

# Request for Solicitation Approval

Date Request Submitted: \_\_\_\_\_

1. Name of Organization: \_\_\_\_\_

2. Type of Organization: \_\_\_\_\_

3. Names, address and telephone numbers of officers:

President: \_\_\_\_\_ Secretary: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Telephone: \_\_\_\_\_

4. Date solicitation will begin: \_\_\_\_\_ Date solicitation will end: \_\_\_\_\_

5. Explain fully the type of solicitation, including purpose for which money will be used:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. How many solicitors will be used? \_\_\_\_\_  Voluntary Workers  Paid Workers

7. Name and address of person in charge of solicitors:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

8. Name and address of people who will be soliciting (use additional paper if necessary):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. Where will soliciting take place? \_\_\_\_\_

Check if door to door

For the purpose of this section, the term Annual License Fee shall be defined as the period of time commencing January 1 and ending December 31 of the calendar year of issuance.

Any license issued to an applicant must be displayed.

Signature: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

**Notice:** Any person requesting a solicitation permit shall complete the following information if soliciting from a stationary position. This portion must be signed by property owner where solicitation shall occur. Falsification of this permission or withdrawal of permission by property owner shall be cause to revoke this permit without refund of solicitation fee.

Name of property owner: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Location of solicitation: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Approved

Disapproved

\_\_\_\_\_  
Chief of Police