



City Club of Portland

Good citizens are the riches of a city

Thank you for your interest in making a gift of stock to City Club of Portland.

Here is the information you will need to complete the transaction, as well a sample of a letter we request you send to City Club to notify us of your donation. **When we receive a stock transfer, neither the donor's name nor whether the gift is for a specific program is disclosed to us, so a letter will ensure we properly acknowledge and appropriately designate the contribution.**

Brokerage Name	Morgan Stanley Smith Barney
Broker	Alan Lyons
Telephone #	(503) 221-8600
Account Name	City Club of Portland
Account #	109-072278-0-099
Questions?	City Club office @ (503) 228-7231 x104

City Club of Portland
Executive Director
901 SW Washington St.
Portland, OR 97209

Dear Executive Director,

We will make a gift of _____ (*number of*) shares of _____ (*stock name*) stock to City Club of Portland, which should be worth about _____ (*approx. value*). The transfer of shares will be made into your Morgan Stanley account #109-072278-0-099. It will be initiated on _____ (*stock transfer date*) and should be completed shortly thereafter.

The gift is from us jointly and is a donation to the _____ (*Annual Fund, City Club Endowment Fund, Research Endowment Fund*).

For questions regarding the transfer, you may contact _____ (*broker name*) of _____ (*broker company*) at _____ (*broker phone*). We can be reached at _____ (*donor phone*).

Sincerely,

(*donor name*)
(*donor address*)