

## Stock Sale Information and Forms

With this fundraiser, students send letters to people who might purchase stock in them to help with the cost of their trip. This is a unique and fun way for friends and extended family to help our band members.

### Stock Information:

- Stock will sell at \$10.00 a share.  
When a person buys stock, each family will need to send the stockholder a stock certificate (a copy is in this packet or can be downloaded from CCC website), and a short letter of thanks.
- Upon returning from Europe, it is customary for students to send a picture of themselves on the trip as well as a final thank you letter.
- All stock checks should be collected by each student and should be delivered weekly at rehearsals.
- Student's names should be marked on the memo line of each check so they can be posted to the correct account.
- All stock **checks should be made out to the University of Hartford** and submitted with a Stockholder Information Sheet (in this packet and on the CCC website).
- The stock purchase form is for your records. They do not need to be submitted.
- All stock money will be credited to each student's account which means that with a successful stock sale, one or more payments will not need to be made. Stock money can be deducted from the regular monthly payment.

### How to have a successful stock sale

- Make a list of potential family and friends to whom you will give a stock request
- Send or give each person a letter (sample letter is included in this form) and a stock purchase form (one is included in this letter and can be downloaded from the CCC website).
- As money comes in, send each stockholder a certificate and a thank you letter.
- Collect money and fill out the Stockholder Information Sheet. Put student's name on the memo line of each check.
- When you have several checks, include them and the Stockholder Information Sheet with your regular payment. You can deduct the total amount of stock checks from the payment due.
- Students may submit as many stock checks and information sheets as needed.
- Reminder—the Stockholder Information Sheet, the Stock Certificate, and the Stock Purchase Form can all be downloaded from the CCC Website.

### When we return from Europe:

- Send each stockholder a picture of yourself in Europe or a postcard and a short note of thanks.

Connecticut Children's Chorus  
Hartt Community Division, University of Hartford

## Sample Letter for the Stock Sale

Date

Dear \_\_\_\_\_,

I am a member of the Connecticut Children's Chorus and we are taking a trip next summer to Europe. This is a wonderful opportunity for our wind ensemble to share our music with people outside our community and for all of us to experience, first hand, the culture of another country. I am hoping to be part of this event and that is why I am writing.

We are currently conducting a very unique fundraiser called a stock sale. I am asking if you would be willing to show your support of me and the wind ensemble by buying stock in me at \$10.00 a share. You can purchase one share or as many as you would like. All of the money that you send to purchase stock will go directly into my account and will help me reach my personal goal of going on the trip. In addition, I will send you a stock certificate for your records when you make a donation. Upon my return, I will send you a picture of me in Italy or a postcard so that you can see how your money was invested.

Having the opportunity to travel to another country, a country that is rich in the history of the arts, is a once-in-a-lifetime opportunity for me. I will be most appreciative of any support you can offer. Please fill out the enclosed form and send it back to me along with your check made out to the *University of Hartford*. My address is \_\_\_\_\_. If this is something that you do not feel comfortable doing, I certainly understand.

Thank you again for your support.

Sincerely,

Student's Name

Connecticut Children's Chorus  
Hartt Community Division, University of Hartford

Stock Purchase Form

I, \_\_\_\_\_, would like to purchase \_\_\_\_\_  
shares of stock in \_\_\_\_\_ to help with the cost of going  
on the Connecticut Children's Chorus in July, 2010.

Signed \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_

Amount enclosed (\$10.00/share) \$ \_\_\_\_\_

Thank you for your support.

Connecticut Children's Chorus  
Hartt Community Division, University of Hartford