

Upper Sandusky Community Library

Honor, Memorial or Gift Donation

Are you looking for a way to pay tribute to someone special in your life? Then you may wish to consider a donation to the library in their honor or memory.

An appropriate acknowledgement of the gift will be sent to a person of your choosing.

An inscription plate will be placed on the item(s) as indicated below:

This gift is: _____
In Honor of: _____
Presented by: _____

OR

In Memory of: _____
Presented by: _____

OR

A monetary gift only to the library: _____
(No inscription plate will be used.)

RECEIVING STAFF FILL IN:

Date Received: _____
Received by: _____
Amount Received: _____

Circle: Cash or Check or Credit

Your Name and Address as the donor:

_____ Please, send me receipt letter in the mail.

_____ No receipt is necessary.

Please supply a name and address where you would like us to send an acknowledgement of your gift. This person will have opportunity to check out the elements of this donation before items are circulated to the general public.

Name and Address of Acknowledgement:

May we acknowledge your gift (circle):

In our newsletter? Yes No

On our website? Yes No

On our Facebook page? Yes No

This gift is:

_____ a monetary gift donation only

_____ to be used for specific items as indicated

Please indicate format preferred:

Materials for: adults teens children

Please indicate subject areas preferred

(we will choose appropriate titles):

Or

Indicate a specific item or title:

_____ a donated gift item as indicated below
