



COMMONWEALTH OF PENNSYLVANIA  
DEPARTMENT OF STATE

OFFICE OF THE  
SECRETARY OF THE COMMONWEALTH

BUREAU OF CHARITABLE ORGANIZATIONS  
207 NORTH OFFICE BUILDING  
HARRISBURG, PA 17120  
717-783-1720  
1-800-732-0999

Dear Professional Fundraising Counsel:

The Pennsylvania Solicitation of Funds for Charitable Purposes Act (Act), 10 P.S. § 162.1 *et seq.*, requires the registration of professional fundraising counsels retained by a charitable organization to provide services with respect to the charitable organization's solicitation of contributions from Pennsylvania residents.

No person may act as a professional fundraising counsel with respect to a charitable organization soliciting contributions from Pennsylvania residents prior to the Bureau's approval of a registration statement and the counsel's written contract with the charitable organization. The Bureau may impose administrative fines for violations of the Act. A professional fundraising counsel which is a partnership or corporation may register for and pay a single fee on behalf of all of its partners, members, officers, directors, agents and employees. Each registration is valid for one year and may be renewed for additional one-year periods. A professional fundraising counsel who does not wish to renew its registration should provide written notice to the Bureau stating the reason why registration will not be renewed.

Because the Bureau registers both professional fundraising counsels and professional solicitors, you should review the definitions on the next page to make sure you are completing the proper registration form.

Complete the registration statement by answering ALL questions. If a question is not applicable, please state such. The registration statement must be signed by a principal officer of the professional fundraising counsel. The application must be accompanied by a \$250 fee in the form of a check or money order payable to the "Commonwealth of Pennsylvania." Mail all filings to the Bureau of Charitable Organizations, 207 North Office Building, Harrisburg, PA 17120.

If you have not received a copy of the Solicitation of Funds for Charitable Purposes Act, you may request a copy from the Bureau or you can review or print a copy from the Bureau's Web site. If you have any questions or need clarification about any of these matters, please contact me.

R. Brian Aumiller  
Administrative Assistant

Visit our Web site at: [www.dos.state.pa.us](http://www.dos.state.pa.us), then select "Charities"