



GIVING TO BE PRESENT

Thank you for your interest in giving to Be Present, Inc. Your financial donation and in-kind contributions power Be Present's work to build sustainable leadership and partnerships that change people's lives.

Be Present has a variety of giving options available.

GIVE ONLINE BY CREDIT CARD

1. Go to <http://bepresent.org/support.html> for our secure online giving site.
2. Click Donate Now to give.
3. Follow the instructions on each page.
4. You will be asked to enter your contact information. Note: your contact information will not be shared (review our **Privacy Policy** below)
5. You can create username and password to manage your recurring donation.

One Time Donation

If you select "I want to make a one-time donation", you will be making a credit card donation just once.

Recurring Donation

If you select "I want to make a recurring donation", you will be registering to make a credit card donation every month, 3 months, or year. After you complete this initial donation, future donations will be made automatically. For example, if you choose to make a recurring monthly donation of \$10.00, your next donation of \$10.00 will be automatically charged to your account one month from today.

You will receive an email receipt for each recurring donation. As soon as you complete this initial donation, you will receive a separate email containing a password and a link to a site where you can review and change your donation options (amount, frequency, billing information) at any time. Of course, you will also be able to cancel your recurring donation at any point in the future.

MAKING A GIFT WITH STOCK

Donating stock to Be Present, Inc. is easy and convenient. There are three ways to give stock.

Go through your own broker

- Please complete a pledge form and fax/ mail a Stock Transfer Authorization letter to your broker and to Be Present, Inc. Notifying Be Present, Inc. of any transaction will ensure that your gift will be processed expediently.
- See Sample Stock Transfer Authorization Letter below.

Take your stock to Be Present, Inc. broker

- Deliver or mail your stock certificate to: National Financial/FBO SunTrust Securities, Attn: Jarrod Brown, Financial Advisor, SunTrust Investment Services, 303 Peachtree Center Avenue, Suite 140 MC 704, Atlanta, GA 30303, (800) 874-4770 or (404) 813-7438. Account #G1D014966, DTC #0226
- Submit in writing to the Be Present, Inc. broker and Be Present, Inc. See Sample Stock Transfer Authorization Letter below.
- If stock is in your name, a signature(s) as shown on certificate is required **WITH** the **signature guaranteed** by donor's banker or broker.
- Be Present, Inc.'s broker will sell stock upon authorization by Be Present, Inc. and forward notification and proceeds to Be Present, Inc. for completion of processing.

Give stock via a trust account

- Notify your trustee.
- Advise your trustee of Be Present, Inc. broker and contact name and address (see above).
- Trustee can have stock registered in Be Present, Inc.'s name and mail certificate (to address above) or have stock transferred to Be Present, Inc. broker account number (account number at brokerage firm). DTC transfer information: DTC Participant (DTC number of brokerage firm).
- If stock is in Be Present, Inc.'s name, Audit Services Dept. will transfer to Be Present, Inc.'s broker for sale.
- Submit in writing to trustee/broker/Be Present, Inc. the specifics of the transaction; provide Be Present, Inc. with name, firm (if part of an employee gift), stock name, number of shares, and any specific designations for proper accounting treatment.

In order to avoid the capital gains tax, donors must give the stock directly to Be Present, Inc. It is Be Present, Inc.'s policy to sell stock immediately upon receipt.

Date ** / **/****

Dear (donor's broker):

I wish to donate (number) shares of (name of shares) stock held in my (name of brokerage) account, # (account number), to Be Present, Inc. Please transfer (number) shares to the Be Present, Inc. brokerage account as follows:

Account #G1D014966
DTC #0226
National Financial/FBO SunTrust Securities
Attn: Jarrod Brown, Financial Advisor, SunTrust Investment Services
Phone: (800) 874-4770 or (404) 813-7438
Fax:

Mr. Brown can be contacted at the following address: 303 Peachtree Center Avenue, Suite 140 MC 704, Atlanta, GA 30303

Be Present, Inc.'s Tax I.D. number is 58-1981535.

This donation represents my pledge in the current Be Present, Inc. Campaign. **It is imperative that you forward my name with the stock transfer to Be Present, Inc. for gift verification purposes.** If you have any questions about this donation, please call me at (donor phone number).

Sincerely,

Donor's Signature

cc: Kathleen Lillis, Assistant Treasurer
Be Present, Inc.
1264 Ginger Wood Dr., Suite 103A
Stone Mountain, GA 30083
lilliskate@comcast.net
Phone: (404) 296-4000
Fax: 877-296-4906

Direct Phone: (404) 297-8999
Direct Fax: (404) 297-8005

SEND YOUR GIFT BY POSTAL MAIL

If you would like to mail your donation to Be Present, Inc., please send it to the following address:

ATTN: Donation
Be Present, Inc.
1264 Ginger Wood Drive
Decatur, GA 30083

Checks should be made payable to Be Present, Inc.

VOLUNTEER YOUR TIME AND TALENTS

Be Present, Inc. continues to change people's lives and sustain a national movement for social justice with the generous support of a national cadre of volunteers. If you would like to volunteer your time and talents, please email info@bepresnt.org

WISH LIST

House Parties
Frequent Flyer Miles
Office Supplies
Printing
Meeting Spaces (day as well as overnight) in Bay Area, New York and Atlanta

Volunteer Opportunities

Board Committees
Bookkeeper (in Atlanta)
Graphic Design Artist
IT and Database Specialist
Media and Communications Specialist

THANK YOU FOR YOUR GENEROUS GIVING!!!

Year End Giving Deadline

If you would like your gift to be accepted and recorded in the current calendar year, please keep the following information in mind.

Online giving via credit card - gifts must be made no later than Noon on December 31 of the current year.

Credit Card giving - Donors must fax complete Credit Card information including credit card number, expiration date and signature no later than Noon on December 31 of the current year to (404) 296-4906.

Personal or Business Check - checks must be dated on or before December 31 of the current year and mailed (with a postmark of no later than December 31).

Stock Gift - Stock must be transferred and received in the Be Present, Inc. stock account no later than end of market day on December 31 of the current year, or the last trading day in the year should December 31 occur on a weekend. For more detailed information, please call (404) 296-4000.

Electronic Fund Transfer - Funds must be transferred and received in the Be Present, Inc. bank account no later than end of business day on December 31 of the current year. For more information, please call (404) 296-4000.

Please contact the Be Present Office at (404) 296-4000 or email info@bepresent.org if you have any questions.

Privacy Policy

Be Present, Inc. has strict privacy practices. No personal information is sold, rented or traded to third parties.

Unless you choose to donate anonymously, your name, contact information and amount of gift is available to Be Present, Inc. staff. This information will enable Be Present, Inc. to acknowledge your donation directly and to send you follow-up information about our programs.

If you do not wish to be contacted by Be Present, Inc., you have the option to make your donation anonymously. You will still receive an acknowledgement of your gift from Be Present, Inc., and your gift will remain tax deductible to the extent permitted by law.

Security

We have addressed the safety and security of your transaction with the greatest consideration. We use a high-grade encryption and the https security protocol, SSL, to communicate with your browser software. This method is the industry standard security protocol, which makes it extremely difficult for anyone else to intercept the information you send us.

Your Email Address

Your email address will be used only when we are confirming your pledge or notifying you of Be Present, Inc. activities that we feel may be interesting and useful for you. Your email address will not be made available to other organizations.