

SC PTA Steps to Register with the Secretary of State

Only those PTA units that work with a “professional solicitor” are required to register with the Secretary of State. PTA units that work with a “professional fundraising counsel” (but not a professional solicitor) are covered under the registration submitted annually by the SC PTA and do NOT need to register separately.

What is a professional solicitor?

If the company gets a % of the money raised (either from the PTA or from the donors) beyond the usual credit card processing fees, that company is considered a professional solicitor and the PTA unit must register. Some examples of professional solicitors are: Boosterthon, Raise Craze, Penguin Patch, Boosterthon, Raise Craze, Attractions coupon books, Charleston Wraps, Believe Kids, Palmetto Sports, Givebacks (only if the 7.5% share plan is selected)

What is a professional fundraising counsel?

If the company provides the PTA with items to sell (books, cookie dough, gift items, etc.) and marketing materials but does not get a % of the money collected beyond the cost of the items sold, that company is considered a professional fundraising counsel and the PTA unit is NOT required to register. If the PTA pays a flat fee to the company to conduct the fundraiser, that company is considered a professional fundraising counsel and the PTA unit is NOT required to register.

Some examples of professional fundraising counsels are: 99Pledges, Better World, Givebacks (if the donor contribution plan is selected), Spirit Nights at restaurants, Krispy Kreme donut sales, Chick-fil-A biscuit sales, shave ice/food trucks

A PTA unit that is required to register with the Secretary of State’s Office must submit a [Registration Statement for a Charitable Organization](#) each year. In addition, the unit must submit an annual financial report. The annual financial report can be the [Secretary of State’s Annual Financial Report Form](#) **or** a copy of their IRS Form 990.

Registration can be completed online on the [Secretary of State's Charity Registration website](#).

The annual fee for registration is \$50.

A partially completed registration form is included below to help clarify the information that must be provided on the registration form.

For questions regarding registration or the submission of annual financial reports, units can contact the Public Charities Division of the SC Secretary of State at 803-734-1790, or reach out to any SC PTA Board member.