



## Parks, Culture & Recreation Department Donation Offer Form

Thank you for your interest in donating to the City of Panama City Parks, Culture & Recreation Department. The Department seeks to preserve and celebrate the history, culture, and heritage of our community through the careful stewardship of artifacts, documents, art, and cultural objects. To ensure that donations support our mission and can be properly cared for, each offer will be reviewed by staff.

Please complete this form and provide as much historical detail as possible. A staff member will contact you for next steps. No items should be delivered prior to official acceptance. A formal Donation Agreement will be executed upon approval. Submit completed donor portion of this document to [pcr@panamacity.gov](mailto:pcr@panamacity.gov) or 501 Harrison Ave, Panama City, FL 32401.

### Donor Information

- Donor Name(s): \_\_\_\_\_
- Organization/Business (if applicable): \_\_\_\_\_
- Phone Number: \_\_\_\_\_
- Email Address: \_\_\_\_\_
- Mailing Address: \_\_\_\_\_

### Donation Description

Please attach photographs or additional sheets as needed.

Item #	Title/Type of Object (include author/publisher for books)	Historical/Provenance Information (who used it, when, context)
1		
2		
3		
4		

Donor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Received By (Staff): \_\_\_\_\_ Date: \_\_\_\_\_



## Parks, Culture & Recreation Department Artifact Donation or Loan Evaluation Worksheet

Accepting artifacts and cultural objects is a responsibility requiring careful review. The City of Panama City Parks, Culture & Recreation Department maintains spaces for public history, education, and cultural programming. Items must enhance the mission of the Department, be in suitable condition, and be manageable within available resources.

When considering a donation or loan, staff and the Advisory Committee shall apply the following criteria:

### Eligibility & Ownership

- ☐ Sufficient proof that the item is legally owned by the applicant
- ☐ Donor fully understands the legal implications of donating (permanent) or loaning (temporary)

### Authenticity & Condition

- ☐ Item and its history are authentic and verifiable
- ☐ Item is in condition suitable for display, education, or preservation
- ☐ Item is not subject to federal/state protections or restrictions (e.g., NAGPRA, endangered species)

### Relevance & Connection

- ☐ Item is sufficiently connected to the history, culture, arts, or recreation of Panama City and surrounding region
- ☐ Item aligns with community heritage, notable individuals, or significant local events

### Care & Capacity

- ☐ Department staff can safely handle (move, display, store) the item
- ☐ Department staff can adequately care for and preserve the item
- ☐ Item is appropriate for static display or program use
- ☐ There is an appropriate location/space in City facilities to house/display the item
- ☐ Item can be reasonably displayed (case, mount, hanging, digital reproduction, etc.)

### Mission Alignment

- ☐ The item enhances the mission and goals of the City's PCR Department

**Reviewed By:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Recommendation:** Accept ☐ Decline ☐ Refer to another institution ☐