



# River & Plains Society Fort Benton Museums

Fort Benton, Montana

## DONOR QUESTIONNAIRE

Thank you for your interest in donating artifacts to the River & Plains Society/Fort Benton Museums.

To offer items for donation to the Fort Benton Museums, please: **Complete the following Donor Questionnaire form.**

- **List each item**, attaching an itemized list and photographs.
- **Give detailed history for the item(s):** who owned it/used it, where was it used, any important stories, anecdotes, or other information. The background of the item is as important as the item itself. Please include documentary evidence of an object's history including, but not limited to: a dated bill of sale or sales receipt, will, inventory, auction catalogue, published reference, exhibition record, correspondence, photograph or, in exceptional cases, if documentary evidence cannot be obtained, a signed statement from the donor or vendor that confirms the accuracy of the account. Proof of such documentation will be needed before the acquisition review process can be initiated
- **Do not send or drop off items at this time.** All collection offers must be made in writing. We cannot accept actual artifacts for review without prior consultation.

Thank you for taking the time to fill out this questionnaire. Please return to: River & Plains Society, Inc., P.O. Box 262, Fort Benton, Montana 59442.

Or

Use the "Save As" function and email this form and all other documentation to:  
office@fortbentonmuseums.com

- **Please Note:**
- Due to conflict of interest laws, the Museum may not provide an appraised value for donated artifacts. If a value is needed for tax purposes, please consult an independent appraiser.
- The Museum appreciates monetary support for the care and management of your donation in perpetuity. Please indicate the amount you wish to donate: \$ \_\_\_\_\_

### Donor Information

Donors Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

Telephone: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Mobile) \_\_\_\_\_



# River & Plains Society Fort Benton Museums

Fort Benton, Montana

## Artifact Information

Please attach list and photographs (digital link, disk, or hardcopies)

---

---

---

---

---

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? The more information and documentation, the better use the Museum would be able to make of your donation:

---

---

---

If the item is a photograph or collection of photos, is it captioned (the event or the people it depicts and/or the place and date it was taken)? Yes      No      Do you hold copyright? Yes      No

## Previous/Original Owner's Information

Was there a previous owner? Yes      NO      Relationship to you: \_\_\_\_\_

Previous Owners Name: \_\_\_\_\_

How did you acquire the artifact(s)?:

---

---

---

Additional comments, memories, recollections, etc.:

---

---

---

Please attach any further comments, photographs/photocopies of items, or other relevant information.