

Larry Hogan  
Governor



Dale Glennwood Green  
Chair of MCAAHC

Boyd K. Rutherford  
Lt. Governor

Chanel Compton  
Director

84 Franklin St. • Annapolis, Maryland 21401  
P: 410.216.6180 • F: 410.974.2553 • bdmuseum.maryland.gov/

### Prospective Donor Questionnaire

**Please note:** Museum staff members are not able to accept donations. All donations are reviewed by the Maryland Commission on African American History and Culture BDM Committee when the questionnaire is submitted.

Please mail this completed form with photographs to:

Banneker-Douglass Museum  
Attention: Schillica Howard  
84 Franklin Street  
Annapolis, Maryland 21401

Or email them to [schillica.howard@maryland.gov](mailto:schillica.howard@maryland.gov)

Please answer any and all questions that you are able to and provide photographs of the object(s). This information will assist us in making an informed decision on the proposed donation. It also helps us to fully document artifacts in our collection and to use them in our interpretive programs and exhibits.

Donor Name: \_\_\_\_\_ Donor Phone: \_\_\_\_\_

Donor Email address: \_\_\_\_\_ Preferred contact: \_\_\_\_\_

Object(s): \_\_\_\_\_

Please describe object(s): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are there any documents (photos, letters, bill of sale, newspaper articles etc.) that you would like to include in the donation, or allow the museum to copy? Y\_\_\_ N\_\_\_

If yes, please describe: \_\_\_\_\_

\_\_\_\_\_

How long have you owned the object(s)? \_\_\_\_\_

How did you acquire it? Purchase \_\_\_ Inheritance \_\_\_ Gift \_\_\_ Found \_\_\_ Other \_\_\_\_\_

Prospective Donor Questionnaire (Continued)

Please describe: \_\_\_\_\_

**For the following series of questions please list only applicable information that can be documented, not hearsay or opinion.**

Previous Owner(s): \_\_\_\_\_

Year made: \_\_\_\_\_

Where was the object(s) manufactured or created? \_\_\_\_\_

Who manufactured or created the object(s)? \_\_\_\_\_

What is the object(s) made of? \_\_\_\_\_

What are the object's dimensions? \_\_\_\_\_

When was it used? \_\_\_\_\_

Where was it used? \_\_\_\_\_

How was it used? \_\_\_\_\_

Did you perform any repairs, additions, or changes to the object(s) while it was in your care? Y\_\_\_ N\_\_\_

If yes, please explain: \_\_\_\_\_

Any other history, information, or comments? (If you run out of room, please attach additional pages)

\*Please note that a series of photographs showing different views of the object must accompany this questionnaire for the object to be considered. If you any questions, please contact the Banneker-Douglass Museum's Curator of Collections at 410-216-6183.

***This document does not guarantee that the Banneker-Douglass Museum will accept the item(s) offered.***