

## How do I donate items to FAM?

- ▶ **STEP 1** - All donors must first obtain an Acquisition Proposal Questionnaire Form.

This form can be found on our website at [www.famok.org](http://www.famok.org) or by emailing [Donations@FAMok.org](mailto:Donations@FAMok.org).

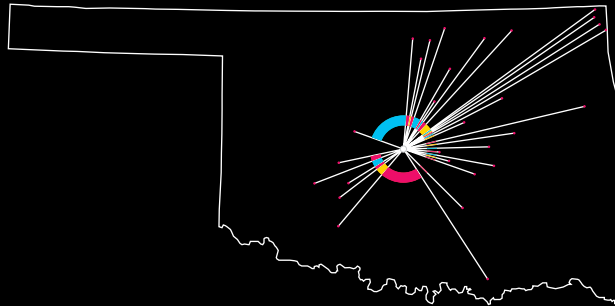
- ▶ **STEP 2** - Complete the form and submit it via email to: [Donations@FAMok.org](mailto:Donations@FAMok.org); or by mail to:  
**First Americans Museum**  
**c/o Development Department**  
**659 First Americans Blvd**  
**Oklahoma City, OK 73129-6142**
- ▶ **STEP 3** - Once received, the Acquisition Proposal Questionnaire Form will be reviewed by FAM staff, who may contact the donor to follow up if necessary.
- ▶ **STEP 4** - Acquisitions recommended by FAM staff will be reviewed by a Board Committee. This committee will vote to accept or decline the offer. The Committee's recommendation will be reviewed by the Board of Directors for final approvals.
- ▶ **STEP 5** - FAM staff will communicate the Board's final decision to the donor. If accepted, the museum will accept custody of the item and the donor will complete a "Deed of Gift".

## How long does the process take?

Due to the number of offers we receive; it may take up to 6-9 months to administer the donation request. We will keep our potential donors informed throughout the donation process.

## FAM MISSION

It is the mission of First Americans Museum to serve as a living center for cultural expression promoting awareness and understanding for people regarding Oklahoma American Indian cultures and heritage.



Current collection priorities at First Americans Museum focus on the history, art, cultural lifeways, and contributions of the 39 tribal nations in Oklahoma.

Image Credits (Photos by Konrad Eek):  
*Cherokee Basket*, Gift of Louise S. Phillips, 2001  
*Beaded Scarf Pin*, Gift of Judge Robert H. Henry, 2018



659 First Americans Blvd  
Oklahoma City, OK 73129  
(405) 594-2100 | [FAMok.org](http://FAMok.org)  
[Donations@FAMok.org](mailto:Donations@FAMok.org)



DONATING  
TO THE  
COLLECTION  
QUICK  
GUIDE

## Can I bring or mail my donation to FAM immediately?

NO, FAM is not able to accept unsolicited items mailed or brought into the Museum. Please do not bring items to the Museum without prior staff approval. FAM reserves the right to dispose of any unsolicited items delivered to the museum as we see fit.

If you would like to donate to FAM, start the process by filling out our Acquisition Proposal Questionnaire Form.

## What does FAM collect?

Collections at the Museum may include, but are not limited to:

- ▶ Art (paintings, works on paper, sculpture, textiles, basketry, jewelry, digital art, etc.)
- ▶ Culturally Based Items (musical instruments, regalia, tools, etc.)
- ▶ Historical Items (military uniforms, memorabilia, instruments, items of historical interest related to our mission, etc.)
- ▶ Library/Archival Items (film/video footage, photographic material, books and other published and unpublished documents, audio/sound recordings, digital items)

## Are there items that FAM will not collect?

- ▶ The Museum will not accept nor acquire human remains or funerary objects.
- ▶ The Museum will not accept nor acquire items that are NAGPRA sensitive, including ceremonial items or otherwise items that are considered sacred or have cultural patrimony, without the written consent of the affiliated tribal community.
- ▶ The Museum will not accept nor acquire precontact archaeological materials.  
*(No arrowheads or lithics)*

## How will FAM use my donation?

Collections are used for the following:

- ▶ Exhibitions
- ▶ Research
- ▶ Education & Public Programming
- ▶ Public & Administrative Use
- ▶ Community Outreach
- ▶ Marketing & Communications
- ▶ Promotion

FAM cannot guarantee that any donated item will be displayed to the public.

## Is my donation tax deductible?

Yes, donations to FAM are tax deductible. It is the responsibility of the donor to establish a value of their donation for tax purposes.



## Can FAM appraise my item?

FAM/AICCF staff cannot appraise the value of any item or recommend specific appraisers. You may find a qualified appraiser by contacting the American Society of Appraisers or the Appraisers Association of America.

## Will FAM accept every donation that is offered?

No, unfortunately we cannot accept every donation that is offered. All items offered to FAM must first undergo a thorough assessment process. This process ensures that all newly acquired collection items are consistent with the scope of our collections, and that we can properly care for these items now and in the future.

## What does FAM look for during the assessment process?

- ▶ Does the item fit the mission and collecting scope of FAM?
- ▶ Is it culturally ethical to collect this item?
- ▶ Does the museum already have a similar item?
- ▶ What is the physical condition of the item?
- ▶ Is conservation work needed to preserve the item or make it suitable for exhibition?
- ▶ Is the item better suited to the collection of another institution or tribal entity?
- ▶ Are there costs associated with the care of the item?
- ▶ Can the donor support the necessary costs of conservation and care?