



Donation process:

- 1) Individuals with an instrument will be directed to the Activities office (806 N. Washington St. – Door #9).
- 2) Fine Arts Secretary will ask for the form to be filled out with donator information
- 3) Shawn, Melinda and/or Dana will be informed of the donation.
- 4) Shawn, Melinda and/or Dana will pick up instrument from activities office or it will be placed upstairs with STM instruments.
- 5) Fine Arts Secretary will give out “receipt” if requested. Individual donating the instrument must have “Value” from any local music store if they want for tax write off purposes.
- 6) Fine Arts Secretary will put serial number on receipt and what the instrument is.
- 7) Melinda and/or Dana will inventory the instrument for the STM program.