



Tre Hargett
Secretary of State

Solicitation Campaign Notice

Division of Charitable Solicitations and Gaming

Department of State
State of Tennessee
312 Rosa L. Parks Avenue, 6th Floor
Nashville, Tennessee 37243
Phone: 615-741-2555
Fax: 615-253-5173
sos.tn.gov/charitable

For Office Use Only

\$ _____

WARNING: False or misleading statements subject to maximum \$5,000 civil penalty. T.C.A. § 48-101-514

Instructions: Prior to the commencement of each solicitation campaign, a completed solicitation notice form shall be filed by a professional solicitor with the secretary of state. Within seventy-two (72) hours after any modifications or changes in the required information, the secretary shall be notified by the professional solicitor of those modifications or changes. If you are unable to answer in the space provided, **attach** additional sheets. Label all attachments according to applicable part and item number. Please print or type.

1. Name of professional solicitor: _____
2. Name used during campaign (if different from above): _____
3. Name of charitable organization on whose behalf the campaign was conducted:

4. Campaign period (mm/dd/yyyy):
 - A. Beginning _____
 - B. Ending _____

Note: If the campaign lasts more than one year, a financial report shall be filed within ninety (90) days after the fiscal year end of any campaign, as well as at the completion of the campaign.

5. Address where campaign will be conducted: _____
City: _____ State: _____ Zip Code: _____ County: _____
6. **Attach** a list of the names and resident addresses of all employees or other individuals who will be working in connection with this campaign.
7. Have any of the employees been convicted of a felony in the last five (5) years? Yes No
8. Do you intend to utilize a subcontractor to solicit contributions? Yes No
If yes, list name(s) _____ **Note:** Subcontractor must be registered as a professional solicitor with this office.
9. Check all fundraising types to be conducted during this particular campaign:
 Direct Mail Door to Door Telemarketing Collection Receptacles
 Other (specify) _____
10. Does the professional solicitor have a contractual agreement with the charitable organization which provides that the professional solicitor shall not have access to the funds raised and shall not make

deposits to, or have signature authority or any other authority over the charitable organization's bank accounts? Yes No

If yes, cite the contract provision or section: _____

11. T.C.A. § 48-101-513 requires the professional solicitor to submit certain documents prior to beginning any solicitation campaign. Indicate whether or not a document is attached by marking the appropriate box below.

A. A true copy of any contract or written agreement which sets forth all of the terms of the campaign. Attached Not Attached

B. The text of any oral solicitations made to the public. Attached Not Attached

C. Samples of any campaign literature including written pledge receipts, tickets, or any solicitations and written confirmations. The samples may be voided. Attached Not Attached

Signature: I certify that the information furnished in this document and all other attachments is true to the best of my knowledge.

Authorized Officer of Professional Solicitor

Signature: _____

Salutation: _____ First: _____

MI: _____ Last: _____

Position Title: _____ Date: _____

Authorized Officer of Charitable Organization

Signature: _____

Salutation: _____ First: _____

MI: _____ Last: _____

Position Title: _____ Date: _____