



Girl Scouts of the USA
420 Fifth Avenue
New York, NY 10018-2798
212-852-8000
girlscouts.org

DONOR QUESTIONNAIRE: ARCHIVAL

To help GSUSA to develop as complete a record as possible for this work, we seek your assistance in completing this form in as much detail as you can provide. Thank you.

Object Description:

Where Object was made, if known:

Medium/Materials (be as detailed as possible):

Dimensions-Height: Width: Depth:

When did you acquire the Object?

How long did you own the Object?

Under what circumstances did you acquire the Object?

From whom did you acquire the Object?

Please list the names of any other previous owners, if known by you. *(Any additional information, such as addresses, telephone numbers and dates of ownership would be helpful.)*

Do you know who, if anyone, owns the copyright to the Object?

If known, please give name and, if possible, address and telephone number of copyright owner:

Has the Object received conservation treatment?

If so, when? By whom?

Has the Object been exhibited?

If so, please list places and dates, if known:

Is the Object mentioned or reproduced in any publication?

If so, please list:

Has the Object been appraised?

If known, please give name and, if possible, address and telephone number or appraiser:

Do you know the appraisal value of the work?

If so, please list amount:

Can you refer GSUSA to other persons who may have information about the Object?

If so, please give names and, if possible, addresses and telephone numbers:

Do you have any documents or other materials related to the Object (letters of historical interest, bill of sale, newspaper clippings, etc.)?

If so, please describe (when possible, please attach photocopies of any such materials when returning this form or contact the museum to arrange to donate them with this Object):

Do you have any personal knowledge of the creator of the Object (background, etc.)?

If so, please describe:

Do you have personal memories or stories about the Object?

If so, please describe:

Other comments:

Do you have any photographs of the Object?

If so, would you be willing to provide us with the originals or copies?

Please list any further information about the Object.

Signature of donor, vendor or executor

Date