



State of Tennessee
312 Rosa L. Parks Avenue, 8th Floor
Nashville, Tennessee 37243
615-741-2555 Fax: 615-253-5173

SOLICITATION CAMPAIGN NOTICE

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.**

Part I

1. Name of Professional Solicitor: _____
2. Name of Charitable Organization on whose behalf the campaign is being conducted:

3. Beginning and ending dates of this campaign. _____ / _____ / _____ through _____ / _____ / _____
Month Day Year Month Day Year

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.

4. Location where campaign will be conducted: Address: _____
City: _____ State: _____ Zip Code: _____ Phone#: _____
5. Attach a list of the names and resident address of all employees or other individuals who will be working in connection with this campaign.
6. Have any of the employees been convicted of a felony in the last five (5) years? Yes No
7. Please provide all bank account numbers and the location of all bank accounts where receipts from the campaign will be deposited: _____
8. Do you intend to utilize a subcontractor to solicit contributions? Yes No
If yes, list name: _____

Note: Subcontractor must be registered as a professional solicitor with this office.

9. What type of fundraising will be conducted during this particular campaign?
 Direct Mail Door to Door Telemarketing Other (Please describe) _____
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: _____

Part II

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.

	Attached	Not Attached
1. A true copy of any contract or written agreement which sets forth all of the terms of the campaign.	<input type="checkbox"/>	<input type="checkbox"/>
2. The text of any oral solicitations made to the public.	<input type="checkbox"/>	<input type="checkbox"/>
3. Samples of any campaign literature including written pledge receipts, tickets or any solicitations and written confirmations. The samples may be voided.	<input type="checkbox"/>	<input type="checkbox"/>

Signature Section

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

Signature of Authorized Officer of Professional Solicitor

Signature of Authorized Officer of Charitable Organization

Print Name

Print Name

Title

Title

Date

Date