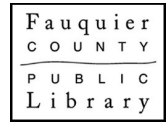


# Fauquier County Public Library Donation Acknowledgment



Dear Library Donor,

Thank you for your gift to the Library. Your contribution provides support for programs and services of the Fauquier County Public Library.

## 1. To be completed by library staff

Donation received by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Please print first and last name.)  
\_\_\_\_\_  
Library Branch or Department

Administrative Use Only

Fund Code: \_\_\_\_\_

## 2. Donor Contact Information

\*Donor name:  Mr.  Mrs.  Ms. \_\_\_\_\_

Company or organization name: \_\_\_\_\_

\*Mailing address: \_\_\_\_\_  
\_\_\_\_\_

\*Contact telephone number: \_\_\_\_\_ E-mail address: \_\_\_\_\_

## 3. Donation Details (See reverse for details)

\*Donation amount: \_\_\_\_\_

(Donations of \$25 or more are eligible to have an item gift-plated with donor's name)

Cash  Check Check #: \_\_\_\_\_  Online

\*Library location:

Bealeton  John Marshall  Warrenton  Any location

\*Donation purpose:

Collection  Programming  Memorial  Honorary  Library Choice

Any suggested areas of interest? \_\_\_\_\_

## 4. Acknowledgments (See reverse for details)

\*Public  Yes  No Bookplate(s)  Yes  No

(If Memorial or Honorary Bookplate, see below.)

## 5. Memorial/Honorary Gift Acknowledgments (See reverse for details)

In Memory of: \_\_\_\_\_ In Honor of: \_\_\_\_\_

Memorial/Honorary gift information: \_\_\_\_\_  
\_\_\_\_\_

Name and address to send acknowledgment letter(s): \_\_\_\_\_  
\_\_\_\_\_

\* Donor signature: \_\_\_\_\_

*To ensure prompt processing of your donation, please complete all fields marked with an \**

**DONATION ACKNOWLEDGMENT FORM INSTRUCTIONS**  
**Fauquier County Public Library**  
**11 Winchester Street - Warrenton, VA 20186**  
**Please make checks payable to: Fauquier County Public Library**

Step	Description	Comments/Examples
1.	<b>Library staff person accepting the donation will sign, date and enter their work location as indicated</b>	
2.	<b>Donor Contact Information to be completed as indicated:</b> <ul style="list-style-type: none"> <li>• Donor name</li> <li>• Company or organization name</li> <li>• Donor contact number</li> <li>• Donor email address</li> </ul>	<ul style="list-style-type: none"> <li>• Enter full name</li> <li>• Leave blank or N/A if individual not company</li> <li>• Telephone or cell number</li> <li>• Email address where we can send information</li> </ul>
3.	<b>Donation Details</b> <b>Donation amount and method of payment</b>  <b>Library location</b> – Specify the library branch where the donation will be used. If you do not specify a location, your gift will be used as needed within the library system.  <b>Donation purpose</b> – Donors can specify how they would like their donation used. Enter the reason you are making the gift and which collection, program or service the donation will be used for.	Select cash or check and enter check number  <b>Examples:</b> Bealeton, John Marshall or Warrenton library  <b>Memorial gifts</b> (Commemorate a special person) <b>Honor gifts</b> (Celebrate by donating in honor of someone else) <b>Collection</b> (Purchase materials to enhance the library's collection) <b>Programs</b> (Pay for materials, equipment, supplies, refreshments, craft items or speaking fees for library programs.) <b>Library Choice</b> (Gifts are used to make purchases based on the library's greatest need at the time)
4.	<b>Acknowledgments</b> — On a quarterly basis, donors are recognized via a Thank You poster displayed at all library locations. A bookplate is also placed in books purchased through your donation.	<b>Bookplate example:</b> "This book was donated by Jane Doe."
5.	<b>Memorial/Honorary Gift Acknowledgment Letters</b> —You may request an acknowledgment letter be sent to the person or family in whose honor or memory the donation is being made.  <b>Bookplate</b> – Please provide a brief message if a bookplate is requested.	<b>Bookplate examples:</b> "In honor of Mary Jones" "In loving memory of John Collins"