

## Gift Information for Artifact Donors

Thank you for your generous offer to donate an artifact(s) to the Intrepid Sea, Air & Space Museum. The following is an explanation of the Museum's acquisition policies and procedures for potential donations as of June 2020.

### 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. Potential donations are then presented to the Collections Committee at their monthly meetings, which makes recommendations for (or against) acceptance into the Museum's historic collection.

**The Collections Manager 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 or approval from our Collections staff.**

If the Committee votes to accept the donation for the historic collection, the Collections Manager 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.

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 curatorial research library, prop collection or hands-on collection. The gift will only be considered a formal acquisition if it is recommended for acceptance to the historic collection. The Collections Manager will inform you of the Committee's recommendation. If you do not wish your gift to be considered for these alternative uses (hands-on, research etc.), notify the Collections Manager.

### Donation Paperwork

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

- **Receipt (incoming):** This form acknowledges the receipt and possession of your artifact(s) by the Museum and outlines conditions for the items to be 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 *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 Collections Manager.
- **Deed of Gift:** This document legally transfers ownership of your gift to the Museum. 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 be signed by the donor and the Senior Vice President of Exhibits, Education and Public Programs.

- **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 in the Museum's database, in exhibitions 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 the form at this time, it will be provided 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 wants the Museum to dispose of items that are not accepted by the Collections Committee. 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, as the Museum deems appropriate according to its Collections Management Policy.

## **IRS Requirements**

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](http://www.irs.gov) for more information. If needed, we would be happy to provide you with references to several appraisal organizations.

The Intrepid Sea, Air & Space Museum is grateful to the many donors of artifacts who contribute immeasurably to the enrichment of the museum's historic collection. Thank you for your offer of donation and your interest in the Intrepid Sea, Air & Space Museum. If you have any questions, please contact:

Danielle Swanson  
Collections Manager  
Intrepid Sea, Air & Space Museum  
12<sup>th</sup> Avenue & 46<sup>th</sup> Street  
New York, NY 10036-4103  
(646) 381-5235  
[dswanson@intrepidmuseum.org](mailto:dswanson@intrepidmuseum.org)

**EXAMPLE**



**Deed of Gift**

**INSTRUCTIONS**

Please complete this Deed of Gift and return to the Collections Manager of the Exhibits Department; Intrepid Sea, Air & Space Museum; One Intrepid Square, 46<sup>th</sup> Street and 12<sup>th</sup> Avenue, New York, NY 10038. 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 there, to the Intrepid Sea, Air & Space 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: [www.intrepidmuseum.org/The-Intrepid-Experience/Collections.aspx](http://www.intrepidmuseum.org/The-Intrepid-Experience/Collections.aspx). For questions, please contact the Collections Manager

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 Sea, Air & Space Museum.

Donor Signature \_\_\_\_\_ Donor Name (Please Print) \_\_\_\_\_ Date \_\_\_\_\_

**DONOR INFORMATION**

Donor Name: \_\_\_\_\_ Donor's Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

**APPROVALS AND SIGNATURES**

**THE INTREPID SEA, AIR & SPACE MUSEUM**

I certify that this gift was presented to and accepted by The Intrepid Sea, Air & Space Museum.

\_\_\_\_\_  
Vice President, Collections & Exhibits Signature VP Name (Please Print) Date