BOARD OF EDUCATION
NAMING OF FACILITIES REQUEST FORM

Submission Deadline: Friday, February 23, 2018 at 5 p.m.

In accordance with the Naming of Facilities Policy 9300, a request for the naming of a facility must be submitted in writing. This form must be completed and submitted with appropriate documentation sufficient for the Board of Education to determine the merit of the request.

The Board Policy is provided below for reference in completing the required form.

NAMING FACILITIES/Policy 9300

The Board considers naming facilities to be a significant endeavor since the name of a facility can reflect upon the students, staff, school district and community. The board will name all building and facilities. All recommendations for the naming of buildings, facilities, and areas within the buildings, facilities, parts therein, or areas within the buildings and facilities should be submitted in writing to the Superintendent with sufficient documentation regarding the merit of the recommendation.

Recommendations presented to the Board by the Superintendent should take into consideration the following criteria:

- The name should not be so similar to the names of existing facilities as to cause confusion;
- The name should include a designation of the type of school, such as elementary, middle, high or brief description of a school of a specialized kind;
- The name may be in honor or memory of an individual who made a significant contribution to education in Cabarrus County.
- The name may be that of an educational leader of prominence and reputation beyond the school district; however, priority will be given to the names of educational leaders who have directly or indirectly helped students in this school district to succeed;
- The name may specify the geographic locality of the school.

A Naming Facilities Form should be requested from the Superintendent’s Office.

Legal References: G.S. 115C-36, -47
Cross References:
Adopted: January 10, 1994
Revised: 3/10/03 3/14/05 6/11/07

COMPLETE THE THE FORM ON PAGE 2 BELOW

CABARRUS COUNTY BOARD OF EDUCATION
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FACILITY TO BE NAMED: ______________________________________________

REQUESTED NAME FOR THE FACILITY: ________________________________

LOCATION: ___________________________________________________________

PRESENT NAME OF FACILITY, IF KNOW: _______________________________

PURPOSE FOR REQUEST TO NAME THE FACILITY (The Board of Education will grant the request depending upon the merit of the information provided herein. It is important that all pertinent information be shared either on this form or attached to the form.):
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

PERSON SUBMITTING REQUEST (If the person making the request represents a group of people, please indicate the groups represented and in what capacity you serve as the representative.)

Name: _________________________________________________________________

Address: _______________________________________________________________

Telephone Number and E-mail Address: ____________________________________

Group Representing: _____________________________________________________

Complete and Mail this form along with Supporting Documentation to:
CCS Board of Education, Attention: Naming of Facilities Requests
P. O. Box 388, Concord, NC 28026-0388
or Fax to: (704) 786-61411

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