



Widening Westford's World

HONOREE NAME: _____
CIRCLE ONE: MEMORIAL or GIFT
DONOR NAME: _____

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

DONOR INFORMATION:

Today's Date: _____ Staff Initials: _____

Donor's Name: _____

Address: _____

Telephone: _____

Email: _____

Honoree's Name: _____

FAMILY ADDRESSES (others to be notified of gift):

Name: _____

Address: _____

Address: _____

MEMORIAL OR GIFT

Amount of Donation: _____

Other: _____

PURCHASING INSTRUCTIONS: (Donor's suggestions as to how donation should be spent)

PLATING INSTRUCTIONS: _____

STAFF CHECKLIST:

DATE

INITIALS (by whom)

THANK YOU'S MAILED WITHIN 48 HOURS OF RECEIPT

Thank You card(s) sent to Donor: _____/_____/____ Off. Mgr. _____

Card sent to party "to be notified": _____/_____/____ Off. Mgr. _____

Check Deposited in MBA/Gift Acct: _____/_____/____ Off. Mgr. _____

Add to MEMORIALSMBA_FY _____/_____/____ Director _____

→ Add 2 tabs [Gifts & Expend]

→ Add to MEMLMBA_Summary [Open BOOKBUDGETFY_ also]

Route to Asst. Dir. for Notebook:

Copies of Check, Thank You card(s)

Originals of Donation form, Correspondence _____/_____/____ Off. Mgr. _____

Obituary printed out – wk 1 _____/_____/____ Asst. Dir.: _____

Donor contacted – wk 2 _____/_____/____ Asst. Dir.: _____

Selections researched/ordered - wk 3-4 & _____/_____/____ Asst. Dir.: _____

iPage downloaded to MEMORIALSMBA_FY

Orders received & plated _____/_____/____ Asst. Dir.: _____

Correspondence sent & item(s) _____/_____/____ Asst. Dir.: _____

held for preview:

COMPLETION DATE: _____/_____/____ Asst. Dir. _____