

**NAMING PROPOSAL TO EAST CAROLINA UNIVERSITY
BOARD OF TRUSTEES**

Name of Originator

Department/Division

Phone

Email

Proposed Name(s) to Honor: _____

Address: _____

City

State

Zip

Telephone: _____

Home

Business

Relationship to the University: _____

Proposed Object for Naming: _____

Purpose for recommendation:

Honorary (Attach background materials as appropriate to justify the recommendation)

Gift (Attach background materials as appropriate to justify the recommendation and complete the section below)

Purpose of Gift: Annual Capital Endowment

Date of Original Commitment: _____

Amount of the Total Commitment: _____

Amount Paid: _____

Current Pledge Balance: _____

Status of Payments: _____

Was the gift part of a campaign: Yes No Define: _____

Was the project pre-approved: Yes No

Directed to: ECU Foundation Educational Foundation

Medical Foundation Other

If the Gift was more than \$25,000:

1. Attach a copy of the signed Letter of Intent.
2. Define in detail any special arrangements or expectations the donor may have resulting from this Gift.
3. If the Gift is other than cash or cash equivalent, explain the method of valuation, and the plan for liquidation.

Signature of Originator

Date

PROPOSAL TO EAST CAROLINA UNIVERSITY BOARD OF TRUSTEES
TO NAME A FACILITY OR ACTIVITY

ROUTING SHEET

Office of Vice Chancellor for University Advancement:

Received _____
Action _____ / _____
Date _____

Forwarded or returned _____
Date _____

Vice Chancellor's Signature _____
Date _____

Comments _____

Chancellor's Office:

Received _____
Action _____ / _____
Date _____

Forwarded or returned _____
Date _____

Chancellor's Signature _____
Date _____

Comments _____

Athletics and Advancement Committee of the Board of Trustees:

Received _____
Action _____ / _____
Date _____

Forwarded or returned _____
Date _____

Chair's Signature _____
Date _____

Comments _____

Board of Trustees:

Received _____
Action _____ / _____
Date _____

Forwarded or returned _____
Date _____

Chair's Signature _____
Date _____

Comments _____
