



# Oconee Heritage Center

123 Brown Square Drive • Walhalla, South Carolina

## Proposed Artifact Donation Form

Thank you for your interest in donating an artifact to the Oconee Heritage Center (OHC). With the support of generous donors, our organization has been able to acquire a vast collection of artifacts, which will be preserved so that future generations can learn about Oconee's rich culture and heritage.

In order to assist us with our review of your proposed donation, please fill out the form below with as much information as possible. The OHC takes very seriously our responsibility for the appropriate care of your donation. Because of limited storage and display space, as well as financial resources, not all artifacts submitted for consideration can be accepted into the Permanent or Education collections. Please note that the museum cannot accept or be responsible for any item left in the custody of museum personnel on the museum premises without a prior written agreement from the OHC. In lieu of leaving your item for review, we encourage you to submit a photograph with this form. Thank you again for your consideration. Please remember that this form is merely an application, not a transfer of ownership.

Please submit the completed form and any supporting materials to the mailing address listed at the bottom of this page.

### **Prospective Donor Contact Information**

Name: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

### **Prospective Donation Description (please attach extra pages if necessary)**

Please describe the item with as much detail as possible (i.e. physical description, dimensions, condition, etc.)

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Please describe the history and origins of the item (i.e. Where was it acquired? Where was it used? To what person/family/event does it relate?)

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I have read and understand the above statements, and I do hereby declare that I am lawful owner of the above listed item and/or have legal authority to transfer ownership of the item to the Oconee Heritage Center.

Prospective Donor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

OHC Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**MAILING ADDRESS • PO BOX 395 • WALHALLA, SC • 29691**

(864) 638-2224

[www.oconeeheritagecenter.org](http://www.oconeeheritagecenter.org)