



EDUCATION  
COMMITMENT CAMPAIGN

A PTA-SchoolForce Partnership



## STOCK DONATION LETTER OF INSTRUCTION

(To be sent to your institution)

To: \_\_\_\_\_ (Brokerage Firm)  
 \_\_\_\_\_ (Donor's Name)  
 \_\_\_\_\_ (Donor's Account number)  
 \_\_\_\_\_ (Date of Request)

To Whom this May Concern:

Please transfer the following shares to The Belmont - Redwood Shores Public School Foundation/ SchoolForce Account at First Republic Securities (Pershing LLC).

(Name of Stock) \_\_\_\_\_ (Quantity) \_\_\_\_\_

The Shares should be transferred to:

Pershing LLC  
 OTC Number 0443  
 FBO: Belmont-Redwood Shores Public School Foundation  
 Account Number: 33L260768

Thank you for your prompt attention.

\_\_\_\_\_  
Donor's Signature

\_\_\_\_\_  
Donor's Signature

Please email Gloria Infante, Associate Director at [ginfante@firstrepublic.com](mailto:ginfante@firstrepublic.com), and copy [president@schoolforce.org](mailto:president@schoolforce.org) and [treasurer@schoolforce.org](mailto:treasurer@schoolforce.org) to notify us that the stock is being donated to SchoolForce, so that we can look for your donation and record it appropriately.  
 If you have any questions, please call Gloria Infante, Associate Director, at 650-234-8912.

Thank you for donating to Education Commitment Campaign.  
 If your employer matches non-profit/educational gifts, please consider matching your gift.