

**AIKEN TECHNICAL COLLEGE
PROCEDURE**

Procedure Title:	BUILDING NAMES	Procedure Number:	10-1-104.1
Institutional Authority:	Chief Advancement Officer		
Associated SBTCE Policy/Procedure:			
Governing ATC Policy:	10-1-104		

Approved:


President


Chief Advancement Officer

Date

Adopted: 07/01/2004

Date

Revised: 07/12/2021

DISCLAIMER

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY.

The following procedure will be followed to ensure timeliness and effective communication regarding building naming prospects and proposals.

1. The Aiken Technical College Chief Advancement Officer shall provide written notice to the President who, in turn, shall provide written notice to the Aiken County Commission for Technical and Comprehensive Education (Commission) of the identification of a prospect(s) for the purpose of naming a building. The notification shall include a biographical or corporate profile, draft gift agreement, and summary of the proposal for consideration by the Commission.
2. The Commission may decline to accept any prospect and/or proposal that does not meet the criteria set forth in the Building Names Policy 10-1-104.
3. The Commission, within thirty days, will provide written notice to the President who, in turn, will provide written notice to the Chief Advancement Officer regarding the decision to accept or decline any building naming opportunity prospect and/or proposal.
4. The Chief Advancement Officer shall notify the Director and Chairperson of the Aiken Technical College Foundation of the decision(s) of the Commission.
5. The Commission reserves the right to rescind, approve, and authorize any and all final building naming opportunity proposals.