

Widening Westford's World

HONOREE NAME: _____
CIRCLE ONE: MEMORIAL or GIFT
DONOR NAME: _____

J. V. FLETCHER LIBRARY MEMORIAL BOOK AND GIFT ACCOUNT DONATION FORM

DONOR INFORMATION:

Today's Date: _____ Staff Initials: _____
Donor's Name: _____
Address: _____
Telephone: _____
Honoree's Name: _____

GIFT

Amount of Donation: _____
Other: _____

SPECIAL INSTRUCTIONS

Donor's suggestions as to how donation should be spent (i.e. intended user's age, book genre, format type, etc.): _____

Bookplate inscription, if desired: _____

Others to be notified of gift:

Name: _____
Address: _____

STAFF COMMENTS: _____

STAFF CHECKLIST:

DATE

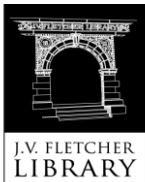
BY WHOM

THANK YOU'S MAILED WITHIN 48 HOURS OF RECEIPT

Thank You card(s) sent to Donor:	____/____/____	Off. Mgr. _____
Mail Card to party "to be notified":	____/____/____	Off. Mgr. _____
Check Deposited in MBA/Gift Acct:	____/____/____	Off. Mgr. _____
Adjust Book Budget Line Item FY__	____/____/____	Director _____
Asst. Dir. Receives copies of Thank You card(s), Donation form, Check, Orig. Correspondence	____/____/____	Off. Mgr. _____
Adjust MBA FY__ Account	____/____/____	Asst. Dir.: _____
Donation Form attached to Deposit:	____/____/____	Off. Mgr. _____
SELECTOR notified by Asst. Dir.	____/____/____	Selector: _____
Item(s) held for Preview:	____/____/____	Asst. Dir.: _____

PROCESSED COMPLETED when ASSISTANT DIRECTOR has copies OF ALL INVOICES and THANK YOU CARDS and is notified by SELECTOR that the gift is in the collection, the Donor notified to preview (if necessary) and the gift is Book-plated (if requested).

COMPLETION DATE: _____ Asst. Dir. _____



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If Memorial Gift, Obituary printed out – wk 1 ___/___/___ Asst. Dir.: _____

Donor contacted by Asst. Dir. within 2 wks of gift ___/___/___ Asst. Dir.: _____

Selections researched within 4 wks of gift ___/___/___ Asst. Dir.: _____

Selections discussed with Donor within 6 wks of gift ___/___/___ Asst. Dir.: _____

Order submitted within 8 wks of gift ___/___/___ Asst. Dir.: _____