

Appropriate Letterhead here

## Temporary Donation Receipt

I do hereby offer to voluntarily give, transfer, convey and assign said property, free and clear of all encumbrances, to the Feather River Rail Society (Donee), including all rights relating to said property, including without limitation, copyrights and renewals and/or extensions thereof, for all territories of the world, to have and to hold the same forever, hereby relinquishing for myself, my executors, administrators, heirs, and assigns all ownership, rights, title, interest and possession therein to the Donee absolutely. The herein described offered gift and transfer of said property does not entail the granting by the Donee special concessions or privileges to me or my executors, administrators, heirs, and assigns.

The potential donor understands that the Feather River Rail Society does carefully and continually assess its collections. Items deemed surplus to the Society's collections may be exchanged with another institution, returned to the donor, or otherwise disposed of in accordance with the Society's Collections Management Policies and Procedures. The Society acknowledges receipt on this date of the physical delivery to the Society of the items described on the reverse side of this Temporary Donation Receipt.

Donation offers are reviewed by society staff members that have knowledge of the scope of the Society's collection as well as the conservation issues associated with artifact and document care. In making their decision, society staff takes into account the Society's mission and collecting goals into consideration. Additionally, the staff considers the condition of the object and the availability of Society's resources required to store and care properly for the artifact or document as well as cataloging the material to make it accessible.

Typically, the process takes about four weeks. If your proposed donation is accepted by the Feather River Rail Society, you will be contacted by society staff to arrange to have the donated materials, if not in the Society's possession, shipped, picked up, or dropped off at the Society. The final step is issuing a Deed of Gift for the donation, which legally transfers the property to the Society.

I also understand that Society record keeping procedures require that my name and address be kept on file, and I hereby acknowledge that I do not consider this to be an invasion of my privacy. I understand that it is my responsibility to have an appraisal of the donated property made for tax purposes. No appraisals will be performed by the Feather River Rail Society as a facility or members of the staff as individuals.

\_\_\_\_\_  
(Society Representative (Please Print) Title) Signature \_\_\_\_\_

Date of Receipt of Temporary Donation Receipt \_\_\_\_\_

(Print Donor's Name) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Donor \_\_\_\_\_

(Signature)

\*If less than all copyright, trademark and related interest will be given specify on reverse side of this Temporary Donation Receipt. If pages are appended to this Receipt, there are \_\_\_\_\_ pages total, including this page.

## **DESCRIPTION OF PROPERTY**

**If less than all copyright, trademark and related interest are given specify here**