if applicable, and street address)?*

Submit this form confidentially to the College president for property located at a College site, or to the Alamo Colleges Foundation for property not located at a District site. The Board of Trustees is the only entity authorized to approve the naming of any Alamo Colleges District property and reserves the right to accept or reject naming proposals.

Submitted by (Originator):

Type or Print Name: _____

If representing a group, indicate the group: _____

Contact telephone number: _____

Contact email address: _____

Contact mailing address: _____

Signature

Date submitted