APPENDIX B DONATION RECORD



Date

DONATION RECORD

for donations of \$20.00 or greater

La Bibliothèque Dentinger

Although the communities we serve are primarily responsible for the financial support of our Library, we welcome and greatly appreciate donations of funds and materials to help support

Books and other resources are accepted as gifts on the condition that these materials fill a definite need. Once accepted, these become the property of the Library, which has the final authority to decide how to use the resources. The Library reserves the right to dispose of gifts that are not added to its collection, or that are no longer needed. Gifted items will not be returned to the donor. Every donation is important to us, but donation records are not kept for books contributed by individuals or for donations of< \$20.00, to help manage our costs.

Cash donations under \$100 are used for book purchases or library programs, at the discretion of the Library Manager. For donations of \$100 or more, the Donor may request that these funds are used to support the Library's needs in the following areas: Operating Costs, Programs, or Capital Reserves for Technology, Furnishings, Collection Development or Facility Upgrade. Wherever possible, the benefit of funds donated to reserves will be maximized by including these amounts as matching funds for grants and planned projects.

Donor Name				
Mailing Address				
Phone #	Email			
Receipts	For cash donations of \$20 or more, an income tax receipt can be provided to individuals. These are routinely requested through the Town of Falher, since we are not a charitable organization. For corporation donations, a business receipt will be issued by the Library. Wherever possible, correspondence will be completed by email to reduce library costs.			
Receipt Requested?	(please circle)	YES	NO	
Type of Donation	\$ Amount or in-kind value (donor to provide)	Asset Description Physical Description or Source (License #) if these are gaming funds	Name of Business or Pers IF you do not wish to be pu please leave this colum respect your	iblically acknowledged, n blank, and we will
Private				
Corporate				
In Memory of				
Designated Use of Funds (if applicable)				
LIBRARY USE ON Board Review Date Recognition Notes Date Receipt Provid Date Thanks Provid	ded	surer <u>)</u> :	Annual [Donor Level:

STAFF – please provide a copy of this completed form to the donor, if an interim receipt if requested.