

Instructions for Donating Securities to Summer Search

Stock can be transferred to Summer Search through one of the following options:

****Important****

1) If your stock is held at a broker

- a) Fill out the form below, "Securities Gifting to Summer Search Form."
- b) Send the completed form to your broker, and send one copy of the form to:

Summer Search
ATTN: Amanda Graham, Development Manager
500 Sansome Street, Suite 350
San Francisco, CA 94111
Phone: 415.362.5225
Fax: 415.362.5274
Email: agraham@summersearch.org

2) If your stock is NOT held at a broker

- a) You can deliver the certificates to Summer Search in person or by mail. Our broker requires a *Stock or Bond Power*. If mailing, send your unendorsed certificate(s) and a cover letter in one envelope and the completed *Stock Power* in another. The cover letter should include:
 - i) Your name and address
 - ii) What Summer Search office you would like your gift directed toward. (Undesignated gifts will be directed to the Summer Search office with the most need.)
 - iii) General program gifts are useful for Summer Search because they allow us to direct your gift towards the aspect of the program with the most need for it. If you would like to designate a certain area of the program (for example: summer programs, mentoring, college access, alumni) that you would like your gift to go toward, please let us know in the cover letter. (Undesignated gifts will be used to fund general programs.)
- b) Summer Search will then deposit the stock with our broker and direct the disposition.
- c) Do NOT mail endorsed certificates. Once endorsed, a certificate is legal tender and can be exchanged by whoever is the bearer.
- d) It is recommended that certificates not be registered in Summer Search's name.
- e) Our mailing address is:

Summer Search
ATTN: Amanda Graham, Development Manager
500 Sansome Street, Suite 350
San Francisco, CA 94111

Thank you for your gift of securities to Summer Search!

Securities Gifting to Summer Search Form

Donor: Please complete this letter and send one copy to your broker and one copy to Summer Search.

Broker Name
Broker Organization Name
Broker Phone
Broker Fax
Donor's Account Name

I, Donor Name, would like to gift the following shares to Summer Search as follows:

Number of Shares of Security Name and Symbol, with an estimated value of Value

I wish to designate my gift toward the following Summer Search office or offices:

Summer Search National:	\$	Summer Search Philadelphia:	\$
Summer Search Boston:	\$	Summer Search San Francisco:	\$
Summer Search New York City:	\$	Summer Search Seattle:	\$
Summer Search North Bay:	\$	Summer Search Silicon Valley:	\$

(Any undesignated remainder of your gift will be directed to the Summer Search office with the most need.)

I wish to designate my gift toward the following purpose or purposes within Summer Search: Purpose(s)
(Please note what specific portions of your gift should go to each of these purposes. Any undesignated remainder will be directed to general programs.)

Thank you for your help with this matter.

Sincerely,

Donor Name
Donor Street Address
City, State Zip

Donor Phone
Donor Fax

For Broker's Use Only:

The above instructions are acknowledged and accepted by _____ on date _____

Broker, please mail or fax this form to:

Morgan Stanley
ATTN: John Ritchie
Pacific Region Headquarters
101 California Street, 3rd Flr.
San Francisco, CA 94111
Tel: 415.693.6087
Fax: 415.693.6095

Summer Search: Account # 101-784097
DTC #0015
Reference: Securities Gift to Summer Search from Donor Name