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www.vernonmuseum.ca

Donation Receipt

Object Accession # _____

Archives Accession # _____

Contact Information:

Donor Name *(please print)*: _____

Mailing Address: _____

Telephone: _____

Email: _____

Permanent Custody For:

- Greater Vernon Museum
- Greater Vernon Archives
- Silver Star Mountain Museum
- Okanagan Landing Museum
- Vernon Cadet Camp Museum
- Okanagan Sports Hall of Fame

If the Greater Vernon Museum and Archives is unable to accept this donation *(initial all that apply)*:

- Call Donor for Pick-up
- Use for Outreach
- Transfer: _____
- Use to Fundraise
- Discard
- Other : _____

Unless otherwise mutually agreed upon, the donated objects shall remain in the custody of the Greater Vernon Museum and Archives for no more than 90 days, prior to being evaluated for Permanent Acquisition.

Significance of Donation:

Who: _____

What: _____

Where: _____

When: _____

Donation:

#	Object Description	Condition*	Accession # <i>(if accepted)</i>
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

(* E= Excellent, G= Good, F=Fair, P=Poor)

Conditions of Permanent Donation:

The Greater Vernon Museum and Archives Collections Committee will only accept a permanent donation if:

- *the donation is relevant to the Collections Policy;*
- *the donation is not duplicated in the collection;*
- *the donation is in reasonable condition, has no major conservation needs and can be adequately stored and cared for.*

1. The Donor/ Authorized Agent warrants that the Donor holds full and clear title to said donation and can convey that title to the Greater Vernon Museum and Archives. The Greater Vernon Museum and Archives cannot accept donations known to have been illegally imported or acquired or to have resulted from the improper destruction of historic or archaeological sites, buildings, districts or Artefacts. **Artefacts must be offered without restriction (such as requirements for long-term loan, permanent display or exhibition of an entire collection). For Archival Materials, reasonable restrictions may be applied (privacy concerns).** Sufficient information about the history and function of the donation must be available at the time of acceptance to justify the research and/ or interpretation value.

2. All owned Copyright is transferred to the Greater Vernon Museum and Archives and moral rights to all materials are extinguished unless otherwise indicated.
3. Fair market value may be assessed by the Greater Vernon Museum and Archives for the purpose of issuing income tax receipts up to a value of \$1,000; beyond this amount, an independent appraisal is required. In these instances, the responsibility of the entire appraisal, including the cost, lies completely with the Donor.

I acknowledge that the information contained in this receipt has been examined by me and is accurate as to the description of the property of which I am the legal and rightful owner or authorized agent. I hereby donate the property in whole to the Greater Vernon Museum and Archives, to hold in trust for the Regional District of the North Okanagan, with no reservations, restraints or limiting conditions of any kind whatsoever.

I have read and agreed to the Conditions for Permanent Donation and I certify that I have full authority to agree thereto.

SIGNED: _____ DATE: _____

(Donor or Authorized Agent – please circle)

Authorized Agent Address: _____

Telephone: _____ Email: _____

The Greater Vernon Museum and Archives complies with the Personal Information Protection Act of British Columbia. Personal information is collected for the purposes of Museum services, charitable appeals and events related exclusively to the Greater Vernon Museum and Archives. We do not provide or exchange this information to or with any other organizations or business.

SIGNED: _____ DATE: _____

(Greater Vernon Museum and Archives Representative)

FOR COLLECTIONS/ARCHIVES USE ONLY	
Number of Items Accepted for Permanent Donation	_____
Number of Items <u>Not</u> Accepted for Permanent Donation	_____
Thank you Letter Sent by _____	No <input type="checkbox"/> Yes <input type="checkbox"/> Date: _____
Entered into Database	No <input type="checkbox"/> Yes <input type="checkbox"/> Date: _____
Tax Receipt Requested	No <input type="checkbox"/> Yes <input type="checkbox"/> Tax Receipt Number Issued: _____ <i>(attach copy of receipt)</i>

Return Receipt: I have received the items not accepted for permanent donation, having indicated “call donor for pickup” when initially bringing artefacts to the museum.

SIGNED: _____ DATE: _____

