

## Florida Department of Agriculture and Consumer Services Division of Consumer Services

## NOTICE OF COMMENCEMENT OF SOLICITATION

Solicitation of Contributions Act Chapter 496, Florida Statutes Rule 5J-7.011, Florida Administrative Code

1-800-HELP-FLA (435-7352) • (850) 410-3800 www.FDACS.gov • (850) 410-3804 *Fax* 

Professional Solicitor Information

Return completed form to:

Charities@FDACS.gov

or

**Charitable Organization Information** 

FDACS Solicitation of Contributions 2005 Apalachee Parkway Tallahassee, FL 32399-6500

All professional solicitors must provide a Notice of Commencement of Solicitation to the department no less than 15 days before commencing a solicitation campaign or event. PLEASE TYPE OR PRINT. Additional pages may be attached if additional space is needed using the same format. Please ensure that all attachments reflect the solicitor's name or registration number and the number of the corresponding question. A separate form must be completed for each campaign. [s. 496.410(6), F.S.]

	3					
gal name of Professional Solicitor:	Legal name of charitable organization or sponsor for which the solicitation is being conducted:					
reet Address:	Street Address:					
y, State, Zip:	City, State, Zip:					
lephone:	Telephone:					
)	( )					
nail (Required):	Email:					
orida Registration Number (solicitor): SS –	Florida Registration Number (organization or sponsor):  CH —					
Describe the solicitation campaign or event to be c	conducted: [s. 496.410(6)(a), F.S.]					
What are the beginning and end dates of the solicit	tation campaign? [s. 496.410(6)(l), F.S.]					
	tation campaign? [s. 496.410(6)(l), F.S.]					
What are the beginning and end dates of the solicit  Begin Date: / //  Month Day Year	tation campaign? [s. 496.410(6)(I), F.S.]  End Date:    Month Day Year     Sich the campaign is being conducted as provided in the					
What are the beginning and end dates of the solicit  Begin Date: / /	tation campaign? [s. 496.410(6)(I), F.S.]  End Date:    Month Day Year     Sich the campaign is being conducted as provided in the					

5.	la	w by the co	tage of a contribution tributor? [s. 496.4			a charitable cont	tributio	n under fed	leral income tax
6.	ls sp	ouse, chil	% er, director, officer d, sibling, grandpa w, or father-in-law to	rent, gı	randchild, broth	er-in-law, sister-			
	a.	Another o	officer, director, own	ner, trus	stee, or employee	of the profession	onal so	licitor?	
		Yes □ I	No If yes, please ex	plain:					
	b.		r, director, owner, t professional solicito		or employee of a	a charitable orga	anizatio	on or spons	or under contract
		Yes □ I	No If yes, please ex	plain:					
	C.		r or vendor providi professional solicito		ls or services to	a charitable orga	anizatio	on or spons	or under contract
		Yes □ I	No If yes, please ex	plain:					
7.	Are	e solicitatio	on aids used to solid	cit contr	ributions? [s. 49	6.410(6)(m), F.S.	1		
		Yes □	No If yes, please att contributions.	ach a co	ppy of all scripts, o	utlines, presentation	ons, or	other aids us	sed to solicit
8.			mation or literature ? [s. 496.410(6)(n),		d to a donor or p	otential donor b	y the s	olicitor in c	onnection with
		Yes □	No If yes, please pro	ovide a c	copy of each item.				
9.	Wil	II the profe	ssional solicitor, at	any tim	e have custody	of the contribution	ons? [s	s. 496.410(6)	)(d), F.S.]
	□ '	Yes □ I	No						
10.			ndraising method(s	s) to be	<b>used:</b> [s. 496.410	(6)(g), F.S.]			
		☐ Direct n		hone ap	peal 🛭 Sale	of goods or service	ces	□ Door to	door solicitation
11.	Pr (at	ovide the f	ollowing informatio al sheets as necessary u	n for ea	ch location at was	hich solicitation 6.410(6)(b), F.S.]	activiti	ies are to be	e conducted:
Phys	ical s	street addre	ss:						
City:						s	State:	Zip Co	de: 
Tele	epho	ne numbe	rs used to solicit co	ntributi	ons from this lo	cation: (attach additi	ional shee	ets as necessary	using the same format)
(		)		(	)		(	)	
(		)		(	)		(	)	
(		)		(	)		(	)	
(		)		(	)		(	)	

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Legal name and address of each person responsible for directing and supervising the conduct of the campaign:			
Street Address:	City, State, Zip:		
Required AttachmentsPlease initial by each:			
Attached is a list of the account number(s) and location(s) of each be deposited. [s. 496.410(6)(e), F.S.]	bank account where the receipts from the campaign are to		
Attached is a copy of the contract and the contract checklist. [s. 49]	96.410(6)(h), F.S.]		
Additional Notices and	Certification		
All contributions must be <b>solely</b> in the name of the charitable organization or later than two days after receipt, the professional solicitor must deposit to institution in the name of the charitable organization or sponsor. [s. 496.410(9	he entire amount in an account at a bank or other financial		
The Professional Solicitor shall submit to the charitable organization or spowithin 45 days of the completion of the campaign and within 45 days of the s. 496.410(8), F.S.]			
CERTIFICATION	ON		
certify that I am authorized to complete this Notice of Commencement and th	at the information provided is true and accurate.		
Signature	Printed Name		
Title	Date		

Email Address

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Telephone Number

## PROFESSIONAL SOLICITOR CONTRACT CHECKLIST

Organization	Name	e DTN#				
CH#		SS#				
		colicitor and a charitable organization/sponsor must be filed with the department at least 15 days prior icitation campaign. No solicitation may occur prior to the filing of the contract or agreement.				
The contract mo		cain the following provisions. Indicate the page number(s) where the requirement can be found within the below:				
	1.	A statement of the charitable or sponsor purpose and program for which the solicitation campaign is being conducted.				
	2.	A statement of the respective obligations of the solicitor and the charitable organization or sponsor.				
	3.	A statement of the guaranteed minimum percentage of gross receipts from contributions which will be remitted to the charitable organization or sponsor. If solicitation involves the sale of goods, services, or tickets to a fundraising event, the percentage of the purchase price which will be remitted to the charitable organization or sponsor. Any stated percentage shall exclude any amount charitable organization or sponsor shall pay as fundraising costs.				
	4.	A statement of percentage of gross revenue for which solicitor shall be compensated. If compensation is not contingent upon number of contributions or amount of revenue received, then compensation shall be expressed as a reasonable estimate of percentage of gross revenue, and the contract shall clearly disclose the assumptions upon which the estimate is based. Stated assumptions shall be based upon all relevant facts known to solicitor regarding the solicitation to be conducted.				
	5.	The effective and termination dates of the contract.				
	6.	Signatures of two authorized officials of the charitable organization or sponsor, one of whom is a member of the governing body and one of whom is the officer authorized to contract with the solicitor.				

THE DEPARTMENT'S REVIEW OF CONTRACTS OR SCRIPTS AS PART OF THE APPLICATION PROCESS DOES NOT CONSTITUTE APPROVAL OR ENDORSEMENT OF THE LANGUAGE INCLUDED THEREIN. IT IS RECOMMENDED YOU SEEK LEGAL COUNSEL TO ENSURE THESE DOCUMENTS ARE IN COMPLIANCE WITH FLORIDA STATUTES.

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