



Naming Rights Policy

1. Introduction

- 1.1 Where appropriate Ascham may recognise persons of good repute who have either supported the School through distinguished effort or substantial financial endowment by naming facilities or programs in their honour.
- 1.2 This policy governs the procedure for such naming and includes:
 - buildings or parts of buildings such as wings where the identification focuses on the external feature
 - parts of buildings, such as theatres, laboratories, classrooms where the identification deals with an internal feature
 - outdoor areas, which may be gardens, courtyards, ovals and playing fields, roads, or walkways
 - scholarships and programs.

2. Eligibility for Naming

- 2.1 The School will consider a proposal for a building to be named in honour of:
 - a) a person who has given extraordinary, distinguished service to the School over a significant period of time that the Ascham Council of Governors (Council) believes merits special recognition, or
 - b) a major benefactor who supports the development of the building.
- 2.2 The School will consider a proposal for a facility, program or scholarship on Ascham School premises to be named in honour of:
 - a) a person who has given extraordinary, distinguished service to the School over a significant period of time that the Council believes merits recognition, or
 - b) a major benefactor who supports the School.
- 2.3 A person or organisation will not normally be considered for the philanthropic or distinguished service naming contemplated in clauses 2.1 or 2.2 (the Nominee) unless:
 - a) that person or organisation has a substantial relationship with the School, by way of having attended or worked at the School or being related to a person who attended or worked at the School, and
 - b) their substantial relationship with the School has ended (for example, and without limitation, a teacher has ceased teaching, or a parent's children have completed their schooling).
- 2.4 Where the Nominee is to be recognised as a major benefactor, they must have agreed to donate not less than the minimum amount determined by the Council from time to time.

3. Requirement for Naming

- 3.1 Only names of natural persons will be accepted for naming. If a corporation or foundation has made significant contributions to Ascham, any recognition will be in the name of a representative who is a natural person.
- 3.2 Namings must be consistent with the values and vision of Ascham School and the Ascham Foundation.
- 3.3 Donations associated with naming must be made voluntarily and not provide any material benefit or advantage to the donor.

4. Submission Procedures

- 4.1 Where it is proposed to recognise an individual through naming a formal submission must be made to the Chair of the Ascham Foundation in accordance with this policy.
- 4.2 The Chair of Ascham Foundation will submit the proposed name to the Council.
- 4.3 The submission must indicate the Nominee's name(s), the name the Nominee wishes to use for the philanthropic or distinguished service naming, a brief description of the Nominee, a description of the relationship of the Nominee to the School and, in the case of financial support, the amount of the Nominee's gift to Ascham Foundation.

5. Approval Procedure

- 5.1 The Chairman of the Ascham Foundation will refer any submission for naming to the Head of School, who will refer the submission to the Council for consideration and approval.
- 5.2 The Chairman of the Ascham Foundation and the Chair of the Council, or their nominated deputies, may discuss the submission with the Nominee, to seek clarification or further information about any aspect.
- 5.3 The Council will consider, and decide whether to accept, the submission in accordance with the Council's usual decision-making procedures.
- 5.4 The Council will have sole discretion to accept or reject a proposal for the philanthropic or distinguished service naming of any physical entity, scholarship or program.
- 5.5 The School will not announce or implement a proposal without the written approval of the Nominee, or, if he or she is deceased or otherwise incapable of giving such approval, the written approval of the Nominee's next of kin.

6. Guidance for Naming

- 6.1 A plaque or other agreed feature will be used to represent the naming of a building or facility.
- 6.2 The lettering, size, placement and overall appearance of the plaque will be determined in consultation with the Nominee where possible, but the School will make the final decision.

7. Time Limits and Revocation of Naming:

- 7.1 Naming may not be perpetual and may be limited by time. This limitation is at the discretion of the Council.
- 7.2 If a building or facility which has been given a philanthropic or distinguished service name is demolished or replaced, or where the occupancy or usage changes and the former name is no longer appropriate, then:
- a) where reasonably possible, the School will contact the donor or their representative to inform them of the decision to demolish, replace or change the usage of the building or facility, and
 - b) the School may:
 - (i) place a plaque in, or on, a new building to indicate that it occupies the site of a building formerly known by another name
 - (ii) place a plaque in, or on, another site on the Ascham premises to commemorate the previous philanthropic or distinguished service naming, or
 - (iii) name part of a new building or facility commensurately with the name of the former building, object or facility.
- 7.3 The Council in its absolute may revoke a philanthropic or distinguished service naming in circumstances where continuation of the naming is no longer in the best interests of the School, which may include, without limitation:
- a) a pledge not being honoured within the time originally stipulated, or another time agreed by the School,
 - b) cessation of the flow of funds which attracted the philanthropic or distinguished service naming, or
 - c) an individual who has been recognised through a philanthropic or distinguished service naming is considered by the Council to have ceased to exemplify the attributes of integrity and character which are consistent with the value of the School.

8. Minimum Donation Amounts

The minimum philanthropic donation for recognition through the naming of buildings, facilities, programs or scholarships must be determined by the Council.

9. Policy Information

Policy Number	AS 76
Version	2
Policy Owner (SLT)	Director of Community Engagement
Authorised by	Head of School
Previous Review Dates	Term 1 2021
Reviewed Date	Term 2 2023
Next scheduled review date	Term 2 2026