



## Object Donation Process

*Please consider sharing your donations with us and with our visitors.*

If you have objects, documents or photographs that you are willing to donate, we look forward to hearing from you. If possible, please write to us with a brief description of the items you would like to donate. A Donor Questionnaire is available to record the history of the object(s). Photos or photocopies are helpful if you can include them. Please include your daytime phone number as well as your mailing address.

We seek materials reflecting two theme areas:

- a) African American military experience
- b) Artifacts, weapons, uniforms and documents from the Civil War, WWI, WWII, Spanish American war, Vietnam, Pearl Harbor and other historic events and battles.

All acquisitions are carefully documented with the help of our donors. Therefore, we ask that you make an appointment before coming to the museum with your donation, so that we can arrange for the museum's Curator of Collections to meet with you to review each object and properly record your donation.

Upon acceptance of your donation by the Curator of Collections, the following process will take place. When the items initially exchange hands, a Temporary Custody Receipt will be signed by the donor. The donation will then be presented before the Collections Committee, which meets quarterly. **All donations must be formally approved by the Collections Committee.** If approved, a Deed of Gift will be executed and signed by both the donor and the Curator of Collections. This is a legal binding document giving the museum full rights to the object(s). A thank you letter will be sent to formally accept the donation.

Should you have any questions regarding donating to the museum or if you require further elaboration about the kinds of material we are interested in acquiring, please contact:

**Director of Collections & Exhibitions**  
**Buffalo Soldiers National Museum**  
**3816 Caroline St. Houston, TX 77004**  
Telephone: 713-942-8920 / Email: [Captainmatthews@sbcglobal.net](mailto:Captainmatthews@sbcglobal.net)

## Donor Questionnaire Worksheet

Thank you for your donation and for taking the time and effort to tell us more about you donated object(s). The information you provide will aid the Buffalo Soldiers National Museum to better understand and document the collection. The museum may or may not use this information for exhibition, programming, or research purposes.

For all questions, if you run out of room, attach additional sheets and indicate question #.

1. Donor Full Name:	2. Telephone:
3. Address:	
4. Please describe the object (s):	
5. Where or whom did you (or others) acquire the object(s)? Where? Why? What was your relationship to the object's previous owner? Who originally made the object(s)?	
6. How did you and/ or any previous owners use the object? Where was it kept?	
7. Are there any documents, (e.g., photographs, letters, bills of sale, maker's notes or newspaper articles) related to the object that you would like to include with the donation, or allow the museum to copy?	
8. If you have donated a photograph, please describe the event or the people it depicts and/ or the place and date it was taken:	

9. Was the object ever altered, broken and /or repaired? If so, do you know when or where any restoration or conservation was? Do you know who did it? Do you know what materials were used to repair it?

10. Do you have any personal memories about the object that you would like the museum to know?

11. If any of the above information is used in exhibition labels or publications created by the museum, would you like to: be named \_\_\_\_\_ remain anonymous \_\_\_\_\_ be otherwise acknowledged \_\_\_\_\_

Please write EXACTLY how you would like to be acknowledged:

Donor signature:

Date:

From received by (Name/ Title):

Date:

**Temporary Custody Receipt for Collections Committee**

Owner Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Item(s) Description: \_\_\_\_\_

\_\_\_\_\_

Transferred into the custody of: BSNM

For the Period \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**BSNM REPRESENTATIVE**

\_\_\_\_\_

**DATE**

\_\_\_\_\_

**OWNER**

\_\_\_\_\_

**DATE**