



Due Diligence Checklist - Naming of College Assets

NBCC seeks to attract and build opportunities for staff and students through philanthropic support. When appropriate and warranted, NBCC can recognize gifts with the naming of college assets in honour of a donor. Such assets include buildings, classrooms or other campus spaces.

The governance for naming of colleges assets falls to the NBCC Board of Governors. Board Policy # IV.C.16 outlines the types and required authority required for naming. When considering the naming of an asset, the following checklist provides a guide to determining the compatibility and suitability of potential partners.

Donor/Honouree Recognized:	Value of Donation/Justification:
Proposed Asset:	Advancement Lead:
Proposed Name or Asset:	Facilities Lead:
Approval Level:	Recommended by:

MANDATORY REQUIREMENTS	Yes	No*	N/A	Comments
Does the potential partner’s values, purpose and commitments align with NBCC’s values and principles (tip: research partner’s strategic plan)?				
Does the potential partner’s respect for ethical, human and personal rights in institutional values, mission or strategic documents or in cases or complaints align to NBCC (tip: media search, review available policies)?				
Is there management and staff support for this initiative?				
Is there a historical philanthropic or business relationship between NBCC and the potential honouree? If yes, provide details.				
Will NBCC faculty, staff, and/or students benefit from this linkage currently and/or in the future?				

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ADMINISTRATIVE CONSIDERATIONS	Yes	No	N/A	Comments
Is there a financial contribution required of NBCC (ie: cost of signage)? If yes, please provide information in comments.				
Has Facilities been consulted and able to comply with the recommendation				
TERMINATION CONSIDERATIONS	Yes	No	N/A	Comments
If this agreement constitutes the renaming of an asset previously recognizing an honouree, has the previous honouree been notified?				
Is the termination of the current/previous naming agreement consistent with the agreement in place regarding the previous naming?				
IF NAMING IS A RENEWAL	Yes	No	N/A	Comments
Has the partnership been evaluated prior to the renewal of the agreement (tip: if major changes are required, more lead-time is needed)?				
Have amendments been documented?				
Is a legal opinion required?				
Is there additional costs required to replace or upgrade signage				
Has an effective date been added after the signature by all participants?				

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FINALIZATION CONSIDERATIONS	Yes	No	N/A	Comments
Is a site visit required?				
Is there an appropriate NBCC template (Donor agreement - Naming Agreement)?				
If an NBCC template cannot be used, does the agreement contain indemnity, termination, renewal and confidentiality clauses?				
Does the agreement specify an effective date?				
Does the agreement specify an expiry or renewal date?				
Does the agreement contain terms by which either party may terminate the agreement?				
Is a legal opinion required?				
RECOMMENDATION	Yes	No	N/A	Comments
Is this agreement recommended?				

Recommended By:	
Approved By:	
Date	

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