

General Information

BEFORE your charitable organization can solicit funds, you MUST register with the Department of Agriculture & Consumer Services. (This does not include religious or educational institutions, government entities, or political contributions.)

Download the registration application (form DACS 10100) online at www.doacs.state.fl.us/onestop/forms/10100.pdf.

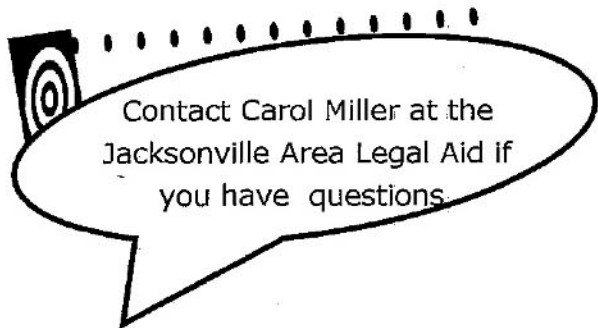
The registration fee is \$10 for organizations without paid officers. Otherwise, the registration fee varies.

You MUST renew your registration EVERY year. The renewal application will be mailed to you.



After registering your organization, you will receive a registration number. You must include this number on EVERY printed solicitation, written confirmation, receipt, or reminder of a contribution ALONG WITH the following phrase, in all capital letters:

"A COPY OF THE OFFICIAL REGISTRATION AND FINANCIAL INFORMATION MAY BE OBTAINED FROM THE DIVISION OF CONSUMER SERVICES BY CALLING TOLL-FREE (800) 435-7352 WITHIN THE STATE. REGISTRATION DOES NOT IMPLY ENDORSEMENT, APPROVAL, OR RECOMMENDATION BY THE STATE."



Contact Carol Miller at the Jacksonville Area Legal Aid if you have questions.

Jacksonville Area Legal Aid, Inc.



Solicitation Guidelines for Charitable Organizations

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A Wealth of Justice for Those
Who Have Neither

Completing the Application

A complete application includes the application, the affidavit, and the registration fee.

Charitable organizations must complete questions 1-10, 12-24, and 26.

To complete questions 1-10, you will need:

- your organization's name, address and telephone number
- your organization's federal employer identification number
- date of establishment
- officers' names, addresses and telephone numbers
- information about any convictions involving officers or employees stealing money or property

To complete questions 12-24, you will need:

- to decide which officer(s) will be responsible for fundraising activities
- the treasurer's name and month/day of fiscal year end
- IRS tax exemption letter
- information about professional solicitors or fundraising consultants, if applicable



“Solicitation” means asking for money or property to fund your organization. This does not include asking for money from members or applying for grants.

To complete question 26, you will need 1 of the following forms:

- IRS Form 990 with Schedule A
- IRS Form 990-EZ
- Financial statement on pages 12-13 of the application packet
- A budget ONLY IF your organization is in its first year

After completing the application, the treasurer must sign the affidavit under oath with a notary public.

Update your organization's address to make sure you receive the renewal application.