



Gift Information for Artifact Donors

Thank you for your generous offer to donate an artifact(s) to the Intrepid Museum. The following is an explanation of the Museum's acquisition policies and procedures for potential donations.

The Intrepid Museum has a specific collecting scope for our historic collection that includes artifacts that document the history of the aircraft carrier *Intrepid*, the supersonic aircraft Concorde, the submarine *Growler* and the space shuttle orbiter *Enterprise*. Due to our limited storage capacity and categories of artifacts already held within the collection, the Museum's Collections Committee evaluates donations on a case-by-case basis, and sometimes not all items offered are accepted. Our main goal with our historic collection is to preserve artifacts for as long as possible so that we can share them with future generations. We use our artifacts for a wide variety of purposes--research, rotating exhibitions, educational programming, and for online features on social media or the museum's blog. Furthermore, while we cannot guarantee that any individual artifact that is accepted will be used in a particular way (exhibits/display, social media, etc.), we can say that we only accept items that we think will be appropriate for our collection goals and that we are committed to preserving.

For almost all donations to the historic collection the Museum prefers to accept/receive original materials. However, at times should a donor be unwilling to part with certain artifacts permanently, the opportunity for a "Scan and Return" donation may be offered. In such cases, material such as photographs or archives are sent onsite so that our staff can make high resolution scans of the artifacts resulting in digital files. The original material will then be sent back to the donor and the high resolution digital files will be considered as the official gift, with subsequent donation paperwork executed. 'Scan and Return' donations follow all the same donation procedures as listed below. Such donations will only be considered on a very limited basis.

Acceptance Procedures

According to the Museum's Collections Management Policy, gifts offered for donation to the historic collection must be reviewed onsite by the Museum's curators. We are happy to review any/all items potential donors wish us to consider, please feel free to reach out if you are unsure if something might be of interest. The Curators will then present their recommendations in regards to the items to the Collections Committee at their monthly meetings, which will then make a decision for (or against) acceptance into the Museum's historic collection.

The Director of Collections will make arrangements for you to send your gift to the Museum for review. We do not accept items left at the Museum (the Welcome Center or Information Desk) without prior knowledge, appointment or approval from our Collections staff.

If the Committee votes to accept the donation for the historic collection, the Director of Collections will send you a letter of acknowledgment, as well as a Deed of Gift document to finalize the donation. You will be asked to sign and return the Deed of Gift paperwork at your earliest convenience; a countersigned copy will be returned to you for your records. See the section below for more information about the paperwork you will encounter through this process. [The Deed of Gift provided here is only an](#)

example so as to make potential donors aware of the language governing the gift, it is not necessary to fill out the form at this time.

If the Collections Committee does not accept part or all of a gift for the historic collection, the Committee may propose that the items be retained for the education hands-on collection, curatorial research library, institutional history archive, or prop collection. The proposed donation will only be considered a formal acquisition, necessitating Deed of Gift paperwork and the Museum's commitment to long term preservation, if it is recommended for acceptance to the historic collection. The Director of Collections will inform you of the Committee's recommendation. If you do not wish your gift to be considered for these alternative uses/collections (hands-on, research etc.), please notify the Director of Collections. Any items not accepted for one of the above outlined uses will be returned to the donor.

Donation Paperwork

The following paperwork is required and will be provided to you by the Director of Collections:

- **Receipt (incoming):** This form acknowledges the receipt and possession of your artifact(s) by the Museum and outlines conditions for the items held in the temporary custody of the Museum. This form should be printed, signed and included in the shipment with your items.
- **Biographical Information Form:** Former crew members (or their family) may be asked to fill out this form. It documents a former crew member's military service, particularly as it relates to their time on board *Intrepid* or *Growler*. This form is an internal document and will be used to help catalog the gift and provide context for donated items. If provided, this form should be included in the shipment of your items or emailed to the Director of Collections.
- **Deed of Gift:** This document legally transfers ownership of your gift to the Museum after the item(s) have been accepted by the Collections Committee. The Deed signifies the intent to give on behalf of the donor, acceptance on the part of the museum and the physical transference of the donation.
 - The Deed will contain an itemized list of all of the items donated to the historic collection.
 - The Deed will be signed by the donor and the Senior Vice President of Exhibits, Education and Programming.
 - **Once this document is signed by both parties, the donation is considered complete and the gift becomes property of the Museum.**
 - The Deed includes an area to identify a credit line for the donation. This is used to acknowledge the gift in the Museum's database, exhibitions and/or online platforms.
 - As stated in the museum's Collections Management Policy, **the Museum does not accept gifts with restrictions.**
 - The Museum preserves its collections for a variety of uses including research, educational programming and exhibitions. The Museum cannot guarantee that a donation, or any part of a donation, will be chosen for display.

Please see below for an example of the Deed of Gift and the language therein. (There is no need to print or fill out the form at this time, it is just an example so you may review the gift language. It will be provided to you upon the donation's acceptance by the Collections Committee.)

- **Disposal Acknowledgment Form:** In most cases, items not accepted by the Collections Committee are returned to the donor. This form is executed in cases when a donor does not want the items returned and will allow the Museum to dispose of items in their stead. The Disposal Acknowledgment Form must be signed to formally indicate this wish. This form allows the Museum to dispose of any item not accepted for the historic, education hands-on or prop collection, in a manner deemed appropriate according to our Collections Management Policy.

Appraisals and IRS Requirements

Museum standards and the Intrepid Museum's internal policies prohibit us from directly recommending an appraiser for donations, as it is considered a conflict of interest. Should a donor wish to have a gift appraised in order to determine its current valuation, it is strongly advised that they make arrangements to do so prior to sending items on site for review. The American Society of Appraisers provides a resource for donors to search for a certified fine art appraiser (by discipline and/or location) on their website here: <http://www.appraisers.org/find-an-appraiser>.

The IRS requires the completion of Form 8283 (Noncash Charitable Contributions) if the total declared value of all noncash contributions is more than \$500 during the same tax year. Donors who claim a tax deduction of gifts of "similar" types of property with an aggregate value of \$5,000 or more to any charity within the same tax year must obtain a qualified appraisal from a qualified appraiser in order to substantiate the tax deduction.

In accordance with IRS regulations and the Museum's Collections Management Policy, the Museum cannot provide appraisals of donations for tax purposes. Please refer to IRS Publication 526 ("Charitable Contributions") and IRS Publication 561 ("Determining the Value of Donated Property") available at www.irs.gov for more information.

Thank you for your offer of donation and your interest in the Intrepid Museum. We are very grateful to the many donors of artifacts who contribute immeasurably to the enrichment of the museum's historic collection and understanding of those who served aboard our historic vessels. If you have any questions, please contact:

Danielle Swanson
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Intrepid Museum
12th Avenue & 46th Street
New York, NY 10036-4103
(646) 381-5235
dswanson@intrepidmuseum.org

EXAMPLE - DO NOT FILL OUT, A COPY WILL BE PROVIDED TO YOU WHEN REQUIRED



Deed of Gift

INSTRUCTIONS

Please complete this Deed of Gift and return to the Collections Manager of the Exhibits Department; Intrepid Museum; One Intrepid Square, 12th Avenue and 46th Street, New York, NY 10036. Upon acceptance of your Deed of Gift, a counter-signed copy will be returned to you.

I/We _____, have delivered and hereby unconditionally and irrevocably give, the object(s) described below, together with all copyright, trademark and associated rights of the Donor therein, to the Intrepid Museum. I/We acknowledge that the Museum will consider the object(s) as an unrestricted gift which may be used in any manner that is deemed to be in the best interest of the Museum in accordance with its Collections Management Policy, including the management, access, exhibition, conservation and disposition of the object(s) gifted.

I wish that this gift be identified to the public and in the permanent records of the museum as:

Gift of

Example: Gift of John Smith or Gift of the Family of John Smith

By signing below I acknowledge that I have reviewed the Collections Management Policy, which is posted on the museum's website: <https://intrepidmuseum.org/join-give/volunteer/former-crew-members/donate-artifact> under the FAQ "What happens after I send my artifacts to the Museum?" For questions, please contact the Collections Manager, Danielle Swanson, at dswanson@intrepidmuseum.org or 646-381-5235.

Having read and understood the conditions on this Deed of Gift and certifying that I am (we are) the lawful owner or have the authority to make this gift, I/we donate the object(s) herein listed to the Intrepid Museum.

Donor Signature _____ Donor Name (Please Print) _____ Date _____

DONOR INFORMATION

Donor Name: _____ Donor's Address: _____

Phone Number: _____ E-mail Address: _____

APPROVALS AND SIGNATURES

INTREPID MUSEUM

I certify that this gift was presented to and accepted by the Intrepid Museum.

THIS IS A SAMPLE PLEASE DO NOT WRITE ON THIS