



**National Museum of the
American Sailor**
610 Farragut Avenue, Building 42
Great Lakes, IL 60088
Ph: 847-688-3154
Fax: 847-688-3169
Email: nmas.fct@navy.mil

How to Propose a Donation of Historical Materials

Thank you for your interest in offering historical artifacts or documents to the National Museum of the American Sailor. Each year, the National Museum of the American Sailor selectively develops its collection due to generous donors like you. These donated historical materials help the National Museum of the American Sailor fulfill its mission to document the history of the Navy's enlisted personnel, their personal experiences and travels around the world, the history of Naval Station Great Lakes and related Midwestern naval installations, and the histories of other former boot camps and specialized training schools for enlisted naval personnel.

Please do not send any historical items until the museum agrees to accept them. The National Museum of the American Sailor must first receive from you a completed *Donation Proposal Form*, to ensure your generous offer will fit within the subjects and space of the museum's collection. Please use the form to describe details about the Navy sailor who had the items (if known), a list of all the items you propose to donate, measurements and specific conditions of objects or documents, and images of each item to illustrate what it is and what it tells or represents. Always feel free to call the Museum at (847) 688-3154 to speak with the collections manager about artifacts (extension 208) or the archivist about documents and photographs (extension 217) before sending a *Donation Proposal Form*.

Once the Museum receives the form, Museum staff will evaluate the descriptions and images. The staff will consider how the proposed donation relates to the museum's existing historical collections; the future development of those collections for exhibit, educational, and public research needs; the Naval History and Heritage Command's artifact and archival collections nationwide; and other museums that already specialize in a subject. The staff also weighs the resources the museum must provide to store the item, care for it, catalog it, and make it available for use. Typically, the evaluation takes four weeks.

If your proposed donation is accepted by the National Museum of the American Sailor, you will be contacted by museum staff to arrange to have the donated materials shipped, picked up, or dropped off at the Museum. The final step is issuing a Deed of Gift for the donation, which legally transfers the property to the Museum from the donor.

If you have additional questions, please see our "Questions about Donating Historical Materials" sheet at <http://www.history.navy.mil/museums/greatlakes/collection.htm>. If you do not have Internet access, the Museum staff can also send you this sheet. You also can call the Museum's collections manager or archivist at the telephone numbers listed above.

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Donation Proposal Form

Today's Date: _____

Your Name: _____

Postal Mailing Address: _____

City: _____ State/Province: _____ ZIP/Postal Code: _____

County (if not U.S.): _____

Phone: _____ Fax: _____

Email: _____

Origin (Provenance) of the Historical Materials

This information provides historical background for the origin of the items. Write "UNK" if unknown. Please attach additional pages if needed.

Name of Sailor/Individual with relationship to the Navy: (if applicable): _____

Date of Birth: _____ Place of Birth: _____

Date of Navy Enlistment: _____ Date of Discharge: _____

Naval Serial Number (if known; available on Muster Rolls): _____

Sailor's Rate(s) (jobs in the Navy) and Rank(s): _____

Details of Naval Service (bootcamp, training schools, ports, ship names/numbers, cruises, duty stations):

If item(s) were found or acquired without connection to a Navy enlisted personnel, where, when, and how did you find or acquire possession of the materials? Please be specific.

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Itemized Description of Historical Materials

Please attach any additional information needed to provide a complete description. Use the numbers to connect the descriptions to any images. When describing the condition of each artifact or document, please be specific (torn, binding broken, moth damage, mold damage, water stains, odor). You always can call the Museum's collections manager or archivist to ask questions beforehand.

Description or Name of Item	Date Created or Dates Used	Place of Origin or Acquisition by Sailor	Description of Condition
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			