Soliciting for Donations Legally

State Solicitation Permit

Once you have registered your organization with the state, you will also need to retain an annual permit to solicit funds. The form is found under the resources link in the map. The application requests information regarding you charitable purpose, tax-exempt status, time/length of specific solicitation campaigns and methods, whether you intend to use professional fundraisers, financial disclosures, and whether solicitations without a permit have been conducted.

Local Solicitation Permit

You may also need to apply for a solicitation permit from your local government (county and/or city). Permits are often granted for a calendar year and need to be renewed yearly. Consult the local governments in which your organization is registered and/or intends to conduct solicitations for funds.

Professional Fundraising Consultants

If you plan to use a professional fundraiser, fundraising consultant, or counselor, the state requires your organization to file for a permit (Utah State Code: Title 13, Chapter 22, Section 9). Part III of the state’s application for solicitation form deals with this situation. There is a fee and the permit is granted for the duration of the fundraising event or a specified time. These permits, just like the organization’s registration, expire annually or at the end of the consultant or professional’s affiliation with your organization. You are encouraged to read the entirety of the Utah State Code (Title 13 Chapter 22) related to these matters.