

# Sample Property Gifting Letter

Agreement between \_\_\_\_\_ and \_\_\_\_\_.  
(Parent Group) (School/School District)

The \_\_\_\_\_ has purchased the following item(s): \_\_\_\_\_  
(Parent Group)

\_\_\_\_\_ and is donating it / them to \_\_\_\_\_ for the  
(School/School District)  
following use(s)/ purpose(s): \_\_\_\_\_

\_\_\_\_\_. The \_\_\_\_\_  
(Parent Group)  
may/may not use the items under the following condition(s): \_\_\_\_\_

\_\_\_\_\_. The school will be responsible for the maintenance of  
the item(s). The school also will be responsible for providing for the safe and continuing operation of the  
item(s). In case of loss or theft, the school will be responsible for replacement and agrees to replace the  
item with a like kind. The school will hold \_\_\_\_\_ harmless for any  
(Parent Group)  
claim arising out of ownership or use of the item(s).

Signed \_\_\_\_\_ Date: \_\_\_\_\_  
(Parent Group) President

\_\_\_\_\_  
Principal/Administrator Date: \_\_\_\_\_

\*\*The general \_\_\_\_\_ membership must provide for any expenditure  
(Parent Group)  
through a budget adoption/amendment and a specific vote at a general meeting. This agreement is  
void if not ratified by the general membership.