



LEXINGTON Historical Society

History • Education • Community

What Life Was Like in Lexington: The COVID-19 Project Donation Form

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Email Address: _____

Phone #: _____

Description of the item(s) that you wish to donate:

Please include information such as author(s), photographer(s), date(s) of photograph(s), location(s), etc.

Please share any additional information, stories, or anecdotes about the donated item(s).

Please feel free to attach additional pages/information if necessary or appropriate. The more detailed information, the better!

Would you be interested in telling us more about your donation via a phone interview? Yes No

Are you over 18 years of age? Yes No What is your current age? (optional*) _____

I own the personal property described above and desire to give said personal property to Lexington Historical Society. I do hereby irrevocably and unconditionally give and transfer to the Society all right, title, and interest, including all copyright, trademark, and related interests, in and to the following described property.

I am also aware that there is no guarantee that the item(s) that I donate to Lexington Historical Society will be accepted into their permanent collections. I understand that, once submitted for donation, items cannot be returned.

Signature: _____ Date: _____

*If the above signer is under age 18, please note that donations can only be considered if a parent/legal guardian completes the associated Donation Release Form (see page 2).



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I, the parent/legal guardian of (child's name) _____, a minor, hereby consent to his/her participation in Lexington Historical Society's What Life Was Like in Lexington: The COVID-19 Project.

I consent that any donated items referred to on the attached form, including photographs, artwork, diary entries, etc., are irrevocably and unconditionally given and transferred to the Society. All right, title, and interest, including all copyright, trademark, and related interests will be property of Lexington Historical Society.

I give permission for Lexington Historical Society to use the items picturing or produced by my child for any purpose, including collection, educational, marketing, or promotional material. I understand that any donated images or materials may be readily accessible by the general public in these, and other, ways.

Name: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Email Address: _____

Phone #: _____

Name of Child(ren): _____

Relationship to Child(ren): _____

Please be sure to include a copy of the Donation Form with this Donation Release Form (see page 1).

Signature: _____ **Date:** _____

Please complete this form and email it to emubarek@lexingtonhistory.org with any digital donations. Please also enclose a completed copy with any items that you may physically send to Lexington Historical Society to ensure proper attribution for all received donations.



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What Life Was Like in Lexington: The COVID-19 Project Guidelines for Donations

There are a few guidelines that we want to make clear prior to your involvement in this project:

- ◆ You must be/have been a Lexington resident at some point during the course of the pandemic (we can only accept donated items that directly relate to Lexington, its history, and its citizens).
- ◆ A **Donation Form must be completed** and must accompany any digital or physical donation in order for it to be considered.
- ◆ If a minor (under age 18) was the creator of an item being donated, or is pictured in a donated photograph, a **Donation Release Form must be completed** by a parent/legal guardian and must accompany any donation before Lexington Historical Society can assume ownership of the item. Without this completed form, these donations can not be considered.
- ◆ Please only submit content that you own or have created.
- ◆ Please understand that there is no guarantee that any donated items will be accepted into our permanent collections, and once submitted, items cannot be returned to the donor.

Please consider joining us in this community project so that you can be a part of the way that this time in history is remembered!

If you have any questions, please email Archives Manager Elizabeth Mubarek at emubarek@lexingtonhistory.org.

Please send any digital submissions to emubarek@lexingtonhistory.org with “COVID-19 Project” as the email subject line.

Please mail any physical submissions to:

Lexington Historical Society
Attn: COVID-19 Project
P.O. Box 514
Lexington, MA 02420

Please be sure to include a completed copy of the Donation Form and/or the Donation Release Form with ALL emailed AND mailed donations.

If you are interested in making a financial gift to the Society to help us process and preserve our donations during this difficult time, donations of any amount are greatly appreciated! For more information, please visit: lexingtonhistory.org/give