

5. What percentage of a contribution may be deducted as a charitable contribution under federal income tax law by the contributor? [s. 496.410(6)(j), F.S.]

_____ %

6. Is any owner, director, officer, trustee, or employee of the professional solicitor related as a parent, spouse, child, sibling, grandparent, grandchild, brother-in-law, sister-in-law, son-in-law, daughter-in-law, mother-in-law, or father-in-law to: [s. 496.410(6)(k), F.S.]

a. Another officer, director, owner, trustee, or employee of the professional solicitor?

Yes No If yes, please explain: _____

b. An officer, director, owner, trustee, or employee of a charitable organization or sponsor under contract with the professional solicitor?

Yes No If yes, please explain: _____

c. A supplier or vendor providing goods or services to a charitable organization or sponsor under contract with the professional solicitor?

Yes No If yes, please explain: _____

7. Are solicitation aids used to solicit contributions? [s. 496.410(6)(m), F.S.]

Yes No If yes, please attach a copy of all scripts, outlines, presentations, or other aids used to solicit contributions.

8. Is sales information or literature provided to a donor or potential donor by the solicitor in connection with the campaign? [s. 496.410(6)(n), F.S.]

Yes No If yes, please provide a copy of each item.

9. Will the professional solicitor, at any time have custody of the contributions? [s. 496.410(6)(d), F.S.]

Yes No

10. Check the fundraising method(s) to be used: [s. 496.410(6)(g), F.S.]

Please check all that apply:

Direct mail Telephone appeal Sale of goods or services Door to door solicitation

Other (please describe): _____

11. Provide the following information for each location at which solicitation activities are to be conducted:

(attach additional sheets as necessary using the same format) [s. 496.410(6)(b), F.S.]

Physical street address:

City: _____ State: _____ Zip Code: _____

Telephone numbers used to solicit contributions from this location: (attach additional sheets 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 Attachments---Please initial by each:

_____ Attached is a list of the account number(s) and location(s) of each bank account where the receipts from the campaign are to be deposited. [s. 496.410(6)(e), F.S.]

_____ Attached is a copy of the contract and the contract checklist. [s. 496.410(6)(h), F.S.]

Additional Notices and Certification

All contributions must be **solely** in the name of the charitable organization or sponsor on whose behalf the contribution was solicited. **No later than two days after receipt**, the professional solicitor must deposit the entire amount in an account at a bank or other financial institution in the name of the charitable organization or sponsor. [s. 496.410(9), F.S.]

The Professional Solicitor shall submit to the charitable organization or sponsor and the Department a financial report of the campaign **within 45 days of the completion** of the campaign **and within 45 days of the anniversary** of a campaign lasting more than one year. [s. 496.410(8), F.S.]

CERTIFICATION

I certify that I am authorized to complete this Notice of Commencement and that the information provided is true and accurate.

Signature

Printed Name

Title

Date

Telephone Number

Email Address

PROFESSIONAL SOLICITOR CONTRACT CHECKLIST

Organization Name _____ DTN# _____

CH# _____ SS# _____

Contracts between a solicitor and a charitable organization/sponsor must be filed with the department at least **15 days prior to commencing a solicitation campaign**. No solicitation may occur prior to the filing of the contract or agreement.

The contract must contain the following provisions. Indicate the page number(s) where the requirement can be found within the contract for each item 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.