



Maine Troop Greeters



MAINE TROOP GREETERS  
**MUSEUM**

Dedicated to Those Who Served

## Donating to the Maine Troop Greeters Organization and Museum

The Maine Troop Greeters Organization and Museum wishes to thank you for your interest in donating objects or documents to add to our collection. Every year, new items are added to the collections through the generosity of individuals, organizations and enterprises. These donations help our organization fulfill its mission.

### The mission of the Maine Troop Greeters Organization and Museum is

*“to express the Nation’s gratitude and appreciation to the troops, for those going overseas for a safe return and for those returning for a joyful homecoming and to make their (hopefully brief) stay in Bangor as comfortable and pleasant as possible. Additionally, we will honor the trust placed in us by these troops by preserving and perpetuating the donations entrusted to our care, through display, education and sharing of these collections.”*

The Maine Troop Greeters Organization and Museum typically accepts two forms of contributions: financial offerings and items or documents which would be pertinent and significant to the troop greetings in Bangor, Maine from 1992 to the present day.

#### **Financial contributions can be made by:**

- On-line contribution
- Contribution of cash or a check made out to the Maine Troop Greeters Organization and Museum and deposited on site or mailed to us at 287 Godfrey Blvd. Box 6, Bangor, ME 04401.
- Please note if the contribution is for the organization’s operations, museum or both.
- Maine Troop Greeters is a 501 C3 organization and as such, your contribution may be used as a tax deduction.

#### **Items/Documents donations:**

##### **DROP- OFF DONATIONS NOT ACCEPTED – PLEASE SEE BELOW**

- Due to the volume of items we receive, we cannot accept donated materials unless you first submit a completed prospective donor form either online or regular mail. If you cannot access our online form, please contact us and ask that a form be mailed to you.
- Once we have received your completed form with photos, our collections committee will review and evaluate your prospective donation and contact you for follow-up procedures.

## Donations: Frequently Asked Questions

**Q: What is in the Maine Troop Greeters Organization and Museum Collection?**

A: The collection presently includes artifacts, medals, coins, pins, hats, flags, awards, documents, photos, etc. from the troops and others dating from the start of the troop greeting in Bangor, Maine during the Gulf War and up to the present day.

**Q: How do I donate items to the organization?**

A: The prospective donor must fill out the **“Prospective Donor Form”** and return to the organization with accompanying photos. The prospective donation is then reviewed by our Collections Committee for significance, validity and impact. The donor will then be contacted with a response by a representative of the Collections Committee.

**Q: How long do I have to wait before I know if my object is accepted?**

A: The Collections Committee meets quarterly, so when you submit your **“Prospective Donor Questionnaire”** you will be contacted and informed of when the next meeting will take place.

**Q: Who is on the Collections Committee?**

A: The Collections Committee is made up of Maine Troop Greeter volunteers serving on the organization’s Museum Exhibit committee. Committee members are elected each year to represent the Collections Committee.

**Q: If you accept my donation, what happens next?**

A: If your donation is accepted, you will be sent a Certificate of Gift to review and sign. Please read the paperwork carefully, as once the item is donated, it is considered to be in the organization’s collection. Once your paperwork is signed, the staff will make arrangements with you for a time and place to deliver the item. If the item can be mailed, that may also be an option.

**Q: Can I place a restriction on the donation?**

A: As a general rule we do not accept donations that are made with restrictions.

**Q: Will you appraise my donation?**

A: It is a conflict of interest for our staff and volunteers to provide appraisals of donations and is strictly forbidden by organizational policy and professional codes of conduct. If you need assistance with valuation of your donation, please contact a certified appraiser.

**Q: Will you purchase my items?**

A: We are a non-profit organization and use our funds for our troops and organizational purposes only.

**Q: What happens to the item I donate?**

A: Once donated, the item becomes part of our permanent collection.

**Q: Can I have my item back?**

A: Once an item is donated, it is legally the property of the Maine Troop Greeters Organization and Museum and cannot be returned to the donor.

**Q: Can I get a tax deduction for donating my item/collection?**

A: If you want to take a tax deduction, you must independently provide all valuations or arrange for a qualified appraisal. The IRS tax code prohibits our staff/volunteers from making appraisals for tax purposes.

**Q: Will my donation be displayed?**

A: While each item in our collection is significant, we cannot guarantee that your donation will be displayed. Only a percentage of our collections are on display at any given time...this is universally true of all museums. The items are always made available for research.

**Q: How will I be acknowledged by the Maine Troop Greeters?**

A: The Maine Troop Greeter Organization and Museum honors all its donors, whether financial or other, by acknowledging their gifts on our website and through our printed materials. If you wish to donate in honor of an individual, you may list that individual instead of yourself on the Certificate of Gift form.

**Q: Can the organization ever dispose of my donation?**

A: All objects donated to the museum are held in perpetuity as long as:

- They support the organization's Mission Statement.
- They retain their physical integrity, their identity and their authenticity.
- They can be properly stored, preserved and used.

Deaccession of any donation is made in full conformity with the organization's guidelines for management of the collections. Deaccessions are at the organization's discretion. Some of the reasons some items might be deaccessioned include: the item no longer meets the organization's mission or the item's condition has deteriorated beyond repair. Donors are always contacted when their donation is deaccessioned.

**Q: What if my prospective donation is rejected?**

A: Please don't take it personally! We have a very limited amount of space to display and store items and as a result, must be very selective of the items we do accept. If your item is not approved, we will contact you with our decision.

**Q: Why can't you just take my donation without all this paperwork?**

A: When an item is accepted, the organization makes a commitment to care for that item for the full extent of its life, which includes preservation, conservation and appropriate housing. This can be very costly, so we must carefully review each prospective donation to determine if it will be a significant addition to the collection.

We also need you to understand the donation process in full with all its implications. There are

legal ramifications to taking donations from private individuals and we must protect the organization's liability by insuring we have all the proper paperwork in order before the donation is accepted and brought to the organization.

**Q: Does the Maine Troop Greeters Organization and Museum accept long-term loans?**

**A:** The organization does not accept long-term loans. We may at times accept short-term loans in conjunction with travelling exhibitions and educational programs. The organization prefers to commit its resources to the storage and preservation of the items in its permanent collection.

**Bangor International Airport, 287 Godfrey Blvd. Box 6, Bangor, ME 04401**

[www.themainetroopgreeters.org](http://www.themainetroopgreeters.org)

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