INSTRUCTIONS—PROFESSIONAL SOLICITOR REGISTRATION FROM

1. REGISTRATION—Complete the registration form answering all applicable questions. If not applicable, so state. Attach a separate sheet if additional space is needed.

2. REGISTRATION FEE- $150.00 check must be made payable to Louisiana Department of Justice and must be included with the registration (51:1901.1).

3. PARTNERSHIPS/CORPORATIONS—A professional solicitor that is a partnership or corporation may register and pay a single registration fee of $150.00 on behalf of all members, partners, officers, directors, agents and employees; however, the names, street addresses and titles of all officers, employees and agents and all other persons contracted to work for the solicitor must be listed. (See #6 on form) (51:1901.1).

4. EXPIRATION—Registration is valid for 1 year. Registration must be renewed on or before the anniversary date of initial registration each year (R.S. 51:1901.1).

5. SIGNATURE—Registration forms must be signed and sworn to as prescribed by the Department (R.S. 51:1901.1).

6. NOTICE OF COMMENCEMENT OF SOLICITATION—A Notice of Commencement of Solicitation must be provided to the Department, on a form prescribed by the Department, no less than 10 days before commencing each solicitation campaign or event. Included with the Notice of Commencement must be a copy of the contract or agreement between the solicitor and the charitable organization or sponsor.

7. SURETY BOND—All professional solicitors must include with their registration a bond in the sum of $25,000 issued by a surety provider authorized to do business in Louisiana. The bond must be on the department's form and payable to the state and to any liability arising out of a violation of R.S. 51:1901.1 et seq, or any rule adopted pursuant thereto.

8. CHANGES—Any material change in the information filed with the Division must be reported to the division, in writing, within 7 days after the change occurs.

Please submit to: Louisiana Department of Justice
Consumer Protection Section
P.O. Box 94005
Baton Rouge, LA 70804-9005
REGISTRATION—PROFESSIONAL SOLICITOR

Any person intending to solicit contributions on behalf of any charitable organization or sponsor within this state must, prior to acting as a professional solicitor, register with this division. Registration is valid for one year. Registration may be renewed on or before expiration date of initial registration.

Attach additional pages if necessary.

1. Full name and business address of solicitor (Include city, state, zip and telephone number).

2. If above address is not in Louisiana, state the street address of primary office or affiliates in Louisiana.

3. Type of company (Corporation, partnership, individual, other)

4. If other than individual, state where company was legally established.

5. Are you a partnership or corporation filing on behalf of your partners, members, officers, directors, agents and employees? Yes No. If so, attach a list of names, titles and street addresses of all persons contracted to work for the solicitor or provide the information to the Division within 5 days after the date of employment or contractual agreement.
6. On a separate sheet, list the names and residence addresses of all officers, directors, trustees and executive personnel of the professional solicitor.

7. Has the applicant or any of its directors, officers, persons with controlling interest in the applicant, employees or agents been convicted within the last 5 years of any felony or of a misdemeanor arising from the conduct of a solicitation for any charitable organization or sponsor or a charitable or sponsor purpose; or has the applicant or any of its directors, officers, persons with controlling interest in the applicant, employees or agents been enjoined from violating a charitable solicitation law in this or any other state? _________
   Yes_______ No  Describe convicting or injunction, including jurisdiction and case number.__________________________________________________________
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________

8. Attach a separate sheet listing the names and addresses of all persons in charge of any solicitation activity.

9. Does the applicant maintain custody or control of contributions made to a charitable organization _________ Yes _________ No  If yes, attach the bond as required by La. R.S. 51:1901.1.

NOTICE: ALL PROFESSIONAL SOLICITORS MUST PROVIDE A NOTICE OF COMMENCEMENT OF SOLICITATION TO THE SECTION AT LEAST 10 DAYS BEFORE COMMENCING EACH SOLICITATION CAMPAIGN OR EVENT, ON A FORM PRESCRIBED BY THE SECTION.

ANY MATERIAL CHANGE IN ANY INFORMATION FILED MUST BE REPORTED, IN WRITING, TO THE SECTION WITHIN 7 DAYS AFTER THE CHANGE OCCURS.
LOUISIANA DEPARTMENT OF JUSTICE
AND CONSUMER PROTECTION

PROFESSIONAL SOLICITOR
SURETY BOND FORM

(Name of Professional Solicitor)     (Address, including state and zip code)

______________________________ as Principal, and ______________________

(Name of Surety Company)

______________________________, a surety authorized to do business in the

State of Louisiana, are held and firmly bound to the State of Louisiana and any person who may have
a cause of action against the principal obligor arising out of a violation of any provision of La.R.S.
51:1901 et seq., or any rule adopted pursuant thereto in the amount of twenty five thousand dollars
($25,000.00), lawful money of the United States for payment of which well and truly to be made,
we, and each of us, bind ourselves, our heirs, executors, administrators, successors, and assigns
insolido, firmly by this document.

WHEREAS, the above names principal has applied to the Louisiana Department of Justice and
Consumer Protection to register as a professional solicitor for the period ending ______________ , in
accordance with the provisions of R.S. 51:1901 et seq., and is required to furnish a surety bond with
such registration.

AND, if the Principal shall fully and faithfully observe all provisions of La. R.S. 51: 1901, then this
obligation shall be void; otherwise to remain in full force and effect.

The surety may cancel this bond at any time by providing the Department thirty (30) days notice in
writing by certified mail of its intent to cancel or terminate this bond. The surety shall not be
discharged from any liability already accrued under this bond, or which shall accrue hereunder
before the expiration of the thirty day period. In addition, the surety shall not be discharged from any
liability which accrues under this bond during the period said bond is in effect.

This bond shall not become void upon the first recovery thereon but demand may be made from time
to time until the full amount thereof shall have been exhausted.

Signed and sealed this _______ day of ___________ , 20____.

Principal (Name of Entity)   (Surety)

Signature of Officer/Title   Signature of Officer/Title
Attach agent’s power of attorney and mail original to:
Louisiana Department of Justice
Consumer Protection Section
P.O. Box 94005
Baton Rouge, LA 70804-9005
AFFIDAVIT

State of _______________________________

Parish/County of _______________________

I, ________________________________, being first duly sworn say that I am the
(Name)

____________________________________ of ____________________________________

>Title or office)          (Name of Professional Solicitor)

AND further state as follows:

1. I am the individual who has completed the foregoing Registration Form for a
   Professional Solicitor;
2. I have read the foregoing registration form and know the contents thereof;
3. The same is true to the best of my knowledge and belief; and
4. This registration form is made for the purpose of complying with the provision of
   La. R.S. 51:1903 and 1904;
5. I agree to conform to all applicable Louisiana Statutes, ordinances and guidelines.

____________________________________

Signature

The foregoing instrument was acknowledged before me this ________ day of
_______________________, 20____, by __________________________, who is personally
known to me or has produced ______________________________ as identification and who did
(did not) take an oath.

____________________________________

Notary Public
STATE OF LOUISIANA
NOTICE OF COMMENCEMENT OF SOLICITATION

1. Name of professional solicitor: ___________________________________________

2. Is professional solicitor currently registered with this office? _______ Yes _______ No

3. Full name and business address of charitable organization:
   _______________________________________________________________________
   _______________________________________________________________________

4. Describe the specific charitable purpose for which the solicitation is being conducted.
   _______________________________________________________________________
   _______________________________________________________________________

5. Percentage of funds solicited which are designated for the charitable organization:
   ____________ %

6. Percentage of funds solicited which are designated for the for profit fund raising firm:
   ____________ %

7. Percentage of funds to the charitable organization that are used for a charitable purpose:
   ____________ %

8. Please attach a copy of the solicitation contract.

9. Specific dates of charitable solicitation. Beginning mo/day/yr _______________ until
   Ending mo/day/yr _______________.

Please submit to:
Louisiana Department of Justice
Consumer Protection Section
P.O. Box 94005
Baton Rouge, LA 70804-9005