



4000 La Colina Road
Santa Barbara, CA 93110
Tel 805.967.1266
Fax 805.964.3178
www.bishopdiego.org

Mrs. Karen Regan
Head of School

Administrative Council
Mrs. Rya Carpenter
Mr. Thomas Crawford
Mr. Tim Flanagan
Dr. Cristy McNay

Board of Trustees
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Mr. Rhys Williams

STOCK PROCEDURE INSTRUCTION

To avoid legal transfers and expedite the process of securities trading, it is recommended that the donation of stock be delivered by electronic transfer from the donor's broker. Thank you for your gift to Bishop Garcia Diego High School, Inc.

Donor advises their broker in the form of written instruction to deliver to

National Financial Services - DTC# 0226

For the benefit of: BISHOP GARCIA DIEGO HIGH SCHOOL, A/C# RV4-000494

The letter must include the name of the stock and number of shares being donated and state that the gift is for the benefit of Bishop Garcia Diego High School, Inc., Santa Barbara, CA.

To insure the gift is given to the correct intended recipient, it is important that a copy of the broker's instruction letter be sent to the school by way of the following:

U.S. Mail: Bishop Garcia Diego High School, Inc.
Attention: Karen Regan, Head of School
4000 La Colina Road
Santa Barbara, CA 93110

FAX: 805-692-9667
Attention: Karen Regan

Email: KRegan@BishopDiego.org

Please send copies of the attached Stock Donation Notice to:

Karen Regan
Head of School
Bishop Garcia Diego High School
4000 La Colina Road
Santa Barbara, CA 93110

Cristy McNay
Director of Advancement
Bishop Garcia Diego High School
4000 La Colina Road
Santa Barbara, CA 93110