



Donation Proposal

Thank you for your interest in donating to the Lakeshore Museum Center. Please complete this form with as much information as possible. Each donation proposal is thoroughly considered by the Acquisitions Committee and Board of Trustees to ensure it aligns with the Museum's mission. We ask that you please do not mail or drop off items for consideration at this time.

You may send the completed form and photographs to us via mail or email.

Email: brenda@lakeshoremuseum.org

Mail: Brenda Nemetz
Lakeshore Museum Center
430 W Clay Ave
Muskegon, MI 49440

You may also drop off the form at the Muskegon Museum of History & Science, 430 W Clay Ave, Muskegon, MI.

Contact Information

Name: _____

Address: _____

Phone: _____ Email: _____

Object Description

Total Number of Items: _____

What is the overall physical condition? Excellent Good Fair Poor

Detailed description of donation (materials, dimensions, condition, etc.):

Ownership

Do you own the item(s) and have the legal right to donate it to the Museum? Yes No

Do you hold the copyright to these item(s)? Yes No

How, when, and from whom did you acquire the item(s)? Who were the previous owners?

Historical Significance

Who made the item(s)? If it is an individual, please include any biographical details.

Where was the item(s) made?

How does the item(s) relate to Muskegon County? Please describe any people, dates, or events associated with the item(s). If you are donating a photograph, please list the names of the people if known.

Why is it important to you that the Museum preserves this item?

Transport

If accepted for the collection, how would the item(s) be delivered to the Museum?

- I will deliver to Museum I will mail/ship to Museum Museum will need to arrange pickup

Photographs of Item(s)

Please email photographs of the item(s) to brenda@lakeshoremuseum.org. Put your name in the subject line. Do not bring or mail objects to the Museum at this time.

- I will email photos with this form I will email photos later Contact me to make other arrangements
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Terms: This form does not constitute acceptance of the item(s) by the Lakeshore Museum Center. If the items are accepted by the Lakeshore Museum Center, they will become the exclusive and absolute property of the Museum. Not all accepted items are placed on public exhibit. Donated items may be exhibited, loaned, retained, or disposed of according to the policies developed by the Board of Trustees of the Lakeshore Museum Center.

Donor Signature: _____ Date: _____