

# CONTRIBUTE 1

## Donor Information

Please enter your name below exactly as it should appear in our publications (and when your gift is acknowledged).

- I would like to remain anonymous.

DONOR NAME(S) \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_

STATE \_\_\_\_\_

ZIP CODE \_\_\_\_\_

TELEPHONE INFORMATION

HOME \_\_\_\_\_

WORK \_\_\_\_\_

MOBILE \_\_\_\_\_

E-MAIL \_\_\_\_\_

## Your Gift

I would like to contribute:

- \$25       \$50       \$100       \$250       \$500       \$1,000  
 \$2,500       \$5,000       \$10,000       Other (specify amount): \$ \_\_\_\_\_  
 Goods or services (please specify): \_\_\_\_\_

## Gift Dedication

### Gifts to Honor, Celebrate, or Remember

Show your support for the Library while honoring someone else with one of these opportunities. Upon the loss of a loved one, some families prefer to have gifts go to a charity in lieu of flowers. These gifts can be combined into a memorial fund.

Gifts may be individual or combined in memory of someone, in honor of your family, business, or a significant person in your life—or even yourself—or in celebration of weddings, birthdays, anniversaries, or any other special event.

The following gifts will be recognized on **The Giving Tree** in the Lobby of the Library:

- \$250       \$500       \$1,000       \$2,500       \$5,000       \$10,000  
*Bronze Leaf*      *Silver Leaf*      *Gold Leaf*      *Small Stone*      *Medium Stone*      *Large Stone*

Complete the DEDICATE page of this form to provide dedication information.

## Purpose of Gift

- General, unrestricted, long-term support of the Library  
 Particular, designated, usually short-term projects (e.g., sponsor a program)  
Contact George H. Scheetz, Library Director, at (630) 879-1393, to discuss current needs.  
 Gift books (and other materials for the collection, such as DVDs or audiobooks)

Gifts will be recognized with a personalized book plate. Gifts may be individual or combined in memory of someone, in honor of your family, business, or a significant person in your life—or even yourself—or in celebration of weddings, birthdays, anniversaries, or any other special event.

Complete the DEDICATE page of this form to provide dedication information.

A gift of \$25 will purchase one book for the adult collection; a gift of \$15 will purchase one book for the children's collection. Certain kinds of books (or other items) will be more expensive. In case of larger or group gifts, multiple books can be purchased.

# CONTRIBUTE 2

## Payment Information

- I am including a check payable to the BATAVIA PUBLIC LIBRARY
- Charge my credit card:
- MasterCard     Visa     American Express     Discover

CARD NUMBER \_\_\_\_\_

EXPIRATION DATE \_\_\_\_\_

SIGNATURE \_\_\_\_\_

**Thank you!** Complete the DEDICATE page of this form if you need to provide dedication information.

Drop off your form and payment at the Library (to the attention of the Development Office) or mail it to:

Development Office  
Batavia Public Library  
10 S. Batavia Ave.  
Batavia, IL 60510-2793

## Tax Information

Contributions are tax deductible to the extent allowed by law.

### BATAVIA PUBLIC LIBRARY

Gifts for particular, short-term purposes are retained by the Batavia Public Library and are deductible under the provisions of Section 170 of the Internal Revenue Code.

The Library can accommodate donors who require a receipt from a 501(c)(3) organization. Please contact George H. Scheetz, Library Director, at (630) 879-1393 for more information.

### BATAVIA PUBLIC LIBRARY FOUNDATION

Gifts for general, long-term support of the Library are directed to the Batavia Public Library Foundation and are deductible under the provisions of Section 501(c)(3) of the Internal Revenue Code through participation in the Community Foundation of the Fox River Valley.

## Questions?

Contact George H. Scheetz, Library Director, at (630) 879-1393 or [askus@bataviapubliclibrary.org](mailto:askus@bataviapubliclibrary.org).

# DEDICATE

## Dedication Information

If you have chosen any of the recognition options, please indicate how you would like your dedication worded (subject to space limitations).

A GIFT OF (DONOR NAMES)

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IN HONOR OF

---

IN MEMORY OF

---

IN CELEBRATION OF

---

OTHER DEDICATION STATEMENT

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Please inform the following individual of my gift.

- Do *not* reveal the amount. (The amount of the gift will be noted unless this box is checked.)
- I would like to remain anonymous.

NAME(S)

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ADDRESS

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CITY

STATE

ZIP CODE

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IF GIFT IS A MEMORIAL:

RELATIONSHIP TO DECEASED

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## Questions?

Contact George H. Scheetz, Library Director, at (630) 879-1393 or [askus@bataviapubliclibrary.org](mailto:askus@bataviapubliclibrary.org).