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JACKSONVILLE PUBLIC LIBRARY CASH DONATION ACKNOWLEDGEMENT

Dear Library Donor,

Thank you for your gift to the Library. Please use this form as the Library's acknowledgment for receipt of your monetary donation. Thank you for supporting the programs and services of the Jacksonville Public Library.

Donation received by: _____ Date: _____

Library Employee Signature

Library Branch or Department

Information below is to be completed by donor.

Donor name: _____

Donor title: _____

Company or organization name: _____

Donor mailing address: _____

Donor contact telephone number: _____

Donor e-mail address: _____

Donation amount: _____

Cash Check Check #: _____

Donation purpose and Library location: _____

Acknowledgment(s) Yes ____ No ____ Bookplate(s) Yes ____ No ____

In Memory of: _____ In Honor of: _____

Memorial/Bookplate information: _____

Additional Acknowledgment to: _____

Donor signature: _____

No goods or services were provided by the Library in return for this donation.

The completed form and gift payment should be mailed to:
 Pam McClellan, Resource Development Coordinator
 Jacksonville Public Library
 Community Relations & Marketing
 303 Laura Street North
 Jacksonville, FL 32202

JACKSONVILLE PUBLIC LIBRARY CASH DONATION ACKNOWLEDGEMENT FORM INSTRUCTIONS

Step	Description	Comments/Examples
1	Library staff person accepting the donation will sign, date and enter their work location as indicated	
2	Complete contact information as indicated: <ul style="list-style-type: none"> • Donor name • Donor title • Company or organization name • Donor contact number • Donor email address • Donor signature • Donation amount and method of payment 	<ul style="list-style-type: none"> • Enter full name • Mr., Mrs., Ms. or work title Director, VP Sales • Leave blank or N/A if individual not company • Telephone or cell number • Email address where we can send information • Your signature • Select cash or check and enter check number
3	Donation purpose – Donors can specify how they would like their donation used. Enter the reason you are making the gift and what library program, service, or outreach activity the donation will be used for.	Memorial gifts (Commemorate a special person or life event) Honor gifts (Celebrate by donating in honor of someone else) Collection (Purchase library materials to support the library) Programs (Purchase materials, equipment, supplies, refreshments, craft items to support the library) Wishlist (Gifts are used to purchase items the library is most in need of at the time of the donation)
4	Library location – Specify the library branch or unit where the items purchased with the donation will be used. If you do not specify a location, your gift will be used as needed system-wide. You can find a list of Jacksonville Public Library locations on our website .	Examples: Main Library Teen Department, Pablo Creek Branch Children’s Department
5	Bookplate Information – Donor will provide a brief message if a bookplate is requested.	Bookplate examples: “In honor of Mary Alice Johnson born January 2, 2010” “Happy Father’s Day Dad; thanks for being so great!” “John Jackson, congratulations on your college graduation. Much future success. The Myers Family” “In memory of Beth Collins, the best baker around. The Lee High School Class of 1935”
6	Acknowledgements – We will send an acknowledgement letter to you for your gift to the library. You may also request an additional acknowledgment letter and/or gift card be sent to the person or family you are honoring with your donation.	