



## ASUHIC Process for Donating Specimens

ASUHIC welcomes a wide range of mutually beneficial interactions with insect or macroinvertebrate enthusiasts. In coming years we hope to significantly increase our standing and specimen holdings through community support from regional, national, and international collection affiliates and public or private collectors and institutions.

ASUHIC supports and encourages donations of specimens and actively works with donors to ensure a smooth and mutually beneficial process. Donations are typically handled as "Gifts in Kinds" and processed internally through the ASU Foundation. As part of our service, donors are advised of the assessed value of their donation, as this information may be used to support a charitable donation for tax purposes using the [IRS Form 8283](#). The assessed value is based on a formula that is widely used by public museums in the United States. However we stress that the assessed value of the value is for information purposes only. According to the Internal Revenue Service regulations, the responsibility for determining the value of a donation rests solely with the donor. For annual donations assessed at a value of more than \$5000, an appraisal by an outside appraiser is required.

The receipt, acknowledgment, and general coordination of donations and related matters are the responsibility of the curator, Dr. Nico Franz, and/or the collection manager, Dr. Sangmi Lee, who will also handle the necessary paper work on behalf of the ASU Foundation; including the internally used [Gift In Kind Approval Form](#). Donations are accepted at any time but must be fully processed before December 31 of the current year to be considered for IRS purposes. The necessary donation forms and related information are available through our website or directly from the curator or collection manager (see footer below for contact information).

Upon receipt, the donation and related forms are reviewed for completeness and recalculations are performed if necessary. A Letter of Acknowledgment is sent out to the donor, typically within two weeks of the date of receipt, to acknowledge and summarize the nature of the donation (again, this is needed for IRS purposes).

Your specimens are of great value to ASUHIC, science, and to the general public. Please do not hesitate to contact us if you are considering a specimen donation.