

CHESTERMERE HISTORICAL FOUNDATION (CHF)

Policy on Historical Acquisitions for Chestermere Historical Foundation

1. The Chestermere Historical Foundation, as per objects #2,3 and 4 of the Chestermere Historical Foundation bylaws will preserve artifacts relevant to the appreciation of the history of Chestermere.
2. All artifacts presented to CHF for consideration will be evaluated based on the significance to the history of the Chestermere area.
3. Artifacts will be presented to a meeting of the members for consideration with recommendation by Chair of the Acquisitions Committee.

• Items may be acquired in the following three different ways:

- a) Loan
- b) Donation
- c) Purchase

- All persons wishing to loan, donate, or sell items to CHF will be given a copy of the loan, donation or purchase receipt with a duplicate copy kept by CHF.
- A copy of each form will be kept by CHF
- These methods of acquisition will be handled as below.

Loaned material

Conditions of Loan: (see attached loan form)

1. Chestermere Historical Foundation is not responsible for the safekeeping of property entrusted to it under this receipt beyond the exercise of such precautions as are now in force, or may be hereafter be put in force, for the safekeeping and preservations of its own property.
2. Objects accepted on loan shall not be withdrawn within six months. Objects on loan for *Special Exhibitions* may not be withdrawn during the period of such exhibitions.
3. Objects on loan may be photographed and used in marketing campaigns.

Donated material

Conditions of Donation: (see attached donation form)

1. Chestermere Historical Foundation is unable to issue a charitable donation tax receipt.
2. Objects accepted may be exhibited or stored as Chestermere Historical Foundation sees fit.
3. Items will be sold only with permission of the donor or his/her representative.
4. In the event of dissolution of Chestermere Historical Foundation, reasonable efforts will be made to locate the donor or their designated representative, and extend to them the right of first refusal before turning the artifact(s) over to the selected Alberta municipality or registered society.

Purchased material

Conditions of Sale:

1. This is an outright sale upon exchange of money and artifact.
2. A receipt for sale will be provided.

In Case of Dissolution of the Foundation

- Should CHF be dissolved all acquired historic materials will be disposed of as per CHF bylaw Special Resolution 10 June 2014 20.0, 20.1 and 20.2
- See attached Donation and Loan Agreements

Chestermere Historical Foundation Artifact Donation Agreement

I, _____ am the Legal and Rightful Owner of the property described below and have full power and authority to enter into this Agreement:

Please Print

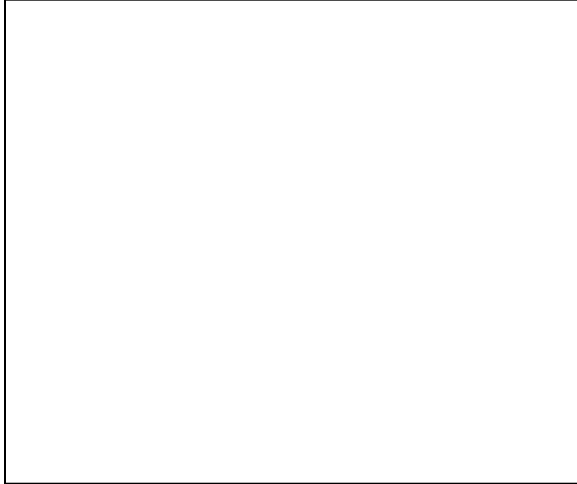


Photo of item

Description/condition _____

I do hereby donate the above listed item to Chestermere Historical Foundation on _____ 20__ .

Conditions of Donation:

- 1. Chestermere Historical Foundation is unable to issue a charitable donation tax receipt.
- 2. Objects accepted may be exhibited or stored as Chestermere Historical Foundation sees fit.
- 3. Items will be sold only with permission of the donor or his/her representative.
- 4. In the event of dissolution of Chestermere Historical Foundation, reasonable efforts will be made to locate the donor, or their designated representative, (see below) and extend to them the right of first refusal before turning the artifact(s) over to the selected Alberta municipality or registered society.

I sign this donation agreement in the City of _____, Province of _____

on this day of.... _____20.....

Signature of Chairperson

Signature of Owner

Signature of Witness

Address of Owner

Artifact number

Email _____

CHF Copy _____
Owner Copy _____

Phone Number: _____

Name & email or phone of next of kin in event of dissolution (use reverse side if needed) _____

Chestermere Historical Foundation Artifact Loan Agreement

I, _____ am the Legal and Rightful Owner of the property described below and have full power and authority to enter into this Agreement:

Please Print

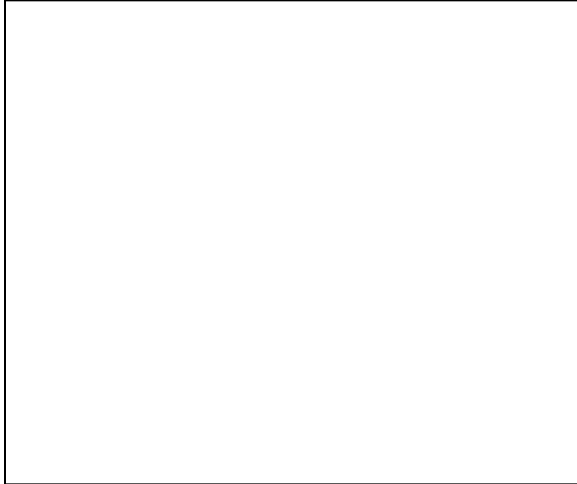


Photo of item

Description/condition _____

do hereby lend the above listed item to Chestermere Historical Foundation for the term of _____ commencing and coming into effect on _____.

Conditions of Loan:

- 1. Chestermere Historical Foundation is not responsible for the safekeeping of property entrusted to it under this receipt beyond the exercise of such precautions as are now in force, or may be hereafter be put in force, for the safekeeping and preservations of its own property.
- 2. Objects accepted on loan shall not be withdrawn within six months. Objects on loan for *Special Exhibitions* may not be withdrawn during the period of such exhibitions.
- 3. Objects on loan may be photographed and used in marketing campaigns.

Signature of Chairperson

Signature of Lender

Signature of Witness

Address of Lender

Email _____

CHF Copy _____

Phone Number: _____

Lender Copy _____