



**VETERANS MEMORIAL BUILDING OF SAN RAMON VALLEY  
LIBRARY AND HISTORICAL COLLECTIONS COMMITTEE  
DONATION ACKNOWLEDGMENT FORM**

**Part I: Submission by Donor**

This is to acknowledge the prospective donation of the items listed below to the Veterans Memorial Building of San Ramon Valley, a 501(c)(3) non-profit organization. (Please print)

Donor: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

If accepted, the item/s listed will be placed in the custody of the Library and Historical Collections Committee (LHCC) of the Veterans Memorial Building (VMB) of San Ramon Valley. Item/s will be considered unconditional donations for use at the sole discretion of the LHCC. The Committee reserves the right to keep, lend, transfer, sell or dispose of the donated items. Due to display and storage place limitations, not all items can be accepted. If accepted, it is understood that there is no obligation or commitment by the LHCC that items will be permanently displayed.

Item/s and brief description: Attach additional page if needed. Inclusion of photos is encouraged.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Donor warrants that s/he is the sole owner of the personal property being donated and has full power and authority to transfer the items to the VMB. Gifts are tax deductible to the extent allowed by Federal/State income tax law. No representative of the VMB can provide appraisals for the purpose of establishing the tax deductible value of the donated items. Donors are responsible for securing an appraisal at their own expense, if needed.

Return to donor if not accepted.

Signature of donor: \_\_\_\_\_ Date: \_\_\_\_\_

**Part II: Action of the LHCC/VMB**

A) Return of item acknowledged by donor: \_\_\_\_\_ Date: \_\_\_\_\_

Returned by (for LHCC/VMB): \_\_\_\_\_ Date: \_\_\_\_\_

B) Donation accepted and received by: (for LHCC/VMB)

No goods or services were received for this gift.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Collection Accession Number: \_\_\_\_\_