



## Donation Proposal Form

Collections Department Offices: 1221 E. Kearsley St., Flint, Michigan 48503  
 (810) 237-3440 ▪ collections@sloanlongway.org

Thank you for your interest in donating historical objects to the Sloan Museum of Discovery. The information you provide on this form will be used to determine if your proposed donation fits within with the Museum’s collecting scope. Please keep in mind that donating objects to a museum is a legal process, thus we urge you not to send any objects to the Museum without prior approval of the Curator of Collections as we cannot guarantee items will be accepted by our Collections Committee and may result in your object(s) being disposed of or destroyed.

<b>Name</b>		<b>Date</b>	
<b>Address</b>			
<b>City</b>	<b>State</b>	<b>Zip</b>	
<b>Phone (home)</b>		<b>Phone(mobile)</b>	
<b>Email</b>			

Please fill out the information below in as much detail as possible, including **condition, historical significance, and object history**, as these are essential pieces of information used by our Museum’s Collections Committee to evaluate your submission. Please attach additional pages if needed; photographs are **strongly encouraged**.

- Are you the sole owner of this object(s)?       Yes  No
- Do you hold copyright to these materials?       Yes  No
- Are there any documents (such as photographs, letters, bill of sale, or newspaper articles) related to the item that you would like to include in the donation, or allow the museum to copy?       Yes  No

**Object Description:** describe the object in detail, including maker/manufacturer names, dates, color, material, physical characteristics, and any other information that can be gathered by examining the material.

**Dimensions:** please record object dimensions, when applicable.

Length \_\_\_\_\_ Width \_\_\_\_\_ Height \_\_\_\_\_ Diameter \_\_\_\_\_

**Historical Significance:** please describe any people, dates or events associated with the object(s).

**Provenance or Object History:** Who made it? Where, when, and by whom was it acquired/used? If you are not the original owner, how did you come to own this object(s)? How long have you had it in your possession?

**Condition:** Please describe any damage, including chips, missing parts, holes, tears, stains, etc. on the object(s).

**Additional Information:** Please include any additional details you think might help us better evaluate your object(s).

**Please return this form and any photographs or copies of documentation to any of the following for review:**

Email:  
collections@sloanlongway.org

Mail:  
Sloan Museum of Discovery  
Attn: Registrar  
1221 E. Kearsley St.  
Flint, Michigan 48503

Fax:  
(810) 237-3433  
Attn: Registrar

**Internal Use Only**

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Recommended to Collections Committee  Yes  No