

Part A - Identification of Fund Raising Counsel (FRC)

1. Full Legal Name of Fund Raising Counsel (per the Registrant's organizing documents)		2. NYS Fund Raising Counsel ID# (if any) _____ - _____ - _____	
3. Mailing Address (Number and Street)	Room/Suite	4. Primary Contact	
City or Town, State or Country and ZIP + 4		5. Primary Contact Title	
6. Main Address or Principal NYS Address (Number and Street) (if any or different from item #3)	Room/Suite	7. Telephone Number	8. Fax Number
City or Town, State or Country and ZIP + 4		9. Email Address	
10. Name of Third Party Representative (relating to this registration and other statutory filings)		11. Primary Contact for Third Party (include title)	
Third Party Mailing Address (Number and Street)	Room/Suite	12. Third Party Telephone #	13. Third Party Fax #
City or Town, State or Country and ZIP + 4		14. Third Party Email Address	
15. List all other legally authorized names by which the Registrant is known <i>(Submit a copy of all authorizing documents not previously filed.)</i>			

Part B - Certification - Registrant's Signature Required

I, an authorized representative of the Registrant, certify under the penalties for perjury, that I have reviewed this Registration Statement, including all schedules and attachments, and to the best of my knowledge and belief, they are true, correct and complete in accordance with the laws of the State of New York applicable to this statement.

FRC Registrant			
	Signature	Printed Name	Title
			Date

Part C - Fee and Mailing

Statutory Fee Due: \$800	Submit a check or money order made payable to "NYS Department of Law" .	Mail completed form with the required attachments and fee to the address at the top of this page.
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Part D - Activities

1. Does the Registrant or any representative of the Registrant solicit, as that term is defined in § 171-A of the Executive Law? Yes No
2. Does the Registrant or any representative of the Registrant have access to contributions or other receipts from solicitations? Yes No
3. Does the Registrant or any representative of the Registrant have authority to pay expenses associated with a solicitation? Yes No
4. Does the Registrant or any representative of the Registrant employ any Professional Solicitors? Yes No

FOR OFFICE USE ONLY	DATE RECEIVED	FEE RECEIVED	REGISTRATION FILING ID#	FRC ID#
	REVIEWER	ACCEPT DATE	START DATE	END DATE

Part F - Associations with Other Fund Raising Professionals and Charitable Organizations

1. Has the Registrant or any representative of the Registrant been associated at any time with any of the charitable organizations disclosed in Part H in any manner other than pursuant to a contract disclosed in Part H or a contract previously filed with the New York State Attorney General's Charities Bureau? **Yes*** **No**

***If "Yes," complete the following schedule** (Include any additional information on a separate attachment, using the same schedule format.)

Name	Mailing Address (number and street, room/suite, city or town, state or country and ZIP + 4)	Other Relationship to Charity

2. Has the Registrant or any representative of the Registrant been associated at any time with any other Professional Fund Raiser or Fund Raising Counsel? **Yes*** **No**

***If "Yes," complete the following schedule** (Include any additional information on a separate attachment, using the same schedule format.)

Name	Mailing Address (number and street, room/suite, city or town, state or country and ZIP + 4)	Position With Other PFR/FRC

Part G - Previous Conduct

1. In connection with any fund raising activity, has the Registrant or any representative of the Registrant ever had any license, registration or permit denied, canceled, suspended or revoked, or has any official disciplinary or legal action ever been taken, or is one currently pending, against the registrant or any representative of the Registrant? **Yes*** **No**
***If "Yes," describe below (include name and address of government agency, nature of outcome and date):**

2. Has the Registrant or any representative of the Registrant ever entered into any agreement with any regulatory body regarding its conduct in connection with any fund raising activity? **Yes*** **No**
***If "Yes," describe below (include name and address of government agency, nature of outcome and date):**

3. Has the Registrant or any representative of the Registrant ever been convicted of or pleaded guilty to a felony or misdemeanor involving the misappropriation or misuse of the money or property of another? **Yes*** **No**
***If "Yes," describe below (include name and address of government agency, nature of outcome and date):**



New York State Department of Law (Office of the Attorney General)
Charities Bureau

Instructions for Form CHAR014 (Fund Raising Counsel Registration Statement) and Summary of Registration and Filing Requirements for Fund Raising Counsel

Article 7-A of the Executive Law & NYCRR Title 13, Chapter V, Parts 90 - 99
<http://www.CharitiesNYS.com>

Important Notice: These Instructions and Summary are intended to provide assistance in completing Form CHAR014. Also included is information on many of the registration and filing requirements for Fund Raising Counsel. For additional information on registration and filing requirements pursuant to the Executive Law, registrants and potential registrants are encouraged to familiarize themselves with §171-a through §177 of Article 7-A of the Executive Law and NYCRR Title 13, Chapter V, Parts 90 - 99.

I. General Instructions in Completing Form CHAR014

- A.** Type or print in ink the responses to **all** items on pages 1 - 5 of Form CHAR014. Enter "**NA**" for any item that is not applicable.
- B.** In all instances, the "Registrant" or "FRC Registrant" shall mean the applicant Fund Raising Counsel named in Part A1.
- C.** In all instances a "representative of the Registrant" or an "authorized representative of the Registrant" shall mean an owner, partner, director, officer, manager or key employee of the Registrant.
- D.** In all instances, a "Third Party Representative" shall be the attorney, accountant or other individual acting on behalf of the Registrant. If a Third Party Representative is named, all communications from the Attorney General's Charities Bureau will be directed to the Third Party Representative.
- E.** Provide the required Federal ID Number and Social Security numbers **only** in Part I, page 5. (This page is not open to public inspection.) **DO NOT** disclose these numbers or other personal information such as birth dates, driver's license numbers, etc., elsewhere on Form CHAR014 or on any attachment to that Form as such pages are open to public inspection.

II. Registrant Certification

An authorized representative of the Registrant must certify, under penalties for perjury, all statements made in Form CHAR014. The signature on Form CHAR014, Part B must be original and must be accompanied by the signatory's printed name, title and the date signed.

III. Required Fund Raising Counsel Registration Filing Documents

- Form **CHAR014** (with appropriate attachments)
- \$800 mandatory annual registration fee
- Copies of all current contracts with charitable organizations required to be registered under the statute that were not previously filed
- Copies of all organizing documents, amendments to organizing documents, certificates of assumed name and "doing business as" (d/b/a) certificates that were not previously filed

IV. Payment

All fees should be submitted in a single check or money order, payable to "New York State Department of Law".

V. Registration Period

A Fund Raising Counsel's registration expires one year from the date of registration or re-registration. If continuing to act as a Fund Raising Counsel, the Registrant must submit the required re-registration documents each year prior to registration expiration.

VI. Changes to Registration

The Registrant must notify the Charities Bureau in writing, certified under penalties for perjury, within 20 days of any material change to the information provided on Form CHAR014.

VII. Mailing Instructions

All registration documents and payment should be mailed to the following address:

New York State Department of Law (Office of the Attorney General)
Charities Bureau
The Capitol
Albany, NY 12224

VIII. Additional Charities Bureau Contact Information

Telephone: (518) 486-9797
E-mail: Charities.Fundraising@ag.ny.gov

IX. Fund Raising Counsel (FRC) - See §§171-a, Executive Law

Any person who for compensation consults with a charitable organization or who plans, manages, advises or assists with respect to the solicitation in this state of contributions for or on behalf of a charitable organization, but who does not have access to contributions or other receipts from a solicitation or authority to pay expenses associated with a solicitation and who does not solicit. A bona fide officer, volunteer, or employee of a charitable organization or an attorney at law retained by a charitable organization, shall not be deemed a FRC.

X. Contracts - See §§172-d, 173-a, 174, 174-a, Executive Law

- No person shall enter into any contract or agreement with or otherwise employ or engage a Fund Raising Counsel (FRC) required to be registered under NYS Executive Law unless such FRC has provided to such person a statement, signed under penalties for perjury, that it is registered with the Attorney General's Charities Bureau and in compliance with all filing requirements of the Executive Law.

- No person shall enter into any contract or agreement, employment or engagement to raise funds or conduct any fund raising activities for any charitable organization required to be registered under NYS Executive Law §172 unless such charitable organization is registered with the Attorney General's Charities Bureau and in compliance with all filing requirements of the Executive Law.

- No person shall act as a FRC before that FRC has a written contract with the charitable organization, or other person benefitting from the services. A FRC must file with the Attorney General's Charities Bureau, within 10 days of its execution, a copy of each contract entered into between the FRC and any charitable organization required to be registered under NYS Executive Law §172. At the time of the filing, the FRC must certify, under penalties for perjury, that the contract being filed is a true and correct copy of the original executed contract. For additional information, please refer to Form **CHAR016A**.

- Whenever a charitable organization contracts with a FRC, the organization has the right to cancel the contract without cost, penalty, or liability for a period of 15 days following the date on which the contract is filed by the FRC with the Attorney General's Charities Bureau, regardless of the execution date of the contract. In order to cancel during this period, the organization must mail or hand deliver a notice of cancellation to the FRC and send a copy to the Attorney General's Charities Bureau. Such notice is sufficient if it indicates that the charitable organization does not intend to be bound by the contract. For additional information, please refer to Form **CHAR016B**.

- The failure of a FRC to discontinue solicitation or any other fund raising activity upon receipt of a notice of cancellation in accordance with the provisions of Article 7-A of the Executive Law within fifteen days of the cancellation of the contract shall be deemed to be a continuing fraud upon the people of New York State.

- Every contract between a charitable organization and a FRC must contain:

- the names, addresses and NYS Attorney General's Charities Bureau identification numbers of all parties to the contract;

- a specific beginning and ending date for the contract;

- a clear narrative description of the services to be performed by the FRC;

- a clear statement of the financial arrangement between the charitable organization and the FRC;

- signatures and dates of signature of all parties to the contract; and

- a statement of the charitable organization's statutory right to cancel the contract; the period during which the contract may be canceled; the address to which the notice of cancellation must be sent and the address of the Attorney General's Charities Bureau to which a duplicate must be sent.

- No contract filing should include Federal ID numbers or Social Security numbers of the PFR/FRC or the charitable organization or any representative of the PFR/FRC or charitable organization.

- No services shall be performed pursuant to any contract required to be filed by a FRC if, within fifteen days of filing, the Attorney General's Charities Bureau notifies the FRC and the charitable organization of any deficiencies in the contract and/or in the registration or filings of the FRC or the charitable organization.

XI. Solicitation Disclosures - See §174-b, Executive Law

Any solicitation by any means made by or on behalf of a registered charitable organization that is required to file financial reports and that has actually filed all such reports must include a statement that upon request, a person may obtain from the charitable organization or from the Attorney General's Charities Bureau, a copy of the last financial report filed by the charitable organization with the Attorney General's Charities Bureau. Such statement must specify the address of the charitable organization and the address of the Attorney General's Charities Bureau (State of New York, Department of Law, Charities Bureau, 120 Broadway, New York, NY 10271) to which such request should be addressed. In instances where the charitable organization required to be registered has not been previously required to file an annual report with the Attorney General's Charities Bureau, the solicitation must state the date when such report will be filed

XII. Books and Records - See §173, Executive Law

- A FRC must maintain accurate and current books and records of all activities conducted under any contract with a charitable organization or other person benefitting from the services for a minimum of three years from the expiration date of such contract. Such books and records must be available for inspection, examination and/or audit by charitable organization and/or the Attorney General or any authorized representative at the address of the FRC.

- Within seven days of a request from a charitable organization with which it has contracted, a FRC must provide copies of all related records to that charitable organization.

XIII. Charitable Organizations - See §§171-a, Executive Law

Any benevolent, philanthropic, patriotic, or eleemosynary person or one purporting to be such or law enforcement support organization as defined below.

XIV. Law Enforcement Support Organization - See §§171-a, Executive Law

Any organization, association, union or conference of or purporting to be of current or former law enforcement officers, including, without limitation, peace officers and police officers as defined in subdivisions thirty-three and thirty-four of section 1.20 of the criminal procedure law, sheriffs, deputy sheriffs, detectives, investigators or constables or any auxiliary or affiliate of such an organization, association, union or conference composed of one or more such organizations.

XV. Person - See §§171-a, Executive Law

Any individual, organization, group, association, partnership, corporation, or any combination of them.

XVI. Contribution - See §§171-a, Executive Law

The promise or grant of any money or property of any kind or value, whether or not in combination with the sale of goods, services, entertainment or any other thing of value, including a grant or other financial assistance from any agency of government, except payments by members of any organization for membership, for services or other benefit, other than the right to vote for directors or trustees, elect officers, or hold offices.

XVII. Solicit - See §§171-a, Executive Law

To directly or indirectly make a request for a contribution, whether express or implied through any medium. A "solicitation" shall be deemed to have taken place whether or not a contribution is made. For purposes of this article, a "solicitation" or a "solicitation of contributions" includes any advertising which represents that the purchase or use of goods, services, entertainment or any other thing of value will benefit a charitable organization. Provided, however, that the printing and the mailing of a written solicitation for funds or any other thing of value to benefit a charitable organization shall not alone constitute soliciting on the part of persons who printed and mailed such solicitation if such persons do not otherwise solicit, receive or have access to contributions.