Monetary Donation Form

(please fill out all that applies)

STAFF ONLY Form #_____
Today's Date: _____
Staff Initials: _____

Check #: _____
Check Date: _____

☐ Donor does NOT want Letter

Item to Circ: _____ _____
Letter(s) Sent: _____ _____

Copy:

Donor:

Your Name _____

Address _____

_____

Phone/Email _____

Donation To: **(a)** Geneva Public Library **(b)** Foundation for the Geneva Public Library
Circle one *(If **(b)**, skip section **II.** unless Foundation-sponsored event)*

Amount: $_____ ☐Cash ☐Check ☐ Credit (*at library only*)
*Make CHECKS 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)? ☐ Yes ☐ No 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 may be tax deductible, as the Library is recognized as a tax-exempt organization under section 501(c)(3) of the Internal Revenue Code.