

Honorarium or Memorial Donation Form

Patrons can choose to donate books or money in honor or memory of lost loved ones, respected colleagues, business associates, friends, or beloved pets. Notification is sent to the honored person and an acknowledgment is sent to the donor. An acknowledgment is sent to the family and the donor of gifts donated in memory of lost loved ones, business associates, respected colleagues, friends, or beloved pets.

Fill out the following section for Honorary or Memorial Donations:

Donor:

Name: _____

Address: _____

City/State/Zip: _____

Phone: _____

Plaque placed in book in memory honor of:

Name: _____

Notify:

Name: _____

Address: _____

City/State/Zip: _____

Phone: _____

Amount Donated \$ _____ Number of Titles Donated _____

Type of Material suggested for purchase:

Monetary Donation Only:

Donor:

Name: _____

Address: _____

City/State/Zip: _____

Phone: _____

Amount Donated \$ _____

Completed by library staff

Received By: _____	Purchase Date of Items _____ (Attach copies of front covers of items to back)
Date Received: _____	
Acknowledgement Sent to Donor: _____	Date Plaque Placed: _____
Acknowledgement Sent to Family: _____	Date item(s) Placed in Collection: _____