



Charities Program • 801 Capitol Way South • PO Box 40234 • Olympia, WA 98504-0234
Phone: 360-753-0863 • Fax: 360-664-4250 • E-mail: charities@secstate.wa.gov

DISCLOSURE REQUIREMENTS FOR SOLICITATIONS CONDUCTED IN WASHINGTON STATE

General requirements for Charitable Organizations – RCW 19.09.100(1)

A charitable organization, whether or not required to register pursuant to this chapter, that directly solicits contributions from the public in this state shall make the following clear and conspicuous disclosures at the point of solicitation:

- The name of the individual making the solicitation;
- The identity of the charitable organization and the city of the principal place of business of the charitable organization;
- If requested by the solicitee, the published number in the office of the secretary for the donor to obtain additional financial disclosure information on file with the secretary (1-800-332-4483).

General requirements for Commercial Fundraisers – RCW 19.09.100(2)

A commercial fundraiser shall clearly and conspicuously disclose at the point of solicitation:

- The name of the individual making the solicitation;
- The name of the entity for which the fundraiser is an agent or employee and the name and city of the charitable organization for which the solicitation is being conducted; and
- If requested by the solicitee, the published number in the office of the secretary for the donor to obtain additional financial disclosure information on file with the secretary (1-800-332-4483). The disclosure must be made during an oral solicitation of a contribution, and at the same time at which a written request for a contribution is made.

In addition to the general requirements, your organization is subject to the following disclosure requirements based on the type of solicitation conducted:

Telephone solicitations – RCW 19.09.100(3)

A person or organization soliciting charitable contributions by telephone shall make the disclosures required under subsection (1) or (2) of this section in the course of the solicitation but prior to asking for a commitment for a contribution from the solicitee, and in writing to any solicitee that makes a pledge within five working days of making the pledge. If the person or organization sends any materials to the person or organization solicited before the receipt of any contribution, those materials shall include the disclosures required in subsection (1) or (2) of this section, whichever is applicable.

Advertisement or mass distribution – RCW 19.09.100(4)

In the case of a solicitation by advertisement or mass distribution, including posters, leaflets, automatic dialing machines, publication, and audio or video broadcasts, it shall be clearly and conspicuously disclosed in the body of the solicitation material that:

- The solicitation is conducted by a named commercial fundraiser, if it is;
- The notice of solicitation required by the charitable solicitation act is on file with the secretary's office; and
- The potential donor can obtain additional financial disclosure information at a published number in the office of the secretary (1-800-332-4483).

Container or vending machine – RCW 19.09.100(5)

A container or vending machine displaying a solicitation must also display in a clear and conspicuous manner the name of the charitable organization for which funds are solicited, the name, business address, and telephone number of the individual and any commercial fundraiser responsible for collecting funds placed in the containers or vending machines, and the following statement: "This charity is currently registered with the secretary's office under the charitable solicitation act, registration number"