

## **INSTRUCTIONS FOR COMPLETING FUND-RAISING NOTICE FOR PROFESSIONAL SOLICITORS**

A Fund-Raising Notice is required to be filed by a professional solicitor before starting a public solicitation. See Maryland Solicitations Act, Business Regulation Article, 6-502.

Along with this Fund-Raising Notice, the professional solicitor shall submit a copy of the agreement (contract) between itself and the charitable organization and any subcontract or other contract in furtherance of the agreement. See Maryland Solicitations Act, Business Regulation Article, 6-501.

**Print this form; complete it; and mail it along with the required documentation to:  
Solicitor and Counsel Registrations, Secretary of State, State House, Annapolis, MD 21401.  
For questions about the form, please call us at 410-974-5534 or email us**

Directions for completing the Fund-Raising Notice form:

1. Enter name of the professional solicitor, mailing address to which documentation concerning registration should be mailed, telephone number, fax number, authorized representative of the professional solicitor, and an email address.
2. Enter the name of the charitable organization (should use the name under which it is registered with our office), address of the charitable organization, telephone number of the charitable organization, fax number of the charitable organization, authorized representative of the charitable organization with which the professional solicitor has entered into an agreement with, and an email address of the charitable organization.
3. Provide the name or title and a description of the fundraising campaign. The description should include the purposes for which funds are solicited by the solicitor on behalf of the charitable organization.
4. Enter the date on which the solicitation campaign will begin and end.
5. Check the appropriate fundraising method(s) to be used in this fundraising campaign. If checking "Other," please specify the method that will be used for fundraising.
6. Provide the specific geographical area in the State of Maryland in which the solicitation will occur. If soliciting in the entire state of Maryland, check "statewide." If soliciting in a specific county or counties, check "county" and list the county or counties into which the professional solicitor will solicit. If soliciting in a specific city or cities, check "city" and list the city or cities into which the professional solicitor will solicit.
7. Provide the address of all places from which oral solicitations will be conducted. All locations of any oral solicitations made to Marylanders should be included. The address provide should be the physical location at which the oral solicitations are made, not a Post Office Box.

8. Provide a list of the names and addresses of all persons engaged in oral solicitation, either directly or in a supervisory capacity. You can attach a list if necessary.
9. Provide the account number along with the bank name and address into which funds from this campaign will be deposited. The bank account should be exclusively in the name of the charitable organization. The professional solicitor may not be authorized to withdraw money from the bank account of the charitable organization.
10. By signing this form, you are certifying that you have attached the agreement (contract) between the professional solicitor and the charitable organization for this fundraising campaign.

Affidavit Section. By signing the affidavit you are also acknowledging the statement above the affidavit making the Secretary of State the agent of the professional solicitor. Be sure to sign the form as well as print the name and title of the authorized representative of the professional solicitor who is signing the form.



## Fund-Raising Notice for Professional Solicitors

Office of the Secretary of State, State House, Annapolis MD 21401 Telephone: 410-974-5534

1. Professional Solicitor: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_ Fax Number \_\_\_\_\_  
Authorized Representative \_\_\_\_\_  
Email address: \_\_\_\_\_
2. Charitable organization (client): \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_  
Authorized Representative \_\_\_\_\_  
Email address: \_\_\_\_\_
3. Name or title and description of specific fund-raising campaign:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. Date solicitations begin: \_\_\_\_\_; end: \_\_\_\_\_
5. Describe the fund-raising method(s) to be used by checking the appropriate selection:  
 Telephone  
 Direct Mail  
 Combination Telephone/Mail  
 Other (please specify): \_\_\_\_\_  
\_\_\_\_\_

6. Specific geographical area to be solicited:

\_\_\_\_\_ Statewide

\_\_\_\_\_ County (what county? \_\_\_\_\_)

\_\_\_\_\_ City (what city? \_\_\_\_\_)

7. State addresses of all places from which oral solicitation will be conducted:

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8. State names and addresses of all persons engaged in oral solicitation, either directly or in a supervisory capacity:

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9. State name, address of bank and account number where receipts of fund-raising campaign will be deposited in an account exclusively in the name of the charitable organization:

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10. **I certify that I have attached a copy of the agreement (contract) between the professional solicitor and the charitable organization to this form.**

I acknowledge that the Maryland Secretary of State is deemed to be my agent upon whom may be served any summons, subpoena, subpoena duces tecum or other court process directed to the applicant or any partner, principal or director of the applicant.

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**Affidavit**

I solemnly affirm under the penalties of perjury and upon personal knowledge that the contents of the foregoing paper are true.

Signature of authorized representative of professional solicitor:

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Print or type name and title: \_\_\_\_\_