

## Books and Materials Donation Form

**Name:** \_\_\_\_\_

First

Middle Initial

Last

\_\_\_\_ Mr. \_\_\_\_ Ms. \_\_\_\_ Mrs. \_\_\_\_ Miss \_\_\_\_ Dr.

**Address:** \_\_\_\_\_

Street, PO Box, Apt. #

City

State

Zip

Country

**Email Address:** \_\_\_\_\_

**Preferred Phone:** \_\_\_\_\_ Cell \_\_\_\_ Home \_\_\_\_ Work

**Donated Items:** Paperbacks \_\_\_\_\_ Hardcover \_\_\_\_\_ Journals \_\_\_\_\_ DVDs/CDs \_\_\_\_\_

**Other Materials:**

\_\_\_\_ No acknowledgement is necessary

\_\_\_\_ I would like an acknowledgment for tax purposes

*NOTE: For tax purposes, Living Tree Academy will provide a gift-in-kind receipt and will provide an item count and an inventory of the items donated. LTA cannot assign a dollar value. Any appraisal of the items donated is the responsibility of the donor and should be done before the donation is made.*

I, \_\_\_\_\_ (signature), hereby deed this gift of library materials to Living Tree Academy, made on \_\_\_\_\_ (date). I acknowledge these materials are mine to give and that no LTA money was used to acquire any of these items. I also acknowledge that these materials become the property of LTA and that I transfer LTA all interest in these materials. Please note that Living Tree Academy cannot accept materials in poor condition, textbooks, cassette tapes, magazines, encyclopedia sets, or computer software. Materials donated are given to libraries throughout the country of Belize.