

All Saints Catholic School
Stock Donation Instructions
Updated January 2013

Donations can be made to All Saints Catholic School by following the process listed below.

1. Stock donations can be received by an investment account set up for ASCS with Davenport & Company LLC.
2. Related parties that are expecting a donation of stock should inform Alyssa McBride, Director of Development and Marketing (amcbride@allsaintsric.org; (804) 329-7524), of the pending gift. Once the gift has been made, Davenport will notify the school of the available funds.
3. Donors should send stock donations through the Depository Trust Company clearing house (DTC). The following information should be provided to DTC:
 - a. Davenport's DTC number – 0715
 - b. Account Name – All Saints Catholic School
 - c. Account Number – 1080-8450
 - d. Donor's Name
4. Once this information has been provided to DTC, the stock can be transferred and the school will be notified of the donation.
5. Once the cash is received by the school, the donor(s) will receive acknowledgement letter from the school.

For informational purposes, the value of any stock donation will be determined based on the average of the stock price on the day received. The donor should receive an acknowledgement letter based on the value of the stock donated. Proceeds received by ASCS may be different from the valued amount due to commissions and fees from the sale of the stock.

Any questions regarding this process can be directed to Alyssa McBride at ASCS at (804) 329-7524 or amcbride@allsaintsric.org or Marie Barte at Davenport (804) 780-2056.