

	J.V. FLETCHER LIBRARY	
6,	nina Westford's V	Vorld

HONOREE NAME:	<u>:</u>
CIRCLE ONE:	MEMORIAL or GIFT
DONOR NAME:	

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

Telephone:	DONOR INFORMATION:		
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: Bookplate inscription, if desired: Others to be notified of gift: Name: Address: STAFF COMMENTS: STAFF CHECKLIST: DATE BY WHOM THANK YOUS MAILED WITHIN 48 HOURS OF RECEIPT Thank You card(s) sent to Donor: Adjust Book Budget Line Item FY Adjust Book Budget Line Item FY Asst. Dir. Receives copies of Thank You card(s), Donation form, Check, Orig. Correspondence Adjust MBA FY Account Donation Form attached to Deposit: Jonation Form 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	Today's Date:	Staff Initials: _	
Address: Comparison			
Honoree's Name:			
GIFT Amount of Donation:			
Amount of Donation:Other:	Honoree's Name:		
Amount of Donation:Other:	GIFT		
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	CIRCLE ONE:	MEMORIAL or GIFT
/. FLETCHER	DONOR NAME:	
IBRARY		

If Memorial Gift, Obituary printed out – wk 1	// Asst. Dir.:	
Donor contacted by Asst. Dir. within 2 wks of gift	// Asst. Dir.:	
Selections researched within 4 wks of gift	// Asst. Dir.:	
Selections discussed with Donor within 6 wks of gift	:// Asst. Dir.:	
Order submitted within 8 wks of gift	// Asst. Dir.:	