



## Memorabilia Donation Policy

### Tell Us Your Westside Story

Thank you for donating your memorabilia of Westside School to the "Tell Us Your Westside Story" project sponsored by The Bean Foundation, the Jefferson County Historical Society, and the Jefferson County Library.

Appropriate memorabilia includes (but is not limited to) items such as yearbooks and school newspapers/newsletters; newspaper articles; sports uniforms, letter jackets and letters; trophies, awards, medals and badges; photographs; plaques; banners and pennants; signage and door plates; art projects; branded sports and cheering equipment (branded with school name/mascot); and report cards.

Years of Interest:

1938 – 1965 Madras Union High School

1965 – 1996 Madras Junior High School

1996 – 2008 Westside Elementary School

2008 – Present Westside School (Transitions, Kid's Club., Bridges)

Donations are being accepted at the Jefferson County Library, 241 SE 7<sup>th</sup> Street, Madras, OR 97741. Questions should be directed to 541-350-3106 or [info@westsidecampaign.com](mailto:info@westsidecampaign.com).

#### Donation Policy

The Jefferson County Historical Society accepts donated memorabilia under the following conditions:

1. Items be in good condition and clean.
2. A signed release form (back side) must be submitted with each piece of memorabilia donated.
3. Please document as much detail as possible about the item (date, ownership, activities, etc).
4. Please attach any documentation available.
5. Donated memorabilia will become property of the Jefferson County Historical Society.
6. Gifts must be unconditional, transferring ownership and all the rights of ownership to the Jefferson County Historical Society.
7. Gifts are accepted only with the understanding that the Historical Society has the right to determine disposal, retention, location, and other considerations relating to the gifts' use or disposition.
8. Donors are responsible for having their gifts appraised for income tax purposes.
  - a. The donor must bear the cost of such appraisal.
  - b. Acceptance of a gift appraised by a disinterested third party does not imply endorsement of the Historical Society's appraisal.
  - c. The Historical Society shall not place a value on a gift either before or at the donation time
9. Staff with the Westside Community Campus Campaign, Jefferson County Historical Society, and the Jefferson County Library reserve the right to reject submissions/gifts and/or edit submissions for clarity, conciseness and content.
10. Acceptable content/memorabilia submissions will be posted on the Westside Stories page at [www.westsidecampaign.com](http://www.westsidecampaign.com); may be published in other media including newsletters, newspapers, websites, social media and on broadcast channels, and may be used in public displays.

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