



# 'In Their Honour' Donation

(Online fillable form: <https://forms.office.com/r/CKwHzvLdpm>)

Thank You for your very generous gift. West Perth Public Library is grateful for the opportunity to help you honour someone in this meaningful way.

## Donor Information

Date:
First name:
Last name:
Address:
Phone number:
Email address:

## Donation

Type of donation:  <b>Monetary</b>  Amount: \$ _____  <input type="checkbox"/> Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Debit/Credit  <input type="checkbox"/> Other:  <input type="checkbox"/> Yes, I would like a charitable tax receipt (for monetary donations of \$20 or more).	<b>In-kind*</b> (non-monetary)  Description of item(s):     <small>*In-kind donations may be used as needed, kept indefinitely, sold to raise funds for the Library, or disposed of in any other manner without prior notification.</small>
Please specify any suggestions on how to use the donation:	

Would you like us to notify the honoured person or their loved ones of your donation?

- Yes    No

If yes, please provide their contact details:

Name: \_\_\_\_\_

Address:

Email address:

Would you like us to include your information (as the donor) on the donation notice?

- Yes, just my name
- Yes, my name and contact details
- No. I want to remain anonymous

As per West Perth Public Library's *Donations, Sponsorships and Fundraising* policy, acceptance of directed or conditional donations may require approval of the Library CEO or Library Board. Inquiries should be direct to the Library CEO.

#### Donor Agreement

I confirm that I have full authority to make this donation. Further, I hereby relinquish all claims, now or in the future, to the item(s) given. The following donation to West Perth Public Library has become the property of the Library, and will be governed solely by the wishes of the West Perth Public Library Board.

Donor Signature:

#### Staff Use Only

Date Donation Received:

Staff member:

#### Privacy

Personal information on this form is collected under the authority of the Freedom of Information and Protection of Privacy Act, 1989 and shall only be used or disclosed to process donations made to West Perth Public Library. Personal information shall be retained only to fulfill the purposes for which it was collected, and protected by appropriate safeguards. Questions regarding the collection of this information should be directed to the Library CEO.