

# Florida Department of Agriculture and Consumer Services



## ADAM H. PUTNAM, COMMISSIONER

### Solicitation of Contributions Notice of Commencement of Solicitation

Chapter 496, Florida Statutes  
5J-7.007

#### Instructions

1. Complete the form and attach a separate sheet if needed. A separate form must be filed for each campaign.
2. The form **must** be filed by the Professional Solicitor with the Department no less than 15 days before commencing a solicitation campaign. [s. 496.410(6), F.S.]

In the spaces provided you must list the legal name of the professional solicitor and the legal name of the charitable organization **exactly** as they appear in any articles of incorporation or organizational documents. If the solicitor or charitable organization is using any fictitious name(s) (DBA) and/or if the organization solicits under any other names, provide those names in the spaces listed. Attach a separate sheet if necessary. **Note: Corporate, LLC, and Fictitious Names are verified with the State Division of Corporations and must match both with Division of Corporations records and records filed with this Department.**

3. Attach a copy of the signed contract between the professional solicitor and the charitable organization or sponsor, as identified in s. 496.410(7), F.S.
4. The notice must be signed under oath by the contracting officers of the professional solicitor. [s. 496.410(6), F.S.]
5. Within **90 days** after the solicitation campaign has been completed and on the anniversary of the commencement of a solicitation campaign lasting more than 1 year, the professional solicitor must provide to the charitable organization or sponsor and to the Department a financial report of the campaign on the Department's form. [s. 496.410(8), F.S.]

**Send information no less than 15 days prior to commencing a solicitation campaign, to:**

FDACS  
Solicitations of Contributions  
Terry Lee Rhodes Building  
2005 Apalachee Parkway  
Tallahassee, FL 32399-6500

Florida Department of Agriculture and Consumer Services  
Division of Consumer Services



ADAM H. PUTNAM  
COMMISSIONER

**NOTICE OF COMMENCEMENT  
OF SOLICITATION**

Chapter 496, Florida Statutes  
5J-7.007

1-800-HELP-FLA (435-7352) • 850-410-3800 *Calling Outside Florida*  
www.800helpfla.com • 850-410-3804 *Fax*

*Return completed form to:*  
FDACS  
Terry Lee Rhodes Building  
2005 Apalachee Parkway  
Tallahassee, FL 32399-6700

All professional solicitors must provide a Notice of Commencement of Solicitation to the Department no less than 15 days before commencing a solicitation campaign or event. A separate form must be completed for each campaign. [s. 496.410(6), F.S.]  
**Attach additional pages if more space is needed.**

**Name of Professional Solicitor:** \_\_\_\_\_ **Florida Registration #:**  
**SS** - \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_ - \_\_\_\_\_

**Telephone Number:** ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_ **Email:** \_\_\_\_\_

**Name of Charitable Organization or Sponsor for Which the Solicitation is Being Conducted:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_ - \_\_\_\_\_

**Telephone Number:** ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_ **Florida Registration Number:**  
**CH-** \_\_\_\_\_

**Describe the solicitation campaign or event to be conducted:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**What are the beginning and end dates of the solicitation campaign?** [s. 496.410(6)(a), F.S.]  
Start Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ End Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Month Day Year Month Day Year

**Describe the charitable or sponsor program for which the campaign is being conducted as provided in the contract between the solicitor and the charitable organization or sponsor:** [s. 496.410(6)(f), F.S.]  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**List the areas of the state that will be targeted by the campaign:** [s. 496.410(6)(a), F.S.]  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Will the professional solicitor, at any time have custody of the contributions?**

Yes  No

**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): \_\_\_\_\_

**Required Attachments – Please Initial by Each:**

\_\_\_\_\_ Attached is a list of the legal names and residence addresses of each person responsible for directing and supervising the campaign. [s. 496.410(6)(c), F.S.]

\_\_\_\_\_ 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 list of address(es) and telephone number(s) from which the solicitation is to be conducted. [s. 496.410(6)(b), F.S.]

\_\_\_\_\_ Attached is a copy of the contract. [s. 496.410(6)(h), F.S.]

**Additional Notices**

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 90 days of the completion** of the campaign **and on the anniversary** of a campaign lasting more than one year [s. 496.410(8), F.S.].

State of \_\_\_\_\_ :  
County of \_\_\_\_\_ :

I, \_\_\_\_\_, having first made due oath or affirmation say that I am the \_\_\_\_\_  
*name* *Contracting Officer of the Professional Solicitor*  
of \_\_\_\_\_  
*Name of Professional Solicitor*

**And further state as follows:**

1. I am the individual who has completed the foregoing Notice of Commencement of Solicitation form;
2. I have read the foregoing Notice and know the contents thereof;
3. The same is true to the best of my knowledge and belief; and
4. This Notice is made for the purpose of complying with the provisions of Chapter 496, Florida Statutes; The Solicitation of Contributions Act.

\_\_\_\_\_  
(Signature)

**Sworn to (or affirmed) and subscribed before me this** \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_,  
by \_\_\_\_\_, who is \_\_\_\_\_ personally known to me or who has  
produced \_\_\_\_\_ as identification.

SEAL/STAMP

\_\_\_\_\_  
*Notary Public Signature*

\_\_\_\_\_  
*Notary Public Name, Please Print*