

**STATE OF WEST VIRGINIA  
SECRETARY OF STATE**

**Professional Fund-Raising Counsel's and/or Professional Solicitor's Bond**

Bond No. \_\_\_\_\_

**KNOW ALL MEN BY THESE PRESENTS:**

**That** (Name of Individual, Partnership or Corporation) 1) \_\_\_\_\_  
as Principal, and 2) \_\_\_\_\_, a corporation with  
authority to do business in the State of West Virginia as Surety.

Are held and firmly bound unto the State of West Virginia for the use of the Secretary of State, and to any person who may have a cause of action against the Principal for any losses resulting from malfeasance, nonfeasance or misfeasance, in the conduct of solicitation activities, in the sum of TEN THOUSAND DOLLARS (\$10,000), lawful money for use of the Secretary of State, and to any person who may have a cause of action against the Principal for any such losses, as their interests may appear, not exceeding in the aggregate the said sum of TEN THOUSAND DOLLARS (\$10,000) for which payment will and truly be made we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally by these presents.

**WHEREAS**, the above bound Principal has applied to the Secretary of State of the State of West Virginia for registration as a Professional Fund-Raising Counsel or Professional Solicitor for a charitable organization pursuant to West Virginia Code § 29-19-9, as amended.

**NOW**, the condition of this obligation is such, that if the Secretary of State shall register the above bound Principal as such Professional Fund-Raising Counsel or Professional Solicitor and said Principal shall faithfully and honestly act as such Professional Fund-Raising Counsel or Professional Solicitor in accordance with law, and fully complies with the provisions of Chapter 29, Article 19 of the West Virginia Code, as amended; and if the Principal shall fully indemnify and save harmless from loss the State of West Virginia and any person who may have a cause of action against the Principal for any losses resulting from malfeasance, nonfeasance or misfeasance, in the conduct of solicitation activities, then this obligation shall be void; otherwise it will remain in full force and effect.

This bond shall be effective from the 3) \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**IN WITNESS WHEREOF** the Principal and Surety have executed this instrument the 4) \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

5) \_\_\_\_\_  
Principal (President or Vice-President)

6) \_\_\_\_\_  
Surety

\_\_\_\_\_  
Complete Address of Principal

\_\_\_\_\_  
Address of Surety Corporation

\_\_\_\_\_  
Telephone Number of Principal

\_\_\_\_\_  
Phone Number of Surety Corporation

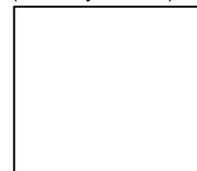
7) \_\_\_\_\_  
Signature of Principal

8) \_\_\_\_\_  
Signature of Surety (Attorney-of-Fact)

9) Principal's Seal



10) Raised Surety Seal



---

**Acknowledgment by Principal if Individual**

- 11) State of \_\_\_\_\_)
- 12) County of \_\_\_\_\_), to-wit:
- 13) I, \_\_\_\_\_, a Notary Public in and for the county
- 14) and state aforesaid, do certify that \_\_\_\_\_,  
whose name is signed to the writing above or hereto annexed, has this day acknowledged the same before me in my  
said county.
- 15) Given under my hand this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.
- 16) \_\_\_\_\_ Notary Public
- 17) Notary Seal
- 18) My Commission Expires \_\_\_\_\_.

---

**Acknowledgment by Principal if LLC or Corporation**

- 19) State of \_\_\_\_\_)
- 20) County of \_\_\_\_\_), to-wit:
- 21) I, \_\_\_\_\_, a Notary Public in and for the county
- 22) and state aforesaid, do hereby certify that \_\_\_\_\_,
- 23) who, as \_\_\_\_\_, signed the writing above or hereto annexed,
- 24) for \_\_\_\_\_, a corporation, has this day, in my  
said county before me acknowledged the said writing to be the act and deed of said corporation.
- 25) Given under my hand this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.
- 26) \_\_\_\_\_ Notary Public
- 27) Notary Seal
- 28) My Commission Expires \_\_\_\_\_.

**Acknowledgment for Surety**

- 29) State of \_\_\_\_\_)
- 30) County of \_\_\_\_\_), to-wit:
- 31) I, \_\_\_\_\_, a Notary Public in and for the county
- 32) and state aforesaid, do hereby certify that \_\_\_\_\_, who, as
- 33) \_\_\_\_\_, signed the writing above or hereto annexed, for
- 34) \_\_\_\_\_, a corporation, has this day, in my  
said county before me, acknowledged the said writing to be the act and deed of said corporation.
- 35) Given under my hand this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.
- 36) \_\_\_\_\_ Notary Public
- 37) Notary Seal
- 38) My Commission Expires \_\_\_\_\_.

\*\*\*Attach Power of Attorney with raised seal, current as of the execution date.

---

Approved as to sufficiency of form and manner of execution this

\_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_  
Attorney General of the State of West Virginia

By: \_\_\_\_\_  
Chief Counsel

## Bond Instructions

Line:

1. Enter the name of the Principal to be covered by the bond.
2. Enter the name of the Surety company issuing the bond.
3. Enter the effective date of the bond.
4. Enter the bearing date of the bond, also known as the execution date of the bond.
5. Enter the complete name, address and telephone number of the Principal to be covered by the bond.
6. Enter the complete name, address and telephone number of the Surety company issuing the bond.
7. The Principal must sign. Note the signature must be an original.
8. The Surety must sign. Note the signature must be the original signature of the officer or person having Power of Attorney to bind the Surety.
9. Affix the Principal's corporate seal. If the principal has not adopted a seal, one may be drawn by printing the name of the company and the word "SEAL" and circling them.



10. Affix the raised or embossed corporate seal of the Surety.

### **Section to be completed by the Notary Public acknowledging the signature of the Principal**

#### Acknowledgment by Principal if Individual

11. Enter the name of the state.
12. Enter the name of the county.
13. Enter the name of the Notary Public witnessing the transaction.
14. Enter the name of the person signing on behalf of the Principal.
15. Notary must enter the date the bond was witnessed.
16. Notary must sign here.
17. Attach notary seal.
18. Notary enters his/her commission expiration date.

#### Acknowledgment by Principal if LLC or Corporation

19. Enter the name of the state.
20. Enter the name of the county.
21. Enter the name of the Notary Public witnessing the transaction.
22. Enter the name of the person signing on behalf of the Principal. Note person signing on behalf of the Principal must be either the President or Vice President of corporation, Owner or General Partner of company or partnership, or Manager or Managing Member of Limited Liability company. If not, please provide signature authority for the person signing the bond.
23. Title of person signing on behalf of the Principal.
24. Principal covered by the bond.
25. Notary must enter the date the bond was witnessed.
26. Notary must sign here.
27. Attach notary seal.
28. Notary enters his/her commission expiration date.

### **Section to be completed by the Notary Public acknowledging the signature of the Surety**

29. Enter the name of the state.
30. Enter the name of the county.
31. Enter the name of the Notary Public witnessing the transaction.
32. Enter the name of the person binding the Surety.
33. Enter title of the person binding the Surety.

34. Enter name of the Surety.
35. Notary must enter the date the bond was witnessed.
36. Notary must sign here.
37. Attach notary seal.
38. Notary enters his/her commission expiration date.

#### **POWER OF ATTORNEY INSTRUCTIONS**

A Power of Attorney for the Surety must be attached. It must be in full force and effect on the execution date indicated on the front page of the bond (Line 4). The raised or embossed corporate seal must also be affixed to the Power of Attorney.

Power of Attorney must contain....

- Name of Attorney-in-fact.
- The Power of Attorney may not exceed imposed limitations.
- The Certificate date should be the bond execution date.
- The signature of the authorized official. The signature may be a facsimile.
- A raised or embossed seal.