



TITLE:  
Naming New Facilities Request Form

FORM: FF-F

Updated 7/23/21

### Criteria for Naming a Facility

1. Nominator must be a Mesa Public Schools stakeholder (employee, student, parent, or community member).
2. In order to be eligible for nomination, an individual must exemplify more than one of the following attributes:
  - a. A person of exemplary character,
  - b. A person who has made an outstanding contribution to public education or the community,
  - c. A person who has displayed outstanding leadership,
  - d. A person who models the Mesa Public Schools Portrait of a Graduate,
  - e. A Person of historical significance or accomplishments, or
  - f. A Governing Board member with two terms of service.
3. If the individual being nominated is still living, that individual must provide written approval to have a facility named after them.

### Request for Functional, Administrative, Honorific, or Commemorative Naming

Date of Request \_\_\_\_\_ Name of Nominator \_\_\_\_\_

Facility to be Named \_\_\_\_\_

*(Facility includes, but is not limited to schools, school buildings, administration buildings, auditoriums, gymnasiums, stadiums, athletic fields, playgrounds, libraries, and media centers.)*

Current Name (if any) \_\_\_\_\_

Proposed Name \_\_\_\_\_

Rational for Proposed Name \_\_\_\_\_

***Attach a detailed rationale for the proposed naming.***

How will the Honored Individual's story remain part of the culture of the facility?

***Attach a detailed explanation.***

*If the facility is a school or is part of a school campus, the School Improvement Advisory Committee (SIAC) approved the nomination on (date) \_\_\_\_\_.*

Approval Protocols

- Once form is completed, submit to the site-level administrator.
- Site-level administrator will review the form for completeness and will submit it to the Superintendent for review.
- The Superintendent will submit all approved requests to the Governing Board for review and approval.

**Approvals (signature and date)**

Site Level Administrator \_\_\_\_\_ Date \_\_\_\_\_

Superintendent \_\_\_\_\_ Date \_\_\_\_\_

Governing Board President \_\_\_\_\_ Date \_\_\_\_\_

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Date Approval was Received from Individual (if living): \_\_\_\_\_

Date All Suggestions Provided to the Governing Board: \_\_\_\_\_

Governing Board Agenda Item: \_\_\_\_\_ Governing Board Meeting Date: \_\_\_\_\_

Date Suggestion was Approved: \_\_\_\_\_

Name Approved by Governing Board: \_\_\_\_\_