



Instructions for Stock Donations

Thank you for supporting San Francisco Day School with a gift of stock.

SF Day is currently using Every.org to receive stock donations. Every.org is a 501(c)(3) charity that helps collect gifts on behalf of other nonprofits. Stock donations are made to Every.org and the cash value is passed on to SF Day.

Note: Your tax receipt will come from every.org.

To initiate your gift of stock, you will first need to notify Every.org of your giving intentions in order to access transfer directions for your broker.

When ready, please [click here to initiate the stock donation process](#) and follow the steps below.

1. Enter the share symbol and the number of shares you plan to donate
2. Uncheck "Share my support publicly"
3. Click "Next"
4. Disregard the section titled "Choose a donation for Every.org (Optional)" but do enter the donor name and email address
5. Click "Get instructions"
6. Write down or copy the provided instructions and share them with your broker to initiate a transfer of the shares you indicated you will donate (a copy of instructions is also emailed to you)
7. Click "I will notify my broker"

Questions?

Please reach out to advancement@sfdayschool.org or **415-568-3602**