



Donor Gift Record Form

"The mission of Historic Manitou Springs, Inc. is to collect, preserve, research, and interpret the history and culture of Manitou Springs and the Pikes Peak Region."

Date: _____

Donor's Name: _____
Print Donor Name(s)

Address: _____

Phone: _____ Email: _____

DONOR specified above hereby irrevocably and unconditionally gives, donates, transfers, and assigns to **Historic Manitou Springs, Inc. dba The Manitou Springs Heritage Center (MUSEUM)** by way of gift all right, title, and interests (including, but not limited to, all applicable copyright, trademark, and related interests) in, to, and associated with the property described below, to be used by MUSEUM at its unrestricted discretion. DONOR affirms ownership of said property and to the best of DONORS knowledge has the right, title, and interest (including, but not limited to, all applicable copyright, trademark, related interests) to give.

DONOR agrees the object(s) will become part of the exclusive and absolute property of the MUSEUM and may be managed in any ethical manner consistent with established professional standards, museum policy with no restrictions on use or disposition.

Signed:

Donor: _____ Date: _____

Received by: _____ Date: _____
For Historic Manitou Springs, Inc. and the Manitou Springs Heritage Center

Object Name	Description - Include title, maker, photographer, any information on the item. Please fill out information on the reverse, if known, such as where found; family or event item is associated with; story or fun fact about the item.	Date or Circa
What is it (i.e. photo, book, brochure, etc.)		(If Known)



DONOR QUESTIONNAIRE

Please use this when you have more information on an item you are donating.

Artifact from Front of Form: _____

1. Who first owned this item?
2. When did he/she live?
3. Where did he/she live?
4. About when was the object made or bought?
5. Where was it made?
6. Who made it?
7. Was the object used for a particular purpose?
8. What was the occupation of the owner? That of the owner's parents or spouse?
9. How did you get this object?
10. Is this object part of a set? If so, please describe it.
11. Do you have any photographs of the object being used?
12. Do you have any other documents about the object? (letters, plans, receipts, instructions)
13. Do you have any other information about the object that might be useful for us to know?

Thank You!