

SUMMARY OF SOLICITATION CAMPAIGN REQUIREMENTS IN TENNESSEE

PRIOR TO BEGINNING A CAMPAIGN

Pursuant to Tennessee Code Annotated Section 48-101-513, the following must be submitted to the Division of Charitable Solicitations and Gaming **prior** to the commencement of each solicitation campaign:

1. A completed Solicitation Campaign Notice.
2. A true copy of any written agreement or contract which may have been entered into between the charitable organization and the professional solicitor, which shall state the minimum amount or percentage, if any, which the charitable organization shall receive of revenues solicited, after solicitation expenses as a result of the solicitation campaign.
3. Copies, or samples of each type of solicitation campaign literature or promotional materials (e.g. scripts, mail, fulfillment literature, etc.) utilized in the campaign.

DURING THE SOLICITATION CAMPAIGN

Pursuant to Tennessee Code Annotated Section 48-101-513(j)(1), a professional solicitor shall, prior to orally requesting a contribution, or contemporaneously with written request for a contribution, clearly and conspicuously disclose at the point of solicitation, the name of the solicitor as on file with the division and that the solicitation is being conducted by a 'paid solicitor'. In the case of a solicitation campaign conducted orally, whether by telephone or otherwise, a written confirmation shall be sent to each person who has contributed or pledged to contribute, within five (5) days after that person has been solicited, which shall include a clear and conspicuous disclosure of the name of the solicitor as on file with the division and that the solicitation is being conducted by a 'paid solicitor'.

FOLLOWING THE COMPLETION OF THE CAMPAIGN

Pursuant to Tennessee Code Annotated Section 48-101-507 (d)(1), a professional solicitor shall file a financial report for a solicitation campaign with the Division of Charitable Solicitations and Gaming within ninety (90) days after the completion of the campaign, or after the end of the fiscal year end of any campaign that lasts more than one (1) year. The Financial report shall be audited by an independent certified public accountant, unless the professional solicitor is exempt from such requirement, pursuant to Tennessee Code Annotated Section 48-101-507 (d)(3).

ANY ORGANIZATION WHICH PLANS TO CONDUCT A SOLICITATION CAMPAIGN IN TENNESSEE SHOULD REVIEW ALL OF THE PROVISIONS OF TENNESSEE CODE ANNOTATED SECTION 48-101-501 et.seq. AND ALL APPLICABLE RULES AND REGULATIONS.