Memorial & Honorary Gifts

The Planning & Development staff welcomes the opportunity to discuss potential gifts with donors. Staff/donors may call 765-429-0101 for assistance. A check or cash for the donation must be received before this procedure will continue. Checks should be made payable to the Tippecanoe County Public Library Foundation (TCPLF will suffice) and addressed to the Foundation Office, Tippecanoe County Public Library, 627 South Street, Lafayette, IN 47901.

Name of Person To Be Remembered: __________________________________________
Circle One: In Memory of In Honor of

Name of Donor: _____________________________________________________________
Address: _________________________________________________________________
City, State, Zip: ____________________________ Phone: _______________________

Amount of Gift: ___________________________ Payment method: □ Cash □ Check
□ Credit Card: □ MasterCard □ Visa Card Number: ____________________________
Exp. Date: ______________ Card ID: ________ (last 3 numbers on back of your card)

Signature

Topic of Book (optional): _____________________________________________________

Standard wording sample: “Gift from Bill & Mary Smith In Memory of GLADYS JOHNSON”

Special Wording for Bookplate: ______________________________________________

Family / Honoree to be Notified:
Name: ____________________________________________________________________
Address: __________________________________________________________________
City, State, Zip: ____________________________ Phone: _______________________

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For Staff Use Only:
1. Place this form and the check in an envelope and put the envelope in the Planning and Development mailbox in the Administrative Offices. After weekday business hours, give the envelope to a Circulation Supervisor for transfer to the safe.
2. Planning and Development staff will write letters of acknowledgement to the appropriate donors and honorees/family.
3. Planning and Development staff will forward this form to the Head Cataloger in Technical Services for processing of materials and placement of bookplates.
4. Head Cataloger will return the form, indicating specific titles chosen, to Planning and Development.
5. Planning and Development staff will handle any further contacts or acknowledgements necessary.

Title(s) of item(s) chosen: __________________________________________________

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Revised 7/08