



## 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.

### 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, Oakland Technology Exchange West*)
3. Mail all checks to:  
Oakland Public Education Fund  
Attn: Finance & Accounting  
PO Box 71005  
Oakland, CA 94612

### DONATIONS BY CREDIT CARD

1. Direct donors to your online donation page—such as [give.classy.org/WOMS](https://give.classy.org/WOMS)—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](https://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](mailto:services@oaklandedfund.org) for the URL of your donation page.*

### 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.

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

## 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.

## STOCK DONATIONS

1. Give your broker the following information to transfer a gift of stock to the Oakland Public Education Fund:
  - a. The Ed Fund's brokerage account is with Charles Schwab.
  - b. Account Number #6554-3347; DTC #0164; Code 40
  - c. The Ed Fund does **not** have a designated broker, but any Charles Schwab agent at 800-435-4000 will be able to help with the transaction.
  - d. Address: PO Box 52114, Phoenix, AZ 85072
2. The donor or the donor's broker should submit the Stock Transfer Form (found at [www.oaklandedfund.org/stock-transfer](http://www.oaklandedfund.org/stock-transfer)) to Chief Finance Officer David Korsak by email ([david@oaklandedfund.org](mailto:david@oaklandedfund.org)) to ensure tax deduction acknowledgment.

*If you are looking to do a wire transfer, please contact Finance Director David Korsak ([david@oaklandedfund.org](mailto:david@oaklandedfund.org), 510-221-6968) to work out the details.*