

**SOUTH CAROLINA
SECRETARY OF STATE**

PUBLIC CHARITIES DIVISION

**REGISTRATION APPLICATION
INDIVIDUAL PROFESSIONAL SOLICITOR**

Filing Instructions

- **Include the \$50.00 filing fee, payable to South Carolina Secretary of State, with this application.**
- **Our office will not accept more than five individual solicitor applications to be paid with a single check.**
- **This application must be completed in its entirety. If there are any questions not answered, this form will be returned for correction.**
- Please contact our office with any questions regarding this form at 803-734-1790 or charities@sos.sc.gov.
- Mail to: South Carolina Secretary of State, Public Charities Division, 1205 Pendleton St., Suite 525, Columbia, SC 29201.

Check one: **Initial Registration** **Renewal** **Individual Solicitor's ID:** _____
(Renewal only)

1. Full Name of Individual Professional Solicitor: _____

A. Home Address of Applicant:

Street Address, City, State, Zip Code

2. Your employer's company name and contact information: _____
Fundraising Company Name

Contact Name

Contact Title

Contact Address, City, State, Zip Code

Contact Phone

Contact Email

3. List all other governmental authorities with which you are registered as a professional solicitor:

4. List any other charitable organizations for which you have solicited donations as a professional solicitor in the State of South Carolina for the previous three years. **Attach a separate sheet if necessary.**

5. Has your authority to solicit contributions been denied, cancelled, suspended or revoked, or has any disciplinary or legal action been taken against you by any governmental authority or is any action pending against you in relation to any fundraising activity? ___No ___Yes **If yes, provide a full description. Attach a separate sheet if necessary.**

6. Have you ever been the subject of a criminal conviction, including guilty or nolo contendere pleas, involving any charitable solicitations act, fraud, dishonesty or false statement in a jurisdiction within the United States?

____ No ____ Yes **If yes, provide a full description. Attach a separate sheet if necessary.**

Please read each of the following items. After reading each item, sign your initials in the space provided at the left of each numbered item. Your application cannot be accepted unless you read and initial each item.

I acknowledge that at the initial time of solicitation of any person in the state of South Carolina:

____ 1. I must disclose my status as a professional or paid solicitor upon solicitation of any potential donor.

____ 2. I must disclose the registered true name of the professional fundraising organization for which I work and the registered true name, location, and purpose of the charitable organization for which I am soliciting.

I acknowledge that upon the oral or written request of the solicited party:

____ 3. I must disclose the percentage of gross receipts with which the professional solicitor is compensated, including the amount the professional solicitor must be reimbursed as payment for fundraising costs.

____ 4. I must disclose the guaranteed minimum percentage of gross receipts to be remitted or retained by the charitable organization, excluding the amount which the charitable organization must pay for fundraising costs.

I acknowledge that upon the oral or written request by the solicited party, I must deliver to the solicited party within fifteen business days of the request:

____ 5. A financial statement of the charitable organization disclosing assets, liabilities, fund balances, revenue and expenses for the preceeding fiscal year. The financial statement must be the most recently submitted annual financial report pursuant to S.C. Code of Laws Section 33-56-60.

____ 6. A copy of the professional solicitor's or charitable organization's current registration certification from the Secretary of State.

I further acknowledge that:

____ 7. If I fail to comply with the provisions of the South Carolina Solicitation of Charitable Funds Act, I or my employer may be subject to an administrative fine not to exceed two thousand dollars (\$2,000) for each separate violation.

____ 8. An offense committed in violation of S.C. Code of Laws Section 33-56-90 is considered to have been committed at the place where the solicitation either was initiated or was received.

I, the applicant, certify under the penalty of perjury, that I have read and understand each of the items above. Furthermore, I certify that the information furnished in this application and all attached supplementary information is true and correct to the best of my knowledge, information and belief. I understand that the giving of false or incorrect information may constitute a misdemeanor carrying a penalty upon conviction of a fine of not more than two thousand dollars (\$2,000.00) or imprisonment for not more than one year, or both, for a first offense. A second or subsequent offense may constitute a felony carrying a penalty upon conviction of a fine of not more than five thousand dollars (\$5,000.00) or imprisonment of not more than five years, or both.

Print Name

Signature Date