



DONATION INSTRUCTIONS

Following these instructions ensures that contributions to your organization or project are received and acknowledged in a timely and accurate manner, and are fully tax deductible through the Oakland Public Education Fund. For any questions on how to make a gift, please contact giving@oaklandedfund.org.

DONATIONS BY CHECK

1. All checks must be made out to: Oakland Public Education Fund
2. The memo line must include the project or organization the donation is meant to support. (Examples: *Allendale Elementary, Office of African American Male Achievement, Tech Exchange*)
3. Mail all checks to:

*Oakland Public Education Fund
Attn: Development
PO Box 71005
Oakland, CA 94612*

DONATIONS BY CREDIT CARD

1. Direct donors to your online donation page – such as www.oaklandedfund.org/donate – to make a tax-deductible donation by credit card. (You can also link to this page from your website.)
2. If you are a school and not sure of the URL for your school's donation page, you can direct donors to the list at www.oaklandedfund.org/donate-to-a-school.
3. Once there, they can click through to make a credit card donation to your organization or project. *For other fiscally-sponsored projects, please contact us at services@oaklandedfund.org for the URL of your donation page.*

WIRE TRANSFERS

We accept gifts via wire transfer. Please reach out to giving@oaklandedfund.org for our wire instructions.

MATCHING GIFTS

Donors should follow these three steps to put a matching gift in motion:

1. Donor submits donation to be matched to the Oakland Public Education Fund.
2. Donor sends the Ed Fund a matching gift confirmation form/request along with a copy of the original donation.
3. If necessary, the Ed Fund follows up with the matching organization to ensure that the donor's gift is matched.

CASH CONTRIBUTIONS

1. Do NOT mail cash!
2. If possible, cash and foreign currency gifts should be converted to a money order payable to the Oakland Public Education Fund.
3. If the donor would like a tax-deduction acknowledgment, include the donor's name and mailing address on the money order.
4. If the cash is not being converted to a money order, Ed Fund staff can accept cash at our office. Please coordinate with Ed Fund staff to arrange a time for this by contacting giving@oaklandedfund.org.

The Ed Fund is not liable for any lost or stolen donations.

STOCK DONATIONS

DTC or Electronic Transfer Instructions

DTC or electronic transfer is the fastest and most secure method for donating securities. Please follow this two-step process:

1. *Please notify Katherine Greenstone-Bellet at katherine@oaklandedfund.org of your*

intention to donate securities before initiating the transfer of securities to the Oakland Public Education Fund. Prior notification is critical to identifying your gift of securities, as donor information does NOT transmit through the DTC system.

2. Our account is held at Charles Schwab & Co., Inc.. Here are broker instructions to deliver securities to our brokerage account at Charles Schwab & Co., Inc.:

Deliver To	Charles Schwab & Co., Inc.
DTC	0164, Code 40
Account Number	7697-0545
Account Name	The Oakland Public Education Fund
Reference	{Donor Name-Year} or {Anonymous}

Mutual Fund or Securities Instructions

Please contact Charles Schwab & Co., Inc. department at (602) 355-9003.

Your donation will NOT be complete until you notify Oakland Public Education Fund of your intent to donate securities and until shares are received in The Oakland Public Education Fund held at the Charles Schwab & Co., Inc. securities brokerage firm.

The following information is required for delivering firm:

Account Number	
Share Quantity	
Symbol	
Donor Name	{Donor Name-Year} or {Anonymous}
Financial Institution or Brokerage Firm Name	