



MEDAL of HONOR

— HOST CITY MUSEUM —

1525 West California Street
Gainesville, TX 76240

Artifact Donation Inquiry Form

We appreciate your interest in donating to the Medal of Honor Host City Museum! The Medal of Honor Host City Museum accepts artifact donations that align with our mission and support our educational goals. Due to the large number of offers we receive and to ensure the safety of your items, **we do not accept unsolicited material through the mail or in person without prior communication.** Due to storage capacity and preservation constraints, the Medal of Honor Host City Museum cannot accept all donated artifacts.

Do you have an item you would like to be considered for donation? Please review the donation guidelines below and complete the form. Our museum team will contact you as soon as possible.

1. Museum personnel are not permitted to appraise donated items for tax purposes, nor can they offer appraisal services of any kind. Donors seeking a tax deduction are encouraged to consult a qualified tax professional or attorney. A tax receipt will be provided in the format of a Deed of Gift upon completion of your donation. Items must have a clear title and be free of copyright restrictions
2. Items received for evaluation by a Museum staff member must be properly documented with the item's ownership history and the donor's contact information for museum records. A copy may be made available for the donor if requested.
3. Not all accepted items are guaranteed to be displayed in an exhibit. The museum upholds the ethical duty to preserve donated items to the best of the institution's ability.
4. All donated items are accepted on a conditional basis, with a final decision subject to an evaluation by museum staff.
5. Please note the Museum does not accept gifts as long-term loans or donations with conditions or restrictions.
6. If, after evaluation, an item cannot be accepted into the Museum's collection, the donor will be notified accordingly. The donor will then have 30 days to retrieve the item. After this period, the Museum reserves the right to dispose of the item at its discretion.



MEDAL *of* HONOR

— HOST CITY MUSEUM —

1525 West California Street
Gainesville, TX 76240

Donor Information:

Name: _____

Address (City, State, Zip Code):

Telephone: _____

Email: _____

Description of artifact(s):

Condition of artifact (Excellent, Good, Fair, Poor):

Upload image(s) of object here: