



**Savoy Automobile Museum, a program of Georgia Museums Inc., 501(c)(3)
Collection Donation Form**

Thank you so much for considering a donation to the Savoy Automobile Museum. The Museum depends on the generosity of contributions from collectors and artists like you to enhance our collections. The first step is to complete this form, attach any pictures you may have, and return them to the curatorial staff by email or mail. We use this form to help our Collection Committee evaluate and approve donations to our collections. Once the form is received, a curatorial staff member will contact you to discuss your donation.

Mail: Savoy Automobile Museum
Attn: Curatorial Department
PO Box 3068
Cartersville, GA 30120
770-416-1500

Email: collections@savoymuseum.org

Section 1: Donor Information

Donor Name(s): _____

Preferred Phone #: (_____) _____ Preferred Number Type: Business Cell Home

Secondary Phone #: (_____) _____ Secondary Number Type: Business Cell Home

Mailing Address: _____

City: _____ State: _____ Zip: _____

Email Address: _____

Do you own the item(s), and do you have the right to donate it to the Savoy Automobile Museum?

YES

NO

When you donate this item(s) to Savoy Automobile Museum, are you also transferring full literary rights, property rights, and copyrights?

YES

NO

Savoy Automobile Museum relies on membership support from people like you. Are you currently a member?

YES

NO



Section 2: About Your Item(s)

For vehicle donations, complete section A on page 2 and page 4; for all other donations of item(s), complete section B on page 3 and page 4.

A. Vehicle Information

Year: _____ Make: _____ Model: _____

VIN/Chassis #: _____ Odometer: _____

Vehicle Description: _____

Do you have the Title? Yes No Explain: _____

Engine Size: _____ Transmission: Automatic Manual

Style: Convertible Coupé Hatchback Sedan SUV/Crossover T-Top Truck Van/Minivan

Wagon Other: _____

Drive Type: AWD/4WD Front Wheel Drive Rear Wheel Drive

Fuel Type: _____ Number of Doors: _____

Exterior: Color: _____ Condition: Excellent Good Fair Poor

Interior: Color: _____ Condition: Excellent Good Fair Poor

Describe any damage/repairs needed: _____

Does the vehicle run/drive as is? Yes No

If no, when was the last time the vehicle was driven: _____

Vehicle is: Original Restored Modified

If restored, when? _____ Cosmetic Mechanical Frame-Off

If modified, please describe: _____

Ownership/Historical Background: _____



B. Item(s) Information

Type of Item(s): _____ **Number of Item(s):** _____

Item(s) Information: Please be as specific as possible include common name(s), date(s), physical description(s), and any other information you can see upon examination.

Collection Information: Please provide details on where, when, and by whom you collected the item(s). Is there anything special you want us to know about the item(s)?

Item(s) Dimensions: For items other than automobiles, books, or written materials, please provide size information in H x W x D format.

Item(s) Condition: Please describe the item(s) overall condition, any obvious damage, etc.



Section 3: Collections Policy Summary

Mission Statement

- Connecting people to the cultural diversity of the automobile.

Acquisitions

- The Museum collects items and archival materials that fit the mission listed above. Moreover, the Museum only accepts items it can care for and use in a manner acceptable to the museum community at large. New acquisitions must upgrade the existing collection or fill a recognized deficiency in the existing collection.
- Gifts to the Museum are considered outright and unrestricted donations to be used in the best interest of the Museum. Donors are required to declare in writing that they have full ownership of the item(s) donated and have complete authority to make the donation.
- Conditional donations are accepted in special cases and must be approved by the Museum's Executive Director, Director of Curatorial Services, and Collections Committee.
- Collections will be available to the public in such a manner that their integrity and well-being will be best preserved. The care and safety of collections are the responsibility of the Museum. The library is non-circulating, cataloged, and stored using the Library of Congress Classification system.
- It is a conflict of interest for the Museum to appraise donations for tax purposes, nor may Museum staff appraise items as a service for visitors. For the protection of the donor, it is recommended that appraisals be made by an impartial third party before the item is conveyed to the Museum.

De-accessions

- Items that do not contribute to the mission and goals of the Museum are subject to removal from the collection. Possible examples are duplicate or irrelevant items. Museum ownership of any item must be established before the item may be de-accessioned.
- On occasion, items may be removed from the collection in order to improve upon the existing collection, maximize the available space, and best serve the public interest.
- De-accessioned items may be exchanged or transferred to another Museum or sold at a public auction, with the proceeds to be used to expand or care for the existing collection. No de-accessioned item shall, in any way or at any time, be sold or conveyed to any Museum employee, officer, member of the governing authority, their immediate families, or to their representatives.

Tax-Deductible Donations

- Savoy Automobile Museum is a program of Georgia Museums, Inc., a 501(c)(3) non-profit organization incorporated under the laws of the State of Georgia. As such, a donor may be able to claim the "fair market value" of non-cash donations to the Museum as a tax deduction. It is the responsibility of the donor to determine the Fair Market Value of the donation. The IRS does not allow 501(c)(3) organizations to establish a valuation for non-cash donations it receives. The Museum is required to obtain a completed "Deed of Gift" and any associated title for all property accepted into the permanent collection.
- Donors should consult a tax adviser for specific information regarding their donations. Donors may also want to review IRS Publication 526, "Charitable Contributions," and Publication 561, "Determining the Value of Donated Property," and Publication 4303, "A Donor's Guide to Vehicle Donation."

Fair Market Value

- Donors claiming a tax deduction for their non-cash donation are required by law to obtain a written acknowledgment of their contribution – the Museum's "Deed of Gift" Form.
- Donors claiming from \$500.00 to \$4,999.00 as a tax deduction for their donation are also required by tax laws to complete IRS Form 8283, return it to the Museum for a signature and acknowledgment of receipt of the donated property. The completed IRS Form 8283 will be returned to the donor for submission with their tax return.
- Donors claiming \$5,000.00 or more as a tax deduction for their donation are required by tax laws to have a licensed appraiser determine a value for the donation. The appraisal must be made no more than sixty days before the date of the donation. Donors are also required to complete IRS Form 8283, return it to the Museum for a signature and acknowledgment of receipt of the donated property. The completed IRS Form 8283 will be returned to the donor for submission with their tax return.

Acceptance of any donation DOES NOT represent a concurrence by The Museum of the "fair market value" claimed by the donor.

Section 4: Donor Acknowledgement of Gifting Procedure

Please do not send the original materials you wish to donate to the Museum unless a museum staff member directs you to do so. Upon submitting this form, you will be assigned to a collection staff member to handle your potential donation. If you have questions, concerns, or other issues you wish to discuss, don't hesitate to contact us.

By signing below, I acknowledge I have read the Collection Policy Summary (section 3) of this form.

Donor(s) Signature

Date: