



## Division of Charitable Solicitations and Gaming Office of Tennessee Secretary of State Tre Hargett

312 Rosa L. Parks Avenue, 8th Floor  
Nashville, Tennessee 37243  
615-741-2555

### Solicitation Campaign Notice

**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. Please provide all bank account numbers and the location of all bank accounts where receipts from the campaign will be deposited: \_\_\_\_\_  
\_\_\_\_\_
9. 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.



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10. Check all fundraising types to be conducted during this particular campaign:

Direct Mail    Door to Door    Telemarketing    Other (specify) \_\_\_\_\_

11. 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: \_\_\_\_\_

12. 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: \_\_\_\_\_

Print Title (Mr., Mrs., etc.): \_\_\_\_\_ First: \_\_\_\_\_

MI: \_\_\_\_\_ Last: \_\_\_\_\_

Position Title: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Officer of Charitable Organization

Signature: \_\_\_\_\_

Print Title (Mr., Mrs., etc.): \_\_\_\_\_ First: \_\_\_\_\_

MI: \_\_\_\_\_ Last: \_\_\_\_\_

Position Title: \_\_\_\_\_ Date: \_\_\_\_\_

