



DELBERT HOSEMANN
Secretary of State

FORM PF

PROFESSIONAL FUND-RAISER

APPLICATION FOR REGISTRATION

INITIAL _____

RENEWAL _____
MISSISSIPPI REGISTRATION # _____

1. Full name and mailing address:

Street address:

Telephone number:

Fax number:

Contact person name, address and phone number:

E-mail:

2. Organization: Corporation___ Partnership___ Other___ (Explain)

Date and place of organization:

Federal Employer Identification #

3. Attach a list of corporate officers, directors, partners, and/or owners of the organization. This list must include full name, address, and phone number.

4. Attach a list of other state or governmental agencies that have registered applicant to solicit contributions.

5. Indicate type(s) of solicitations made: ___ Direct mail ___ Telemarketing ___ Door to Door ___ Sale of Advertising ___ Sale or Offer of Goods ___ Entertainment event (sale of tickets) ___ Other (Explain fully)
6. Attach a list of locations from which solicitations will be made. The list must include contact person, complete address and phone number.
7. Attach a list of organizations for which applicant solicits in Mississippi. This list must include name, address, phone number and **terms of remuneration**.
8. State nature of any business other than professional fund-raising conducted by the applicant.
9. Does applicant or any of its representatives have access to contributions or other receipts from solicitations?
YES___ NO___
10. Does applicant or any of its representatives have authority to pay expenses associated with a solicitation?
YES___ NO___
11. Has applicant or any representative ever been, or are they now, associated with any charitable or other organization with which the firm has contracted to act as a professional fund-raiser? YES___ NO___
If yes, attach explanation of association.
12. (A) Has applicant or its owners, officers, directors, or partners ever had any license, registration, or permit denied, canceled, suspended, revoked, and/or enjoined or is any such action pending? YES___ NO___
If yes, attach copies of such action.
- (B) Has applicant ever had any civil, administrative, or other legal actions filed against it or its owners, officers, directors, or partners pursuant to any state or local charitable solicitations act?
YES___ NO___
If yes, attach copies of such action.
- (C) Has applicant or any of its owners, officers, directors, or partners ever been convicted of a misdemeanor involving the misappropriation, misapplication, or misuse of money or property of another, or of any felony? If yes, attach copies of such action.
YES___ NO___
- (D) Has applicant or any of its owners, officers, directors, or partners ever been fined or have entered into any agreement with any governmental authority in any state limiting or prohibiting its fund-raising activity?
If yes, attach copies of such action and explanation. YES___ NO___

13. Has applicant ever had a bond canceled or application for a bond rejected? YES___ NO___
If yes, attach explanation.

14. List name, address, and phone number of company that will issue the required bond. (*Please note that all bonds expire on June 30 each year*).

I certify that the information on this document and in the attachments hereto is true and correct. I further certify that I am authorized to submit this form on behalf of the Registrant. I understand that I am under a continuing obligation to notify the Secretary of State's Office of any changes in the information provided to that office.

SIGNATURE OF PRESIDENT (or other authorized officer)

TYPED (or printed) NAME AND TITLE

Sworn to and subscribed before me this the _____ day of _____, 20__.

NOTARY PUBLIC

NOTARY SEAL

PROFESSIONAL FUND-RAISER APPLICATION FOR REGISTRATION

FORM PF

INSTRUCTIONS

Registration is required prior to any solicitation of contributions.

1. Fill out the Professional Fund-Raiser Application for Registration (FORM PF). Indicate whether initial registration or renewal. All questions must be answered completely or the form will be considered deficient and will not satisfy the filing requirement. If attachments are necessary, indicate the question number on the attachment. **Please type or print clearly.**
2. The form must be signed by the person taking responsibility for the information submitted, and the signature must be notarized.
3. The \$10,000 bond is required to be filed with the application. All bonds expire on June 30th and must be renewed for a one-year period.
4. A list of all charitable organizations for which Registrant solicits in Mississippi must be attached. Enclose a copy of the contract(s) between Registrant and the charitable organization(s). **NOTE: SEE §79-11-515 OF THE MISSISSIPPI CHARITABLE SOLICITATIONS ACT FOR CONTRACT REQUIREMENTS.**

Professional Fund Raisers who are domiciled in Mississippi but solicit outside the state are required to provide a list of charitable organizations for which campaigns are being conducted. Enclose a copy of the contract(s) between Registrant and the charitable organization(s). **NOTE: SEE §79-11-515 OF THE MISSISSIPPI CHARITABLE SOLICITATIONS ACT FOR CONTRACT REQUIREMENTS.**

5. Professional Solicitor Application for Registration for all professional solicitors employed by Registrant must be completed and returned with this registration. Applications must be on file before solicitations are made. Registrations expire on June 30th and must be renewed.
6. Enclose the fee of \$250.00 made payable to the Mississippi Secretary of State.
7. Send application, contracts, bond, professional solicitor applications and fee to:

Mississippi Secretary of State's Office
Charities Registration
P O Box 136
Jackson MS 39205-0136
(601) 359-1057

ADDITIONAL FILING REQUIREMENTS

A Solicitation Campaign Notice form must be filed with this office **before** solicitations are made in this State on behalf of any charitable organization. **NOTE: SEE §79-11-523 OF THE MISSISSIPPI CHARITABLE SOLICITATIONS ACT FOR DISCLOSURE REQUIREMENTS.**

All charitable organizations must also be registered before a campaign begins. It is a violation of §79-11-519(5) to solicit for an unregistered charitable organization.

The Summary of Financial Activities of a Professional Fund Raiser for a Solicitation Campaign form must be filed with this office **within 90 days** after the completion of a campaign or annually if the campaign is ongoing.

IT IS IMPORTANT THAT THESE REPORTS ARE KEPT CURRENT

RENEWAL OF REGISTRATION

All Professional Fund-Raiser registrations expire on June 30th of each year. The annual registration renewal is due by that date.