

Effective: May 2, 2017

**Administrative Policy
PLAQUE POLICY**

Approved: May 2, 2017
President's Cabinet

Section 1 - Background and Purpose

The University makes and receives requests to commemorate or recognize the importance and/or efforts of a long-standing, living or deceased, faculty/staff member, student, retiree, alumni and friends of Millersville University through the establishment of commemorative plaques. This Policy ensures that these specific requests are managed appropriately.

Section 2 Scope

This Policy applies to all:

1. Colleges, campuses, divisions and organizational units of the University.
2. Requests for plaques.

This Policy does not apply

Plaque Opportunities

Provision for plaques enables the University to acknowledge those who have a long-standing commitment to the institution, those who have served the University or who in the past have provided generous financial or other support.

The plaque must be attached to a functional item which provides benefit to the University community. Standalone plaques on walls, rocks or in the ground *cannot* be used for this purpose.

This Policy, within the context of existing University policies, will govern all plaques associated with:

1. Benches
2. Water fountains
3. Drinking fountains
4. Trees or plants
5. Memorial installations
6. Fixed furniture
7. Open Spaces
8. Equipment
9. Laboratories
10. Streets (within campus domain of ownership)
11. Special research, teaching, recreational service
12. Endowed programs of research, teaching, service or recreation
13. Chairs, professorships, visiting lectureships, special lecture series, awards for excellence in teaching, research, or performance of other academic responsibilities
14. Library collection of books or other materials
15. Collection of works of art
16. Trophies and other awards for extracurricular achievement
17. Such other things as the University may fro

alumnus, retiree member or friend of Millersville University in whose name the commemorative plaque is to be established.

It should be noted that no officer, employee, or volunteer associated with the University should promise, or imply that, in return for covering the costs of the plaque, favorable consideration will be given to:

1. Appointments that imply college or administrative status not in keeping with usual University processes for such appointments.
2. Naming a building or other facility without appropriate University policies and procedures being followed.
3. Granting of student admission, student scholarships, fellowships, other financial benefits, or special considerations in a manner inconsistent with University policies and procedures.

Section 4 - Procedures

Overview

The Office of the Vice President for Advancement will be responsible for the coordination, assignment and management of all requests to establish plaques at the University in honor of former/current faculty/staff members, students, retirees, alumni or friends of Millersville University.

1. A formal letter of request should be submitted by the plaque proposer to the Office of the Vice President for Advancement with a statement of the nature of the request, as well as a Request to Display a Plaque form. The letter should discuss the importance of the naming to the University; the nature of the gifting and/or meritorious activity; and other conditions, concerns, or impacts of the naming. In the case of a naming representing a living person, the magnitude of gifting and meritorious activity should be well delineated. Plans for any plaque, funding, and maintenance should be identified. Requests should also include approval of respective dean or divisional vice president.
2. All plaque requests must be made by completing a "Request to Display a Plaque on University Property" (copy attached) and submitting it to the Vice President of Advancement at least 30-days prior to plaque installation (Note: some plaque production may require additional time).

The form is to be completed in the following signature order:

- a. University Plaque Organizer/Proposer
 - b. Signed by the Director/Dean/Associate Vice President
 - c. Signed by the applicable Vice President/Provost
 - d. Signed by the Vice President for Advancement or his/her designee a minimum of 30-days prior to installation.
3. A resume or discussion of the individual(s) being honored should also be included.

Meetings with Potential Donors

If the *donor* wishes to proceed with the purchase of a functional item and a plaque, the Office of the Vice President for Advancement will arrange a meeting between the donor and key staff members in the relevant areas of the organization (as needed), together with a representative from Facilities Management, Scheduling and Event Management and/or Marketing (if required). Meetings may occur on an “as-needed” basis and may be combined with other plaque-related requests in said meeting.

At this meeting the following is to be agreed:

1. Location of the functional item.
2. Wording for the plaque.
3. Purchase of item (e.g. bench, fountain, etc.).
4. Nature of the ceremony/event associated with installation (if required).
5. Maintenance and lifecycle issues relevant to the installation.
6. Timeframe for the ceremony or installation.
7. Cost Center/funding source

Approval of Proposal

The text of all plaques will be forwarded to the Office of the Vice President for Advancement for approval, along with the Request to Display a Plaque on University Property.

Establishment of Plaques

The Office of the Vice President for Advancement, the Development Office and/or the Office of Scheduling and Event Management is responsible for managing the purchase

Section 5 - Definitions

For the purpose of this Policy:

1. Alumni: former students of the University.
2. Plaque: a flat fixed ornamental plate or tablet used to mark a significant event or person.

Section 6 - Stakeholders

Responsibility for implementation – Department Head, Services and Support.
Responsibility for monitoring implementation and compliance – Facilities Management Director or designee, Scheduling and Event Management, Development Office, Office of the Vice President for Advancement.

Section 7 Modification or Relocation of Property and Names

As modifications are made to property over time, situations may occur where it is in the best interest of the University to relocate, modify, or reallocate named university property/areas/items. In the event modifications to named property/areas/items are required or recommended, appropriate college deans and university administrators will be involved in early planning. This is to insure that the original purpose of the naming and the donor's wishes, if built with private funds, are preserved as appropriate. These occurrences underscore the importance of obtaining university recognition of all naming.

In the event areas or items are modified or shifted between structures, approval must be obtained using this policy and process.

Millersville University Request to Display a Plaque Form

(Please print all information, unless otherwise instructed)

This form is to complete in the following order: (1) signed by the University Plaque Organizer/Proposer; (2) signed by the Director/Dean/Associate Vice President; (3) Signed by the applicable Vice President/Provost; and (4) signed by the Vice President for Advancement, with a **minimum of 30-days prior to plaque installation.**

University Plaque Organizer/Proposer: _____

Plaque Organizer email: _____ Preferred Phone: (____) _____

Cost Center/Funding Source: _____

Campus Department _____ Proposed Budget for Plaque: \$ _____

Engraving/inscription: _____
