



Object Donation Form

Legal Name of Donor: _____ Date: _____
(Please Print)

Address: _____ City: _____ State: _____

Zip: _____ Phone 1: : _____ Phone 2: _____

Email: _____ Staff Initials Accepting Donation: _____

By these present, I, _____, irrevocably and unconditionally give to the Tri-Cities Historical Museum by way of gift, all rights, title and interests (including copyright and trademark) to the object(s) listed below. Furthermore, I affirm that I own said object(s) listed below and have a good and complete right to offer them to the Tri-Cities Historical Museum. I acknowledge that the Tri-Cities Historical Museum reserves the right to determine if and/or when an accepted gift will be exhibited.

Donor Signature: _____ Date: _____

Staff Signature: _____ Date: _____

In the event that this gift is declined, I acknowledge that the Tri-Cities Historical Museum will continue to retain all rights, title and interests to the object(s) listed below unless I request said object(s) be returned. If any part of this gift is declined, please:

Return the Gift Do Not Return the Gift Consider Gift for Education/Prop

Description of the Gift

(Please include as much information as possible but if unknown, please circle that option. The more information we have, the more valuable the artifact becomes.)

Approximate date: _____ or unknown Formerly used by: _____ or unknown

Local relevance: _____

How obtained: _____

Description of donation: _____

(If more space is needed, please ask the staff for additional form to attach.)

For Staff Use Only

Acquisition Criteria (check all that apply):

Relates to Our Mission and Collection Goal Has Exhibit or Research Potential Can be Properly Stored, Protected, and Preserved Fills an identified gap, replaces an inferior example, or represents a necessary duplication

accept	decline	Collections Committee Member	Date
		Board Member:	
		Board Member:	
		Board Member:	
		Community Member:	
		Community Member:	
		Community Member:	
		Collections Curator:	
		Exhibits Curator:	
		Eduation Curator:	

Accepted As Artifact:

Permanent Collection Born Digital Artifact

Declined As:

Exhibit Prop Education Research Library Returned Discarded



Donor Name: _____
 (First, Last)

Itemized List of Objects in the Donation:
