



# Donation Form

Thank you for your donation to Portage District Library! Please print and complete this form. You may bring the form along with your check to any Portage District Library service desk or mail it to:

**Portage District Library | c/o Library Director Christy Klien | 300 Library Lane | Portage, MI 49002**

**Donor Information:**

Name: \_\_\_\_\_  I wish to remain anonymous.

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

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

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

**Gift Information:**

Enclosed is a check for \$ \_\_\_\_\_

Optional:

My gift is in honor of: \_\_\_\_\_

on the occasion of: \_\_\_\_\_

OR My gift is in memory of: \_\_\_\_\_

**Please send an acknowledgement to:**

Name: \_\_\_\_\_

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

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

Relationship to honoree: \_\_\_\_\_

**Requested use for donation funds:** (Please make these checks payable to Portage District Library.)

Adult Services  Youth Services  Heritage Room  Please use my gift for the area of greatest need.

Subject Area of Interest: \_\_\_\_\_

If you choose to contribute to one of our endowment funds, your donation will be deposited into our account with the Kalamazoo Community Foundation, ensuring financial growth for the library's future. (Please make these checks payable to Kalamazoo Community Foundation)

**General Endowment Fund:** Income helps the library address areas of need as they arise.

**Grandmother and CIG Endowment Fund:** Income benefits children and teens with programs and opportunities beyond the library's regular operating budget.

For office use only: Donation received by: \_\_\_\_\_ Date: \_\_\_\_\_