



# Monetary Donation Form

(please fill out all that applies)

STAFF ONLY Form # \_\_\_\_\_

Today's Date: \_\_\_\_\_

Staff Initials: \_\_\_\_\_

Check #: \_\_\_\_\_

Check Date: \_\_\_\_\_

Paid with Credit? \_\_\_\_\_

Donor does NOT want Letter? \_\_\_\_\_

Item to Circ: \_\_\_\_\_

Letter(s) Sent: \_\_\_\_\_

**Donor:**

Your Name \_\_\_\_\_

Address \_\_\_\_\_

Phone/Email \_\_\_\_\_

**Donation Toward:** (a) Geneva Public Library (b) Foundation for the Geneva Public Library  
*circle one {if Foundation, skip section II.}*

**Amount:** \$ \_\_\_\_\_  Cash  Check  
*{if Check, make it out to either (a) or (b) above}*

**I. Is this donation in memory or in honor of someone?**

In Memory of: \_\_\_\_\_

In Honor of: \_\_\_\_\_

**Would you like the honoree, or someone else, notified of this donation?**

Name \_\_\_\_\_

Address \_\_\_\_\_

**II. Should this donation go towards something specific?**

Adult Items  Teen Items  Children's Items

Other(ex:programs,equipment): \_\_\_\_\_

Item Type/Subject(ex:audiobooks,nonfiction,dinosaurs): \_\_\_\_\_

Item Title & Author: \_\_\_\_\_

**Would you like a commemorative bookplate placed in the item(s)?** If yes, what should it say?

\_\_\_\_\_

**Would you, the donor, like to receive the first loan of the item(s)?**  Yes  No  
*{Donor must have valid OWWL library card.}*

*The Geneva Public Library thanks you for your donation. You will receive a letter in the mail that doubles as a receipt. Your gift is fully tax deductible, under Internal Revenue Code 501( c ) 3, as you have received no goods or services in return for your donation.*

Copy: