

# FUNDRAISING CONSULTANT CONTRACT CHECKLIST

*Contracts between a fundraising consultant and a charitable organization or sponsor must be filed with the CSL Division AT LEAST FIVE DAYS PRIOR TO THE COMMENCEMENT OF ANY SERVICES UNDER THE CONTRACT. NO SOLICITATION MAY OCCUR PRIOR TO THE FILING OF THE CONTRACT WITH CSL. Fill in this checklist with the contract page number(s) on which the following required information is located. If the information is in an Addendum, indicate the page number(s) and the word "Addendum" with date as needed. The contract requirements for fundraising consultants are found at N. C. Gen. Stat. § 131F-15 (d) (1)-(5).*

Name of Fundraising Consultant \_\_\_\_\_

Name of Charitable/Sponsor Organization \_\_\_\_\_

## PAGE NUMBER(S) OF ITEM

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| _____ | 1. Statement of the charitable/sponsor purpose and program for which the solicitation campaign is being conducted.   |
| _____ | 2. Statement of the respective obligations of the fundraising consultant and the charitable organization or sponsor. |
| _____ | 3. Clear statement of the fee that will be paid to the consultant.   |
| _____ | 4. Effective and termination dates of the contract.  |
| _____ | 5. Statement that the fundraising consultant shall not at any time have control or custody of contributions.         |
| _____ | 6. Signatures of two authorized officials of the charitable organization or sponsor.                                 |

***Attach this one-page completed checklist to a copy of the contract and submit both documents to CSL at least five days prior to the commencement of services under the contract.***

***Questions? Contact CSL at 919-814-5400***