

LBCCD FACILITIES NAMING RECOMMENDATION

Date _____

Requestor _____

Department/Campus or Organization _____

Proposed Name _____

Proposed Location _____

Donation (check): Y or N Amount \$ _____

Proposed Use of Donation:

Description of Reason(s) for Recognition: include service to community, students, college (may be attached):

Biography of Person(s) to be name (may be attached):

For Internal Use
Size of Property (check): <input type="checkbox"/> Minor or <input type="checkbox"/> Major
Staff Review for Completeness (signature) _____
Date(s) presented to PLC _____
S-P Approval (check): <input type="checkbox"/> Denied or <input type="checkbox"/> Approved
BOT Approval (check): <input type="checkbox"/> Denied or <input type="checkbox"/> Approved BOT Date _____

LBCCD Facilities Naming Recommendation Form Instructions

Please complete this form to submit a recommendation to name an LBCC facility. Submit completed forms to Facility-Naming@lbcc.edu.

Date: Enter the date the form is completed (mm/dd/year).

Requestor: Enter the first and last name of the person who serves as the point of contact for the request, along with their contact phone number and e-mail. District staff will follow up with the person once the form is submitted.

Department/Campus or Organization: Enter the name of a group or organization sponsoring the recommendation. Recommendations to name facilities may be submitted by any department, campus, or other related entity such as the LBCC Foundation. Individuals may not submit a recommendation.

Proposed Name: Enter the first and last name of a person recommended to appear on an LBCC facility.

Proposed Location: Describe the building, room, field, tree, area, or space to be named with as much detail as possible.

Donation: Check “yes” or “no” to indicate whether the group supporting the recommendation is offering a donation and enter the dollar amount of the proposed donation.

Proposed Use of Donation: Specify wishes for the use of donated funds, such as a particular type of scholarship. Please note that a portion of each donation will be allocated to maintenance of the named facility, if approved.

Description of Reason(s) for Recognition: Describe why the person named is deserving of this recognition, including their service to the community, students, and/or LBCC. What special qualities or achievements align with LBCC’s mission?

Biography of Person(s): If a biography is attached, please complete the form with “see attached” and attach a biography to the form. If the biography is online, please include the url and attach a screenshot or printout of the web page.