



USE A BALL POINT PEN
PLEASE PRINT CLEARLY
PRESS HARD

Date: _____

Item _____ Item No. _____

Name of Donor for Credit _____

Signature of Donor _____

Address _____ Retail Value\$ _____

City _____ State _____ Zip _____

Phone No. _____ Email _____

Color _____

Material _____

Further Description _____

Send Thank You Card To:

Name _____

Address _____

City _____ State _____ Zip _____

INSTRUCTIONS FOR GO-GETTERS:

Name of Volunteer/Go-Getter _____ Phone No. _____
(Please Print)

Fill in this form as completely as possible. Give pink copy to donor if Volunteer/Go-Getter takes the gift with him/her, otherwise the donor copy will be mailed after the gift has been delivered.

Mark the donor form clearly with the donor's name, address, phone number, the item description and its value.

Affix the white donor form firmly to the gift as a tag and give yellow copy to designated Museum staff.

When gifts cannot be sent to the office for live auction (services, meals at restaurants, etc.) complete the donor form, the certificate or the donor's own certificate.

If Go-Getter cannot take the gift with him/her arrangements will be made to pick the item(s) up.