

Standard Operating Procedure Outline			
Department:	School Board Operations	Department:	Facilities and Operations
Procedure:	Procedures for Naming of MNPS Facilities		
Policy Reference # : SBO 1.100	Version: 1.0 Updates:	Date: Final revision date October 2, 2009	
Operational Objective(s)			
<ul style="list-style-type: none"> • To ensure an orderly process for naming MNPS facilities 			
Procedure			
<p>Process for Naming:</p> <ol style="list-style-type: none"> 1. Suggestions for names for buildings can be sent at any time to the Executive Director of Facilities and Operations who shall keep a file of names suggested by individual citizens, children of Davidson County, Board Members, civic groups, PTAs, etc. 2. In October of each year, the Executive Director of Facilities and Operations will provide the information to the Board members concerning any building locations that need to be named in the coming year based on capital budget and construction schedules. 3. Additionally, the Executive Director of Facilities and Operations will supply an up-to-date list of suggestions received from the community per above, along with a description and background of each potential name on the list. 4. Suggestions for naming facilities within a building or school property can be sent to the Executive Director of Facilities and Operations at any time. 5. The requests should follow the naming conventions outlined in this procedure (with the exception of allowing names of living individuals) and include the specific facility to be considered and the reasons for supporting the suggested name. 6. The Board will consider the suggested naming of the facilities on an annual basis. 			
Performance Measure/Accountability			
<ul style="list-style-type: none"> • Continuous evaluation of procedure to ensure efficiency and compliance with all regulations 			