

**FORM LETTER FOR DONATION GIFTS
TO WAYNESBORO SCHOOLS**

File: KH-F

[USE OF OFFICAL LETTERHEAD IS REQUIRED]

[DATE]

The {Insert School Name or Waynesboro School Board} hereby accepts the gift of

The Waynesboro Schools' administration, staff, and School Board gratefully acknowledge your gift in support of our students and programs.

This gift is accepted by the {Insert School Name or Waynesboro School Board} in accordance with School Board Policy, under the following conditions:

- The gift is fully paid for by the donor.
- The title to this gift and ownership is hereby passed to Waynesboro Public Schools without any encumbrances or any future control by the donor.

Signed: _____
Donor

Signed: _____
Principal

Signed: _____
School Board Representative*

**School Board Acknowledgement for gifts with an assessed value of \$1,000.00 or more.*