



Oregon State Arthropod Collection, Department Of Zoology
Oregon State University, 3029 Cordley Hall, Corvallis, Oregon 97331-2914
T 541-737-4349 | F 541-737-0501 | <http://osac.science.oregonstate.edu>

Oregon State Arthropod Collection

Specimen Pledge Form

Dear potential donor,

Attached please find a sample *Oregon State Arthropod Collection Pledge Letter* concerning donating specimens or other related items (e.g., equipment, collecting gear, cabinetry, books, etc.) to OSU's Oregon State Arthropod Collection. Feel free to use this letter 'as is', or as an example for your own pledge letter. The pledge letter should not be confused with an official OSU gift-in-kind form and cannot be used for tax purposes. Pledge letters serve only to document your intentions to donate the referred to items to the OSAC.

Pledge letters are useful for a variety of reasons. They help the museum staff better make plans for accepting future donations. They are also important for setting long term development goals for the museum. Lastly, a pledge letter can help to protect the interests of a collection owner, should he or she be unable to oversee the final deposition of their collection at OSAC. Sadly, we learn all too often of insect collections, built up over a lifetime, that were damaged or destroyed before being accessioned into a facility able to care for it indefinitely.

The Oregon State Arthropod Collection has nearly 140 years of experience maintaining insect specimens and making them available to the scientific and recreational entomologists that rely on them. If you are interested in contributing your material to our institution, I am certain that it will be well cared for and appreciated for many years to come. If you have any questions or concerns about making a donation or pledge of specimens to the Oregon State Arthropod Collection, please do not hesitate to contact me at Christopher.Marshall@oregonstate.edu or at the contact information above.

Sincerely,

A handwritten signature in black ink, appearing to read 'Chris Marshall'.

Christopher J. Marshall
Curator & Collections Manager
Oregon State Arthropod Collection

P.S. Please be sure to include contact information (address, phone number, or e-mail) along with your Pledge letter, in the event that OSAC staff needs to contact you about your pledge.
-thank you.

Oregon State Arthropod Collection
3029 Cordley Hall, OSU
Corvallis OR 97331-2914
(541) 737-4349

Dear Curator,

Date: _____

I, _____, would like to submit this letter of intent regarding the eventual deposition of my personal insect collection at the Oregon State Arthropod Collection at OSU. Although I am not ready at this date to physically transfer my specimens to the collection, it is my intention to do so in the future. In the event that I am unable to assist in the physical relocation of my collection, I would grant permission to the Oregon State Arthropod Collection staff to obtain the collection and relocate it to OSU.

Sincerely,

Donor

date