

SOLICITATION AND ACCEPTANCE OF GIFTS AND GIFT RECEIPT FORM

The Cass District Library is one entity, and while gifts might benefit a specific branch or program, all gifts must further the Library's overall mission and goals as set by the Board of Trustees. Donations to the Library may take any number of forms, including but not limited to cash, real estate, stocks, bequests/memorials, and material goods, and services.

The Library must be free to:

- Decline, sell, or otherwise dispose of gifts that do not meet the Library's current needs;
- Decline, sell, or otherwise transfer gifts, such as real estate, which would require maintenance outside the scope of the Library's standard operations;
- Utilize gifts originally donated for a specific purpose in some other way if the original purpose is no longer relevant or advisable.

The responsibility for planning, facilities, and operations resides with the Library Board and Director, who acts on behalf of the Board. Therefore:

Authority for soliciting or accepting gifts of cash, real estate, stocks, bequests/memorials, material goods, and services is delegated by the Library Board to the Library Director. No other person may solicit or accept gifts on behalf of the Library except at the specific request of the Director.

The Director shall solicit such gifts in direct relation to a Capital campaign or other specific fund-raising effort, such as Summer Reading Program. Gifts over \$1,000.00 shall be reported to the Board upon receipt.

All donors shall be recognized by the Library. The manner and degree of recognition (e.g., thank you note, notice in newsletter, plaque on item or in building) shall be determined by the Library in the planning process for each campaign.

Donor Identification

To protect privacy, names of those who donate money, labor, materials, artifacts or collections to Cass District Library, including the Local History Branch, will not be used for news releases, publication, publicity or exhibits without having first received permission from the donor. When possible, a signed release should be obtained at the time the donation is made and the Gift Agreement is signed.

Gift Receipt

Date: _____ Received From: _____

Address: _____

Phone Number: _____

Email Address: _____

Item	Condition	Description
_____	_____	_____
_____	_____	_____
_____	_____	_____

Certificate of Gift

I hereby give to Cass District Library the property herein described, as an unrestricted gift, without limiting conditions. Cass District Library may recognize my gift-without specifying its value-in news releases, library publications, and on commemorative plaques or similar permanent displays.

Donor's Signature

Director's Signature

Date

Date

Certificate of Anonymous Gift

I hereby give to Cass District Library the property herein described, as an unrestricted gift, with limiting conditions. Cass District Library may NOT publicly recognize my gift.

Donor's Signature

Director's Signature

Date

Date