

PPM 207: Appendix I – Sample Letter Acknowledging Acceptance of Sponsorship and/or Sponsorship Recognition

UC ANR Policy and Procedure Manual Section 207 Qualified Sponsorship and Recognition	
Responsible Officer:	Development Services Director of Advancement
Responsible Office:	Development Services
Issuance Date:	04/24/2020
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Scope:	UC Agriculture and Natural Resources

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Note: The following page is the basic template for sponsorship gift acceptance and acknowledgement. The font indicated in RED needs to be filled out as appropriate.

(Date)

(Sponsor Name – Corporate Representative)

(Title)

(Address)

(City, State, Zip)

Dear (Name):

Thank you for your sponsorship in the amount of (\$XXXX) received on (month, date, year) in support of the (Name of Program, Event, Meeting, Conference) scheduled for (Date) at (Location).

UC ANR is pleased to officially accept your sponsorship gift of (\$XXXX). The fair market value of the goods and services provided as part of your sponsorship is (\$XXXX). Please retain this letter for your tax records.

We are grateful for your commitment to UC Agriculture and Natural Resources and your generous support of the (Name of Program, Event, Meeting, Conference). Your contribution will enable us to (further to extend our research and share best practices with others in the field OR, sustain and expand our XXXX program OR ensure that programs are made available to all Californians OR . . .) UC ANR will publicly recognize your sponsorship in an appropriately tasteful, unobtrusive, and non-commercial manner.

Please note the following.

- No goods or services were provided in exchange for this gift.
- Links or logos will be located at the bottom of our secondary or lower-level web pages or the lower portion of the right column and not larger than the supported organization's logo.
- The name "University of California" and all abbreviations are property of the State of California and may not be used to imply, either directly or indirectly, the University's endorsement, support, favor, association with, or opposition to an organization, product, or service without permission of the University.

Some details of commercial sponsorship are subject to the California Public Records Act.

Sincerely,

(First name, last name)

(Title)

(Phone/email)