

Nomination for Naming a New School or Facility

(Form works best in Google Chrome. For Internet Explorer open in compatibility mode.)

Preference of Facility to be Named

- Elementary Junior High High School Facility _____

Name for Consideration _____

Review the Katy ISD Board Policy [CW\(LOCAL\)](#) for specific facility naming guidelines.

- Board approval will be required for the naming of all District facilities.
- This form must be used by persons proposing names for new facilities.
- Only one facility, or portion of a facility, shall be named for any individual, group, place, event, subdivision, geographic area.

Facility Named for a Person, Person(s) or Group of People

The name to be considered is based on the following categories: (Check all applicable boxes.)

- The person(s)/group has made or is making significant contributions to the District and whose virtues or characteristics will serve as role models to students, staff and the community.
- The person(s)/group is making or has made significant contributions to public education or has made some significant connection with the District either as a student, an alumnus, a staff member, an administrator, a donor, or a supporter.
- The person(s)/group has made substantial contributions to his or her field of endeavor or to society in general.
- The person(s)/group worked for the District and has been in education for at least 20 years, has been a distinguished District employee for at least 10 years, and is retired or deceased.
- A name may be reused for facility naming purposes in the event a facility is consolidated or demolished.

Facility Named for an Historic Event or Place

- The historic event or place had a major significance to the District, the City of Katy, Houston, or the state of Texas.

Facility Named for a Subdivision or Geographic Area

Facilities should receive “neutral names” if more than one community will be served in a particular facility.

- A subdivision name is based on the facility only serving one community.
- A geographic area is based on major significance to the District, the City of Katy, Houston, or the state of Texas.

Facility Named for a Major Donor

- The individual or group made a major capital donation or in-kind donation to the District.

Nomination Requirements

All submissions will be presented in writing, and with supplemental material, and will contain a minimum of a **250** word statement for each category of information listed below:

1. Biographical or Historical Data (250-1,000 words);

Nomination Requirements (continued)

2. Description of the significant contribution(s) or historical significance (250-500 words);

Nomination Requirements (continued)

3. An impact statement explaining why a facility, or school should be named after this person(s), group, event, place, subdivision, geographic area or donor (250-500 words).

Letters of Recommendation

Three letters of recommendation from non-relatives, who reside, own a business, or have been employed within the Katy ISD boundaries are required. The individual may also have some other major affiliation with the Katy community to submit a recommendation.

Supplemental Materials

Other supplemental materials, including but not limited to: in-depth biographical or historical information, news clippings, photos, letters of recommendation and/or other printed resources that would assist the Board in making a decision should accompany the nomination form.

Permission from Family and/or Nominee (if possible)

All efforts should be made to contact the recommended name or the family in order to establish a point of contact.

Nominee/Family Member Name (please print) _____
Address _____
Phone # _____
Email address _____
Relationship _____

Submitted By

Name (please print) _____
Address _____
Phone # _____
Email address _____
Signature _____
Date _____

Nomination forms will only be accepted with completed exhibit and background materials.
Questions may be directed to the Communications Department at (281) 396-2308.

Submit applications and recommendation letters

By Mail to: Katy ISD School Naming
Communications Office
P.O. Box 159
Katy, TX 77492-0159

By Email to: schoolnaming@katyisd.org

Only complete submissions that are received by the deadline will be considered.