



Widening Westford's World

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

HONOREE NAME: \_\_\_\_\_  
CIRCLE ONE: MEMORIAL or GIFT  
DONOR NAME: \_\_\_\_\_

**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:	____/____/____	Office Mgr. _____
Mail Card to party "to be notified":	____/____/____	Office Mgr. _____
Check Deposited in MBA/Gift Acct:	____/____/____	Office Mgr. _____
Adjust Book Budget Line Item FY__	____/____/____	Director _____
Asst. Dir. Receives copies of Thank You card(s), Donation form, Check, Orig. Correspondence	____/____/____	Office Mgr. _____
Adjust MBA FY__ Account	____/____/____	Asst. Dir.: _____
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. \_\_\_\_\_