



POWAY HIGH

ALUMNI ASSOCIATION

Proposed Artifact Donation Form

Thank you for your interest making a donation to the Poway High School Museum! With the support of generous donors, the museum has been able to acquire a collection of artifacts, which are preserved for future generations to enjoy and learn about Poway High.

In order to assist us with our review of your proposed donation, please fill out the form below and fully describe your proposed donation. The museum takes very seriously our responsibility for the appropriate care of your donation. Because of limited space and resources, not all artifacts submitted for consideration can be accepted into the collection. Please note that the museum cannot accept any item without a prior written agreement from the museum. Thank you again for your consideration in making a permanent donation to the museum.

Please submit the completed form and any supporting materials to: Poway High School, c/o Poway High Alumni Association, 15500 Espola Road, Poway CA 92064 or to museum@powayhighalumni.org with subject line "Artifact Donation."

PROSPECTIVE DONOR CONTACT INFORMATION

Name: _____ Date of Submission: _____

Phone: _____ Email: _____

Mailing Address: _____

PROSPECTIVE DONATION DESCRIPTION

Please describe each item with as much detail as possible (i.e. physical description, dimensions, history, condition, etc.). If possible, also submit a photograph of each item under consideration (please note that photographs cannot be returned). You are welcome to attach additional pages to this form if necessary.

PROSPECTIVE DONOR ACKNOWLEDGEMENT

I have read and understand the above statements, and I do hereby declare that I am lawful owner of the above listed item(s) and/or have legal authority to transfer ownership of the item(s) to Poway High School.

Prospective Donor Signature: _____ Date: _____

FOR STAFF USE ONLY Received by: _____ Date: _____



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Certificate of Gift

Donor: _____ Date: _____

Address: _____ Phone: _____

_____ Email: _____

I hereby unconditionally give, donate, bestow and set over unto Poway High School the property described on this paper or appended inventory, to be used or disposed of by Poway High School in their unrestricted discretion. I certify that the property described on this paper or appended inventory legally and rightfully belongs to me, or I have the authority from the donor to convey this property. I waive for myself, my descendants, distributors, personal representatives or agents, all present and future rights in, to or over said property, its use or disposition.

I understand that I have seven (7) calendar days from the date I sign this document to notify the Principal of Poway High School in writing that I no longer wish to make a gift of the property. If I notify in writing Poway High School within seven (7) calendar days that I no longer wish to make a gift of the property, I will have the property returned to me at my expense.

Item #	Description

I have read this statement and understand what I am agreeing to as described in this gift agreement form.

Donor Signature: _____ Date: _____

Acceptance by the Poway High Alumni Association

Signature: _____ Date: _____

Print name: _____