



**GIFT DONATION FORM**

Donations for memorial and honor books and other materials are gratefully received by the Case Memorial Library. A donation may be made in memory of a relative or friend, or in honor of a special occasion or personal achievement. Such gifts enable the library to purchase needed items. To make a donation, please return the completed form to the library.

*Please make checks payable to the **Case Memorial Library Gift Fund**. Thank you!*

**A donation has been made by:**

Name (individual or group): \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

**In Honor of:** \_\_\_\_\_  
(Name)

**In Memory of:** \_\_\_\_\_  
(Name)

**Please indicate a *subject preference* for the gift:**

\_\_\_\_\_ (e.g., travel, art) No preference \_\_\_\_\_

**Please indicate a collection preference:** Adult \_\_\_ Teen \_\_\_ Children's \_\_\_ No preference \_\_\_

**Please indicate a format preference:** Book \_\_\_ Media \_\_\_ No preference \_\_\_\_\_

**Individual or group to receive the donation acknowledgement:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

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*For Library use only:*

Gift received: Date \_\_\_\_\_ Amount \$ \_\_\_\_\_ Deposited \_\_\_\_\_ Acknowledgements Sent \_\_\_\_\_

Item processed: Date \_\_\_\_\_ Gift Plate \_\_\_\_\_ Staff Initials \_\_\_\_\_