



PLEASE RETURN TO:
Office of the City Collector
915 Quarrier Street, Suite 4
Charleston, WV 25330
Telephone: (304) 348-8024

APPLICATION FOR PERMIT TO SOLICIT FUNDS

Date: _____

GENERAL INFORMATION (Please print or type)

1. Name of organization sponsoring the event or solicitation of funds: _____

Check one: ___ Religious ___ Charitable ___ Benevolent ___ Educational

2. Address: _____

3. Name of organization to receive funds: _____

4. During what period of time (including days and hours) will solicitation take place? _____

What amount do you hope to raise? _____

List all methods used to solicit funds: _____

5. Attach itemized list of anticipated expenditures needed to achieve your goal.

6. Attach names of solicitors.

PROFESSIONAL FUND RAISING

1. Name of professional promoter: _____

Address: _____

2. Attach a copy of the contract between your organization and the professional fundraiser.

3. Name of local promoter: _____

Local address: _____

4. Attach list of solicitors employed by local promoter.
5. What amount or percentage of gross receipts will go to the professional promoters? _____
6. What amount or percentage of gross receipts will go to the solicitors? _____
7. What amount or percentage of gross receipts will go to the sponsoring organization requesting the Permit? _____

FINANCIAL INFORMATION

If requested, will you:

1. Furnish list of assets/liabilities of your organization? _____
2. Furnish a copy of your budget? _____

NATIONAL CAMPAIGNS

1. If your organization is a part of a national agency, what is the national quota? _____
 2. Has it been submitted to the National Budget Committee for review? _____
 3. What quota has been assigned to Kanawha County? _____
 4. What quota has been assigned to the State of West Virginia? _____
 5. What quota is expected from the City of Charleston? _____
- (a) Is this amount locally administered? _____
- (b) What disposition is made of local surplus and provision for deficit for local program? _____
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City of Charleston Municipal Code SEC. 26-36. FEES AND BONDS

Any application for permission to solicit funds shall be accompanied by a fee of Ten Dollars (\$10.00). Once permission to solicit is obtained, any person or organization other than a professional solicitor shall post a cash bond of Two Hundred Fifty Dollars (\$250.00). Professional solicitors shall post a cash bond of One Thousand Dollars (\$1,000.00) or ten percent (10%) of the total money, pledges, and other property to be raised or received by reason of solicitation activities, whichever is less, BUT IN NO EVENT LESS THAN Two Hundred Fifty Dollars (\$250.00). Such cash bond shall be refunded to the person or organization; provided, that said person or organization shall, within forty-five (45) days after the completion of the fundraising campaign, notify the director with a financial report stressing the amount raised, expenses of the campaign and projected use of the proceeds raised.

Where multiple fundraising campaigns are conducted simultaneously by the same person or organization, the director may, in his discretion, not require a separate cash bond to be posted for each campaign. In no event, however, may all cash bond money posted by any person or organization be returned until all fundraising campaigns of that person or organization have been completed and the director has been so notified with a proper financial report.

TERMS AND CONDITIONS

If Permit is granted, applicant agrees to, within 45 days after completion of solicitation, submit on the form furnished by the Director/City Collector, an itemized statement of all receipts and expenditures and projected use of proceeds raised as outlined in SEC. 26-36 of the Municipal Code above.

If Permit is granted, applicant agrees to comply with all existing federal, state, and local laws, regulations, and directives.

By signing below, and if Permit is granted, applicant agrees to hold the City of Charleston harmless from any and all claims, demands, damages, actions, causes of action or suits at law or in equity of whatsoever kind of nature based upon or arising out of applicant's solicitation activities within the City of Charleston, West Virginia.

(Organization)

By: _____
(Title)

Address: _____

Telephone: _____

I, _____, do solemnly swear or affirm that the foregoing information contained in this "Application for Permit to Solicit Funds" is true and accurate to the best of my knowledge and belief.

Taken, subscribed and sworn to before me by _____, in _____ County, _____, this _____ day of _____, 2009.

My commission expires: _____

NOTARY PUBLIC