

### Thank you for donating non-cash assets to Sports Outreach!

We use the services of the National Christian Foundation (NCF) to help with our non-cash giving. You will make your gift to NCF, and they will then distribute your donation to Sports Outreach. NCF charges no percentage fee for this.

The accompanying document from NCF provides a form and helpful details to make it all work!

Here are the steps you should take:

1. Contact your broker to initiate the transfer. Send your broker the information in step 1 of the NCF document. It has the NCF account numbers that your broker will need to initiate the transfer.
2. Notify NCF and Sports Outreach that the transfer is underway by filling out the Letter of Intent (LOA) form in the NCF document:
  - a. You can simply fill out the LOA on your computer and save it.
  - b. Alternatively, you may print it off and fill it out by hand.
  - c. Please note that the form is prefilled with Sports Outreach's account information so NCF knows we are the beneficiary of your gift.
3. When you've completed the LOA, send it to both NCF and Sports Outreach:
  - a. You may send it via email, mail/courier or fax.
  - b. Step 2 in the NCF document gives you addresses for sending to NCF.
  - c. To send to sports Outreach:
    - i. email to [info@sportsoutreach.net](mailto:info@sportsoutreach.net)
    - ii. or mail to Sports Outreach, P.O. Box 11855, Lynchburg VA 24506-1855
4. You'll receive confirmations from both NCF and Sports Outreach that your gift is on the way.
5. Confirm with your broker that the assets have been transferred. (Step 3 in the NCF document)
6. Within four to seven business days, we'll let you know that Sports Outreach has received your donation.

Thanks again, and if you have any questions, please contact Vickie Alvey - [valvey@sportsoutreach.net](mailto:valvey@sportsoutreach.net).