



adanu

Inspiring Communities Together

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13th February, 2026

The Headmaster
Adaklu Senior High School
Adaklu Waya

Dear Sir/Madam,

**OFFICIAL NOTIFICATION AND REQUEST FOR PARTICIPATION - FRUIT TREE
PLANTING INITIATIVE**

We are pleased to formally inform you that Adanu has selected your esteemed institution to participate in our Fruit Tree Planting Initiative scheduled to take place in selected schools within the Volta Region of Ghana.

This purposeful initiative is designed to promote environmental sustainability, encourage community engagement, and strengthen long-term food resilience among schools and surrounding communities. By planting fruit-bearing trees on school grounds, we aim to instill environmental responsibility in students while contributing to food security and creating greener, healthier learning environments.

As part of this project, your school will receive a total of one hundred (100) fruit seedlings, distributed as follows:

- 20 Coconut seedlings
- 20 Orange seedlings
- 20 Mango seedlings
- 20 Guava seedlings
- 20 Cashew seedlings

These seedlings will be provided to the school for planting and nurturing on designated areas within the school compound. We believe that with the active involvement of school authorities, teachers, and students, this initiative will yield lasting environmental and educational benefits.

We kindly request your official approval and confirmation of interest to participate in this project. Upon receiving your consent, we will coordinate with your administration to agree on suitable planting dates, site preparation arrangements, and student engagement activities.

We look forward to partnering with your institution in this meaningful endeavor to build a greener and more food-secure future for our communities.

Please do not hesitate to contact us for any further clarification.

Thank you for your anticipated cooperation.

Yours faithfully,

A handwritten signature in blue ink, appearing to read "Jerry John Kotoka", written in a cursive style.

Jerry John Kotoka
(Volunteers and Project Coordinator – Adanu)
Tel: 0243982276

FRUIT TREE PLANTING INITIATIVE
CONSENT AND DATA PROTECTION NOTICE

Further to our request regarding the Fruit Tree Planting Initiative to be implemented in your school, this notice serves to outline the consent requirements and data protection measures associated with the project.

1. Purpose of Data Collection

In the course of implementing this initiative, Adanu may collect limited institutional and contact information, including:

1. Name and address of the school
2. Name and contact details of designated school representatives
3. Records relating to seedling distribution and project monitoring
4. Photographs or videos documenting planting and related activities

This information will be collected solely for the purposes of project coordination, monitoring, reporting, impact assessment, publicity (where applicable), and accountability to stakeholders and partners.

2. Consent

By formally confirming participation in the Fruit Tree Planting Initiative, the school grants consent to Adanu to:

1. Process relevant institutional information for the purposes stated above.
2. Document the project activities through photographs and/or videos within the school premises.
3. Use non-sensitive images and general project information in reports, presentations, and publications related to environmental sustainability initiatives.

Where photographs or videos clearly identify individual students, the school agrees to obtain appropriate parental or guardian consent in accordance with applicable laws and school policies prior to such documentation.

Participation in the project is entirely voluntary, and the school reserves the right to withdraw its consent at any time by providing written notice to Adanu.

3. Data Protection and Confidentiality

Adanu is committed to protecting all data collected in connection with this initiative. All information will be:

1. Used strictly for lawful and legitimate project purposes.
2. Stored securely and accessed only by authorized personnel.
3. Retained only for as long as necessary to fulfill the purposes of the project or meet legal and reporting obligations.

Adanu will not sell, trade, or unlawfully disclose the school's information to third parties without prior consent, except where required by law.

4. Liability and Responsibility

1. The school agrees to designate a focal person/teacher to coordinate project activities and ensure that the seedlings are planted and maintained responsibly. Adanu shall not be held liable for damage, loss, or misuse of seedlings after official handover to the school.
2. Trees will be strategically planted to provide shade, avoid classroom obstruction, and enhance soil conservation.

3. This initiative will be linked to subjects like:
 - Agricultural Science (crop production, plant care)
 - Biology (plant anatomy, ecosystems)
 - Social Studies (climate change, environmental responsibility)
 - Civic Education (community service, teamwork)

4. Maintenance:

Year 1–2: Daily and weekly care by student caretakers under teachers’ supervision.

Year 3–5: Transition to bi-weekly maintenance as trees mature, supported by the school Agriculture Department.

Kindly indicate your acceptance of these terms by signing below and returning a copy of this letter together with your official confirmation of participation.

We appreciate your cooperation and look forward to a successful partnership.

ACCEPTANCE AND CONSENT:

On behalf of (Name of School), I hereby confirm that we have read, understood, and agreed to the terms outlined in this Consent and Data Protection Notice.

Name:

Title:

Date:

Signature/School Stamp: