



108 East Railroad Street • St. Johns, MI 48879
Phone: 989-224-4702 • Fax: 989-224-1205

For Staff Use Only:	
Thank you sent:	_____
Acknowledgement sent:	_____
Bookplate:	_____

Donation Worksheet

Date: _____
Staff Initials: _____

Donor Name: _____ Phone Number: _____
Donor Address: _____

Would like to remain anonymous
Amount of Gift: \$ _____
Check # _____ / Cash

Designation of Gift – Please indicate preference *

- Materials – Please indicate the following:
 Age Level: Preschool Elementary Teen Adult
 Type: Print Materials Audiobooks DVD Specialty Collections (This 'n That, Garden, Back Packs, etc.)
 Subject or genre: _____
 Other information: _____
- Building Renovation Fund – Used for upcoming library renovations/improvements
- Technology – Used for purchases of computer equipment, upgrades and networking

Bookplate Description

In Honor of / In Memory of (circle one): _____
Donor Name on Bookplate (yes or no): _____

Acknowledgement Letter

Send acknowledgement letter to:
Name: _____
Address: _____

**NOTE: All donations are subject to Director approval or that of his/her designee. If donor does not specify a designation, gifts may be deposited to the General Fund.*