<Addressee>  
<Role>  
<Entity name including ABN>  
<Postal Address Line 1>  
<Postal Address Line 2>

Dear <Addressee>

**Letter of acknowledgement – gift or donation**

The Department of Education (**Department**) is committed to meeting education needs for the State of New South Wales and develops programs to support and achieve this goal.

This letter is to acknowledge and give thanks for your generous support of the programs of the Department being run by its *<insert school/unit/directorate name>* through your gift/donation of:

|  |  |  |
| --- | --- | --- |
| Type | Description | Value  (ex. GST) |
| Cash | *<insert details of the type of gift/donation provided>* | <*insert details here*> |
| Goods and Services  (Value-in-kind) | *<insert details of in kind goods and services, provide a monetary value of the goods and services provided (ex. GST) based on reasonable market value. If the goods or service are being provided for a specific period of time, describe that period of time>* | <*insert details here*> |

The gift/donation is intended to support:

|  |
| --- |
| [*Replace with a summary of the project/activities to which the gift/donation relates, eg school initiative, description of activity, etc. If no specific initiative is involved please complete with the words “The programs of <insert school/unit/directorate> as determined by the <insert school/unit/directorate>.”* ] |

While the Department intends to use the gift/donation for this purpose, you understand that the Department, may use its discretion on how to use the gift/donation.

[*Note for deletion prior to issue:* *If the gift/donation is a service involving access to facilities or personnel, please include the following. Delete if not relevant*]

While you are providing access to your facilities and/or personnel, please ensure that you:

* maintain appropriate insurances for the relevant activities including general and public liability insurance and workers’ compensation
* comply with all applicable laws and obligations related to the safety, welfare and wellbeing of children, including obligations relating to Working with Children Checks>

**Records, policies and acknowledgments**

[Drafting option if receipt is being provided. Delete if receipt not being provided] <A receipt documenting this gift/donation is attached for your records.>The Department will keep a record of this gift/donation in accordance with its record keeping policies and may be required to report on it in accordance with NSW Government policies and procedures.

You acknowledge that this gift/donation was made unconditionally and free from any restrictions or obligations on the Department including its personnel. Please refer to the Department’s policy library for information about our policies including those that apply to donations and gifts https://education.nsw.gov.au/policy-library

**Statements that you may make about the gift/donation**

Should you wish to make any public statements about the contribution you may only make a statement consistent with the following:

|  |
| --- |
| *<*I/we provided a donation to <*insert* *school/unit/directorate name*> of <*insert description of donation*> to support <*insert project/activities to which the gift/donation relates>*. |

Any statements you make must not suggest that the Department or its personnel endorse you, any organisations associated with you, or any products/services. Statements must not be used to encourage students, parents or Department personnel to purchase any particular goods/services or enrol in any programs. You must not use any Department logo.

**Statements that we may make about the gift/donation**

While a donation or gift requires nothing of benefit in return the Department will acknowledge the contribution as follows:

|  |
| --- |
| *[****Note for deletion prior to letter being issued:*** *Set out below are drafting options if the donation will be publicly acknowledged or if the donor prefers to remain anonymous. Any acknowledgement must be modest (eg single acknowledgement in school newsletter or at school assembly/speech night). If a more involved acknowledgment is requested or made (eg repeated acknowledgements) it may be that there is actually an exchange of value/benefits occurring between the donor and the school* *which should be assessed and documented in a different way (eg sponsorship). Please contact Business Engagement and Development if you have any concerns.]*  *<*We thank *<insert donor name>* forthe donation made to <*insert* *school/unit/directorate name*> of <*insert description of donation*> to support <*Insert* *project/activities to which the gift/donation relates>*.  *<*At your request the Department will make no public acknowledgment of the contribution.> |

Thank you for your support of public education in New South Wales.

If you have any queries or concerns with the content of this letter, please contact <*insert contact name*>, on <*insert number or email address*>.

Yours sincerely

*<insert name>, <Title>  
Department of Education by its <school/unit/directorate name>*ABN <*insert school ABN or use ABN 40 300 173 822*>

<Attachment – Receipt>

[*Note for deletion prior to letter being issued: Delete this page if receipt not being provided*]