

## PROCEDURE

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**Series:** **Public Relations** **COA:** RPM 2.01; ETH 3, 3.01, 3.05, GOV 6  
FIN2, 3, 4  
**CFOP:**

**Procedure Name:** Completion of the State of Florida Fundraising Application  
**Procedure Number:** PBR-3002  
**Reviewed Date** 02/19/13, 08/05/14, 10/13/16, 03/29/2019  
**Revision #/Date:** N/A  
**Effective Date:** 01/01/14

**Applicable To:** Brevard Family Partnership Family of Agencies (BFP FOA), Brevard C.A.R.E.S, Family Allies, and The National Center for Innovation & Excellence

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**SUBJECT:** Completion of the Solicitation of Contributions Registration application.

**PURPOSE:** To set forth the procedure for completing and annually filing the State of Florida, Department of Agriculture application by Brevard Family Partnership, Brevard C.A.R.E.S, Family Allies, and the National Center for Innovation & Excellence to be legally registered to solicit contributions.

### References

BFP Policies/Procedures: GOV-205 (No Related Brevard C.A.R.E.S. Policy/Procedure)

Florida Statutes, Chapter 496

Florida Administrative Code 5J-7

### Definitions

### Scope

As noted by the State of Florida, Department of Agriculture (DOA), the Solicitation of Contributions Act requires anyone who solicits donations from people in the State of Florida to register with the DOA and renew annually. This applies to charitable organizations, sponsors, professional solicitors, as well as professional fundraising consultants. The DOA collects registration fees and has authority to impose penalties for non-compliance. The DOA provides financial disclosure regarding organizations on the online Gift Givers' Guide or an individual can obtain information about a specific charity by calling their Consumer Assistance Call Center at 1-800-HELP-FLA (435-7352), or out of state 850-488-2221.

### Procedure

The Chief Financial Officer (CFO) is responsible for the annual completion of the Solicitation of Contributions Registration application. The CFO works with the Public Relations Department designee to complete the application.



Annually, Brevard Family Partnership, Brevard C.A.R.E.S., Family Allies, and the National Center for Innovation & Excellence file the Solicitation of Contributions Registration application with the State of Florida, DOA. A registration fee also accompanies the application. The amount of the fee is based on the contributions received by BFP for the previous fiscal year. Reference the application for the fee and contribution ranges.

DOA will provide a copy of the previous year's application containing information previously filed sixty (60) calendar days before the renewal date. Any changes or corrections to information (e.g. personnel, description of services, contact information, etc.) must be noted on the renewal form.

NOTE: The registration renewal date for BFP is on or before February 19 of any given calendar year.

If the agency enlists the services of professional solicitors or fundraising consultants for the express purpose of raising money, those individuals are listed on the renewal form (Attachment A-1 and A-2).

The Affidavit, attesting to the person(s) who completed the renewal form, includes the CFO's contact information and is completed and notarized.

Brevard Family Partnership, Brevard C.A.R.E.S., Family Allies, and the National Center for Innovation & Excellence have elected to file the Statement of Support/Revenue and Expenses for the Calendar Year in lieu of the Internal Revenue Service (IRS) 990 tax form. This election was made since the IRS form 990 does not effectively separate and identify direct program expenses from indirect ones. Hence the DOA application provides for a clearer explanation of the agency's direct program expenses thereby correctly reporting the BFP indirect rate of expense for the organization.

The completed application is scanned and saved as a PDF document in a folder for the fiscal year it was filed at the following location:

G:\shared documents\Finance Folders\Corporate Documents\Department of Agriculture

BY DIRECTION OF THE CHIEF EXECUTIVE OFFICER:

PHILIP J. SCARPELLI  
Chief Executive Officer  
Brevard Family Partnership Family of Agencies

DATE: 2/1/2020