

KTUFSD NAMING MEMORIAL PROPOSAL

1. An individual, family, school administration or group completes an Application/Proposal.
2. Yearly applications will be accepted starting **July 1**. The deadline for all applications/proposals is **October 15**.
3. Applications will be considered once per year.
4. Proposals will be categorized as follows:
 - a. Category A: Building, Facilities, Room- Required Naming Committee Approval, BOE and Public Vote
 - b. Category B: Bench, Garden, Tree, Plaque, Event - Required Naming Committee Approval, BOE Vote
5. The individual, family or group will be asked to present their proposal to the district's Naming Committee **in November/December**.
6. If the proposal in Category A is approved by the Naming Committee, the Proposal will be up for a 30-day comment period.
7. All approved proposals will be presented to the BOE at the **January** session.
8. If the BOE supports, by supermajority (four-fifths) vote, the recommended Category A proposal from the Naming Committee, the proposal will be added to the May Budget Vote/Election/Capital project ballot
9. Only one proposal per year will be considered per group, organization or individual.
10. If a proposal is not accepted, a proposal may be resubmitted a second year with new information for consideration.

Proposer's Name:	Proposer's Affiliation with KTUFSD:
Proposer's Address:	Proposer's Phone Number:
Proposer's Email Address:	Name of Second Contact and Phone Number:

1. What are You Proposing to Name?

Category A: Requires Naming Committee Consensus and BOE Vote and Public Vote

Building _____ Room/Space _____
Location/School Location/School

Category B: Requires Naming Committee Consensus & BOE Vote

Garden _____ Tree _____ Bench/Plaque _____
Location/School Location/School Location/School

Event _____ Other _____
Location/School Location/School

2. Why do you believe the legacy of the namesake or the naming recognition is fundamentally in keeping with the stated virtues of the KTUFSD? Why do you believe that the legacy's impact or this naming recognition, effects and contributions deserve such a rare honor?

3. What is the likely impact on members of the community, students and staff of KTUFSD if the name becomes associated with this person?

4. Please add any other relevant information or arguments.

5. What is the funding source and estimated expense for this proposal? Include budget overview.

Please Attach:

- Written recommendations letters of support (No more than 8).
- 500** signatures are required from community members who reside in the district. Addresses will be required.

General Provisions

1. Application sent to the District Clerk at 1500 Colvin Boulevard, Tonawanda 14223 (716-874-8400).
2. No naming will be approved or (once approved) sustained that will call into serious question the public respect of the KTUFSD.
3. Naming Committee membership will include community members (2), parents (2), teachers (3), district administrators (2), building administrators (3), students (2) and support staff (2).
4. Application must include a budget and funding plan if signage, plaques etc are a part of the proposal.
5. Names of facilities or areas should lend prestige to the school district and to staff, students and community. The credentials, character and reputation of each individual, or organization for whom the naming is being considered shall be carefully scrutinized and evaluated. Nominations submitted for consideration must be accompanied by supporting documentation.
6. When a building or significant area has been named, the KTUFSD will continue to use the name so long as the building or area remains in use and serves its original function. When the use has changed such that it must be demolished, substantially renovated or rebuilt, the KTUFSD may retain the use of the name, name another comparable room or facility or discontinue the use of the name.
7. It is the responsibility of individuals negotiating on behalf of the KTUFSD to advise potential benefactors that their gift may be recognized by naming, subject to approvals and decisions consistent with this policy.
8. Signage
 - a. A uniform system of signing should be adopted by location.
 - b. Buildings and areas should have names that include their primary function:
 - i. Special use buildings or areas such as an auditorium, physical education center, health center, or such, may bear the functional name separately or in combination with the person's name (e.g. "Gunderson Health Center," "Kondos Gallery")
 - ii. Outdoor areas shall bear the name of the individual and a functional description (e.g. "Parnell Drive").
 - iii. Plaques and signage should be tasteful, discrete and consistent with the rest of the campus.
9. The Board of Education and administration of the KTUFSD reserves the right to approve architectural design, style, and otherwise all signage.

Adopted: