

## APPENDIX A PROCEDURES FOR DONATIONS

The following procedure is to be followed whenever a donation of furniture, art works, or artifacts/memorabilia is offered to Emory University and its Association of Emory Alumni for use or display in the Miller-Ward Alumni House.

1. When an offer is made to donate items for use in the Miller-Ward Alumni House, the MWAH Facility Coordinator will send the prospective donor a copy of the donor information form (**Appendix A, Exhibit 1**), which asks for basic information about the Donor and the proposed donation.
2. The prospective donor should return the form to Senior Operations Manager, Miller-Ward Alumni House, 815 Houston Mill Road, Atlanta, GA 30329. The form may also be returned via e-mail to [OAE-OPERATIONS@LISTSERV.CC.EMORY.EDU](mailto:OAE-OPERATIONS@LISTSERV.CC.EMORY.EDU). For furniture, artworks, and non-literary artifacts a photograph of the item should be submitted with the form. For photographs or literary works, a photocopy of the item should be submitted.
3. The gifts and acquisitions sub-committee of the Miller-Ward Alumni House Committee will review the submitted material and make an initial determination as to whether the proposed gift is suitable and appropriate for use or display in the Miller-Ward Alumni House.
4. In some cases, actual examination of the proposed gift may be necessary. The MWAH Facility Coordinator will arrange logistics.
5. If required, the gifts and acquisitions sub-committee may seek outside expertise to determine whether a proposed gift should be accepted for the Miller-Ward Alumni House.
6. Because of limited storage capacity, security, and archival capabilities in the Miller-Ward Alumni House, alternate, more appropriate, recipients/repositories for the proposed gift may be suggested. An example of such a case is where the historic or intrinsic value of an article is of great significance.
7. After mutual agreement has been reached regarding the gift's acceptance, Emory University, through its Association of Emory Alumni, and the Donor will execute the Deed of Gift (**Appendix A, Exhibit 2**).
8. Upon execution of the Deed of Gift, arrangements for the gift(s) delivery to the Miller-Ward Alumni House will be made and appropriate placement within the Miller-Ward Alumni House will be made. Shipping/transportation arrangements (including payment of costs related thereto) shall be as mutually agreed upon by the Donor and Emory.
9. In order for the University to provide a charitable contribution receipt to the donor for any item donated, the donor must establish that it has owned the item for more than one year prior to donation. If the donor believes that the item donated has a value of over \$500, then the donor shall be required to provide the University with a written appraisal of the item done by a reputable appraiser. The University will not be responsible for assigning any values to any donated items. The donor is advised to consult his/her own tax advisor with regard to any tax issues regarding his/her donation; the University will provide no advice in this regard.



**APPENDIX A, EXHIBIT 1**  
**MILLER-WARD ALUMNI HOUSE - PROSPECTIVE DONATION**

Association of Emory Alumni

Miller-Ward Alumni House  
815 Houston Mill Road  
Atlanta, GA 30329

Date of Submission:

*Prospective Donation Information*

**Donor Information**

Donor Name:

Donor Mailing Address:

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Donor Phone Numbers: Home: Area code \_\_\_\_\_ Number \_\_\_\_\_

Business: Area code \_\_\_\_\_ Number \_\_\_\_\_

FAX: Area code \_\_\_\_\_ Number \_\_\_\_\_

E-mail Address:

Preferred time for contact:

**Gift Information**

Brief Description of Proposed Gift:

*Please attach a photograph or  
photographic copy of item to this  
form*

Significance of Proposed Gift to Emory University, the Association of Emory Alumni, or the Miller-Ward Alumni House:

Special Considerations or Restrictions regarding Proposed Gift (*Any restrictions regarding a proposed gift must be agreeable to both the donor and Emory*):

Estimated Value of Proposed Gift (*See Procedures for Donations with respect to the donation of an item valued in excess of \$500*):

\_\_\_\_\_  
*Signature of Donor*



**APPENDIX A, EXHIBIT 2**  
**DEED OF GIFT FORM**

Emory University/Emory Alumni Association  
Miller-Ward Alumni House

I (we), \_\_\_\_\_, the undersigned donor(s) (hereinafter singularly or collectively, as the case may be, referred to as A Donor who reside a the following address: \_\_\_\_\_, hereby warrant and represent as follows: (a) Donor is the sole and absolute owner of the items described in **Schedule A** (hereinafter referred to as the item) and all rights therein (including copyright and any other literary rights), which **Schedule A** is attached hereto and incorporated by reference herein: (b) there are no liens, encumbrances, leases or other agreements that in any way affect the Items or Donors title thereto or rights therein or ability to transfer such Items. Donor hereby transfers to Emory University through its Association of Emory Alumni (hereinafter Emory) all rights (including copyright or any other literary rights), title and interest in and to the Items.

The materials are donated and accepted according to the following conditions.

CONDITIONS OF GIFT:

1. Emory will provide a suitable depository for the materials and will house and maintain the same in good order to ensure both preservation and accessibility. Emory, however, shall have no liability for damage to or destruction of the materials by fire, water, other casualty, or any cause whatsoever.
2. If at any time, Emory, in its sole discretion, determines that it can no longer adequately house any of the Items or that any Item does not have permanent value or historic interest, then Emory agrees to use reasonable efforts to contact Donor in order to determine whether Donor would like for the items to be returned to Donor. In the event that Emory, after employing such reasonable efforts, is unable to successfully contact Donor, or if Donor is contacted and advises Emory that he/she does not wish to have the Items returned, then Emory may, in its sole discretion, sell or otherwise dispose of the Items as Emory sees fit, and Donor shall have no claim with respect thereto. In the event that Donor elects to have the Items returned, all return transportation arrangements, including costs and the payment thereof, shall be as mutually agreed upon by Emory and Donor.
3. Alumni and guests of the Miller-Ward Alumni House, Emory faculty, staff and students who have permission from appropriate Emory administrators will, upon request, be supplied photocopies of any items from the collection, unless such photocopying or other reproduction is specifically prohibited below. Such restrictions must have a date of termination.

RESTRICTIONS OR OTHER CONDITIONS OF GIFT *(including date on which restrictions will expire)*:

In WITNESS WHEREOF, I (we) have signed this Deed on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Donor:

Accepted and received this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Emory University through its Emory Alumni Association

By:

Title:

