**Donation Form**

Thank you for your interest!

Please fill in the information requested below and send this form and any accompanying documentation via email to [carletonuel@hotmail.com](mailto:carletonuel@hotmail.com)

Please include any questions in the body of your email.

Note that arrangements can be made to view your donation and sort out what will be accepted by the Branch. Depending on the amount and type of items to be donated, the Branch may be able to pick up the items from you at a mutually beneficial time.

Are the items located in the Ottawa area? Please highlight the appropriate response.

🞏 Yes 🞏 No

If yes, would you like someone to help you sort the items? Please highlight the appropriate response

🞏 Yes 🞏 No

**Donor Contact Information**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Someone from the Branch will follow up with you. Please provide the best time of day/evening to contact you concerning your donation and any questions that you may have.

Best time to reach you:

**Donation Information**

Please highlight all of the various types of items that you are seeking to donate. If you have an inventory list, please attach it along with this form to the email address listed above.

|  |  |
| --- | --- |
| **Item** | **Amount** |
|  |  |
| Books |  |
| Clothing |  |
| Family bibles |  |
| Family histories |  |
| Journals |  |
| Magazines |  |
| Maps |  |
| Photographs |  |
| Posters |  |
|  |  |
| Other (please list): |  |
| Total amount of material (items/boxes/bags) that you are seeking to donate: | |

Someone from SGC Branch will be in touch with you to further assess your donation request and to set up a time/place to retrieve the items.