

SOLICITATION CAMPAIGN REPORT INSTRUCTIONS

This form is to be completed and filed with the Department of Consumer Protection , Public Charities Unit not more than ninety (90) days after the completion of each solicitation campaign involving a paid solicitor. The "date soliciting began" and "date soliciting ended" dates on the campaign report should correspond to the solicitation notice (Form CPC -58) "begin" and "end" dates filed with the Public Charities Unit by the solicitor before the campaign began.

For a solicitation campaign lasting more than one year, a Solicitation Campaign Financial Report is due on the anniversary of its commencement. Anniversary reports **must** state the period of time covered by the report. Amounts included on earlier reports for earlier periods should not be included on later reports. When the campaign is completed, the **total** of all reports filed for that campaign should equal the **total** for the entire campaign. This financial report should be completed on a **cash basis**.

Send the completed form to: **Public Charities Unit**
 c/o Office of the Attorney General
 55 Elm Street
 Hartford, CT 06106.

Both sides of the form must be completed to the extent applicable. The completed report must be certified under oath by an authorized official of the paid solicitor and by two authorized officials of the charitable organization. Remember, because of the certifications required, the form **must** be submitted as a double-sided form.

Financial report instructions:

Enter on line 1 the total money actually collected as a result of the campaign. This is the gross amount, without deducting any expenses. Uncollected pledges as of the date of this report are to be reported at the bottom of the form in the space provided.

Either line 2 **or** line 3 should be completed, depending on the terms of the contract between the charitable organization and the paid solicitor.

- { Complete line 2 if the contract with the charitable organization for this solicitation campaign requires the charitable organization to pay the solicitor a stated percentage of the gross revenue collected and/or a stated dollar amount. No expenses incurred by the solicitor in performing the solicitation are charged to or reimbursed by the charitable organization.
- { Complete line 3 if the contract with the charitable organization for this solicitation campaign requires the charitable organization to reimburse (pay for) specific expenses the solicitor incurs in the conduct of the solicitation (such as telephone charges, rental of the phone room location, postage for sending confirmations, payments for special events such as a show fee or auditorium rental, etc.) and a percentage of the gross revenue collected for payment to the solicitor, the phone room manager or others.