

Thank you for offering to donate the item(s) described on the back of this form to the Bellevue Historical Society!

Before we can accept possession of your donated item(s), we need for you to complete the information below, initialing and signing wherever indicated.



Bellevue Historical Society
PO Box 304
Bellevue, OH 44811
567-228-0833
BellevueHistoricalSociety@yahoo.com



Donor information:

Donor printed name _____

Address _____

City _____ State _____

Email _____

Phone _____

Zip _____

Today's date _____

I am the legal owner or authorized representative of the legal owner of the item(s) described on the back of this form and have the authority to donate them to the Bellevue Historical Society. Initial here: _____

I. **Review process:** The decision as to whether or not we can accept your generous donation rests with our Collection Committee, who will review your donation within approximately 90 days of today's date. Occasionally we must regretfully decline donated item(s) because they do not meet the parameters for our collection, we have no need for them, they duplicate other items we already have, we feel we cannot properly house or care for them, or some other reason.

II. **Temporary custody:** I understand and agree that Bellevue Historical Society ("the Society") will exercise due care for the item(s) I am leaving in their custody today, but beyond that the Society is not liable for any loss or damage to the item(s). I have also read and agree to Section I above, "Review process." **Initial here: _____**

III. If the Society accepts my donated item(s), I (donor) agree unconditionally to the following terms:

- A. The Society assumes full ownership of the item(s) to do with as is best judged by the Society's Board of Directors, without restriction as to how/when they are displayed, used, sold, disposed of, etc.
- B. The Society is not obliged to permanently exhibit any item and has the authority to break up sets or collections.
- C. The Society cannot provide an appraised dollar value to the donor for the item(s). Responsibility for determining the dollar value of the item(s) rests solely with the donor, for the donor's own records and tax purposes only.
- D. I (donor), my heirs, family members, or any other party cannot reclaim the item(s) at any time in the future.

Initial here: _____

IV. If we must regretfully decline to accept your donated item(s), what would you like the Society to do? Please check only one.

Contact me and I will pick up the item(s). I understand that if I do not reclaim the item(s) within one year after being notified of the Society's decision, the item(s) will become the property of the Bellevue Historical Society to do with as best judged by the Society's Board of Directors, including but not limited to possible sale or destruction. **Initial here: _____**

- OR -

Please dispose of, sell, or destroy the item(s) as deemed best by the Society's Collection Committee and/or Board.

Initial here: _____

I have read, understand, and agree to the above terms and conditions. I have also provided a listing and description on the reverse side of this form of the item(s) I am offering to the Society.

Signed (donor) _____

Date _____

Signed (Society representative) _____

Date _____

Please complete reverse side!

CONTINUED FROM FRONT

Donor name _____

Today's date _____

I (donor) am offering the item(s) described below as a possible donation to the Bellevue Historical Society. I have completed the required information on the front side of this form.

Initial here: _____

Please include any notes about yourself as the owner, past owners or people who may have been associated with each item, and any other interesting history pertaining to the item(s). It is that provenance that makes your donation so special! Attach additional pages as needed. If you have any related materials such as instruction manuals, photographs that show the item(s), etc. and can include those materials as well, it will add to the historical interest of your item(s).

DESCRIPTION OF ITEM(S), INCLUDING QUANTITY OF EACH. IF YOU ARE DONATING A SET OF SOMETHING, PLEASE NOTE THE NUMBER OF PIECES IN THE SET. ATTACH ADDITIONAL PAGES IF NEEDED:

If the Society accepts any or all of the described item(s), may we list your name as donor in our newsletter or other publications and on any documentation accompanying display of the object(s) if applicable?

Yes, you may list my name. **Initial here:** _____

No, do not list my name. I prefer to be an anonymous donor.

Thank you for thinking of the Bellevue Historical Society and the preservation of the Bellevue's area's history!

For Society use:		
Donation date _____	Review deadline _____	Log no. _____
Received by _____		Acquisition no. _____
		Approved by/date _____