RECORD OF NAMING

The University of Minnesota (college/school/unit/) is grateful for your gift to help (build/expand/renovate) the (name of building/room/space, etc.) and is planning to recognize it in the name of (describe asset). In order to be sure the correct name is used when public recognition is given, please indicate on the line below what name you would like to be used. Please write the name or names exactly as it should appear in written form and on signs and other public documents.

*The size and look of the recognition signage will be consistent with University guidelines.*

Sometimes circumstances arise that cause a donor to desire a change to a naming recognition. If you should desire such a change, you may contact the foundation to which your gift was made to request the change. Such requests should be made in writing, and if a change can be made, you will be asked to pay any costs associated with making the change.

All namings are subject to applicable University policy. For more detailed reference, the Board of Regents Policy: Namings, may be found at http://www1.umn.edu/regents/policies/administrative/Namings.pdf. As is stated in that policy, the University must reserve the right to rename an asset and to revoke a naming for any reason.

I confirm that I have reviewed and completed this Record of Naming.

__________________________________________________________________________
Signature Name and Title (if applicable) ____________________________________________________________________________
Date

__________________________________________________________________________
Name and Title (if applicable)

__________________________________________________________________________
Organization (if applicable)

Following completion of this document, please return to:

Debbie Mueller
Director, Development Operations
University of Minnesota Foundation
McNamara Alumni Center
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612.625.7194