

SOLICITOR CONTRACT CHECKLIST

Contracts between a solicitor and a charitable organization/sponsor must be filed with CSL AT LEAST FIVE DAYS PRIOR TO COMMENCING A SOLICITATION CAMPAIGN. Complete this checklist with the PAGE NUMBER(S) on which the following required information is located. If the information is in an Addendum, indicate the page number(s) and the word "Addendum" with date as needed. Contract requirements for solicitors are found at N. C. Gen. Stat. § 131F-16(g)(1)-(5).

Name of Solicitor _____

Name of Charitable/Sponsor Organization _____

PAGE NUMBER(S) OF ITEM

- _____ 1. Statement of the charitable/sponsor purpose and program for which the solicitation campaign is being conducted.
- _____ 2. Statement of the respective obligations of the solicitor and the charitable organization or sponsor.
- _____ 3. Statement of guaranteed minimum percentage of gross receipts from contributions to be remitted to charitable organization or sponsor. If solicitation involves sale of goods, services, or tickets to a fundraising event, state the percentage of the purchase price to be remitted to the charitable organization or sponsor. Any stated percentage shall exclude any amount charitable organization or sponsor shall pay as fundraising costs.
- _____ 4. Statement of percentage of gross revenue for which solicitor shall be compensated. If compensation is not contingent upon number of contributions or amount of revenue received, then compensation shall be expressed as a reasonable estimate of percentage of gross revenue, and the contract shall clearly disclose the assumptions upon which the estimate is based. Stated assumptions shall be based upon all relevant facts known to solicitor regarding the solicitation to be conducted.
- _____ 5. Effective and termination dates of the contract.
- _____ 6. Signatures of two authorized officials of the charitable organization or sponsor, one of whom is a member of the governing body and one of whom is the authorized contracting officer for the solicitor.

CONTINUED ON THE BACK OF THIS PAGE

For purposes of the relevant section of the Annual Report required pursuant to N. C. Gen. Stat. § 131F-30(c), solicitors will also answer at least one of the following percentage inquiries related to the contract.

NOTE THAT THE INQUIRY ANSWERED MUST BE THE ONE THAT PROVIDES THE LOWEST PERCENTAGE.

Solicitors may choose to fill in the entire list of percentages, understanding that the lowest percentage, as required by the Charitable Solicitation Act, will be in the Annual Report issued by the Secretary of State.

_____ % Fixed percentage of the gross revenue that the charitable organization or sponsor will receive as a benefit from the solicitation campaign

_____ % Reasonable estimate of the percentage of the gross revenue that the charitable organization or sponsor will receive as a benefit from the solicitation campaign

_____ % Guaranteed minimum percentage of the gross revenue that the charitable solicitation or sponsor will receive as a benefit from the solicitation campaign as provided in the contract between the solicitor and the charitable organization or sponsor

Attach this completed checklist to a copy of the contract and submit both the checklist and the contract, together with the Solicitation Campaign Notice required by N. C. Gen. Stat. § 131F-16(f), to CSL at least five days prior to commencing a solicitation campaign.

Questions? Contact CSL at 1-888-830-4989 (North Carolina residents only) or at 919-814-5400.