**TEMPLATE FOR NAMING REQUEST**

***Please address all aspects of this template, and send your request to the Institute’s Committee for Publications, Images, Naming and Trademarks* (PINT)[****trademarks@ismapng.org.au****].**

 **PROPOSER’S NAME:**

**MINISTRY:**

**PROPOSER’S CONTACT INFORMATION:**

**DATE:**

1. Proposed name of building, facility, section of precinct, scholarship, award etcetera
2. Details of what is to be named (eg building, library, clinic).
3. Rationale for choosing the name, including answers to questions such as:
4. How does using this person’s name contribute to nurturing the mercy charism?
5. Did the person exemplify one or more of the corporal and spiritual works of mercy?
6. Can stories be told of her or his advocacy or work for justice?
7. How did the person relate to others by way of respect hospitality, forgiveness, right relationships?
8. What connection, if any, did the person have with the ministry concerned or the local community in which it is located?
9. What legacy has the person left? What benefit might those who work within the ministry or utilise its services gain from knowing about this person?
10. Confirmation of the proposed nominee as a person of probity with a reputation of integrity.
11. Details of where the name might be used (for example, in the ministry’s public documents, newsletters, and so on).
12. Details of where the name will be displayed in relation to particular ‘Mercy’ symbols, for example, the Mercy Cross (if appropriate, please supply a sketch or photo of what is proposed).