



CITY OF SAN LEANDRO
 City Clerk's Office
 835 East 14th Street, San Leandro, CA 94577
 Telephone: (510) 577-3368 Fax: (510) 577-3340

DATE RECEIVED
 Office Use Only

APPLICATION FOR SOLICITATION PERMIT FOR CHARITABLE PURPOSES

▶ **GENERAL INFORMATION**

This application and required documentations must be submitted to the City Clerk's Office at least twenty (20) calendar days prior to the requested effective date of the permit. Please type or print. Be certain to complete all spaces provided in the application, even if you have to use the term "inapplicable." Wherever there is not enough room to adequately answer one of the questions, please attach additional sheet(s) as necessary. Refer to San Leandro Municipal Code Chapter 4-22 for detailed information.

The following documentations are required to be submitted with this application, in most instances:

1. **Tax-exempt certification** – Copy of letter from IRS, State Franchise Tax Board, or Secretary of State showing tax-exempt status for the Charitable Organization.
2. **List of solicitors** – A typed list of names and addresses of all persons soliciting under the requested Solicitation Permit, if door-to-door/face-to-face solicitations are involved. If the Charitable Organization hires more than one solicitation firm for solicitations under this application, then a typed list of solicitation firms shall be furnished.
3. **Detailed financial statement** – Copy of statement for the last preceding fiscal year of any funds collected for charitable purposes by you or your organization may be required to be submitted pursuant to San Leandro Municipal Code §4-22-210(e).

▶ **APPLICANT INFORMATION**

Name of Applicant:	Telephone Number:
_____	_____
Relationship to Charitable Organization:	Email (Optional):
<input type="checkbox"/> Same Party <input type="checkbox"/> Hired for Solicitation	_____

▶ **CHARITABLE ORGANIZATION**

Name of Charitable Organization:		

Address of Headquarters:	Telephone Number:	
_____	_____	
Address of Local Office:	Telephone Number:	
_____	_____	
Federal Tax Identification Number:	State Tax Identification Number:	
_____	_____	
Name of Principal Officer 1:	Title:	Telephone Number:
_____	_____	_____
Address:		Email (Optional):
_____		_____
Name of Principal Officer 2:	Title:	Telephone Number:
_____	_____	_____
Address:		Email (Optional):
_____		_____

▶ **SOLICITATION FIRM(S)** – Attach a list of solicitation firms containing the following information if there is more than one firm.

Name of Company:		City Business License Number:
_____		_____
Address:		Telephone Number:
_____		_____
Name of Principal Officer:	Title:	Telephone Number:
_____	_____	_____
Address:		Email (Optional):
_____		_____

► SOLICITATION DETAILS

Solicitation Purpose(s): _____

Solicitation Dates and Hours: _____

Solicitation Method(s) – If no door-to-door/face-to-face solicitations are involved, a list of solicitors is not required to be submitted:

Door-to-Door/Face-to-Face Mail Telephone Other: _____

Proposed Use of Funds: _____

Amount to Be Raised: _____

Compensation – Provide dollar amount or percentage of funds solicited to be received by Solicitor(s): _____

► PERSON(S) IN CHARGE OF SOLICITATION

Name 1: _____

Telephone Number: _____

Address: _____

Email (Optional): _____

Name 2: _____

Telephone Number: _____

Address: _____

Email (Optional): _____

► ACKNOWLEDGEMENT

I agree, if requested, to furnish the City a detailed report and financial statement showing the total amount raised by this solicitation, an itemization of the amounts expended in collecting such funds, including a detailed report of the wages, fees, commissions, emoluments, and expenses paid to all persons in connection with such solicitation, including the name, address, amount paid to and services rendered by each such person.

I agree to notify the City in writing within two (2) business days of any change in fact, policy, or method that would alter the information given in this application.

I agree that if a Solicitation Permit is granted, it will not be used or represented in any way as an endorsement by the City of San Leandro or by any department or officer.

I understand that no person may solicit within the City of San Leandro without such a signed copy of the Solicitation Permit and a copy of the list of solicitors in his or her possession. They must be shown to all persons solicited, and upon request, to any police officer of the City. If the solicitation is not in person, the information contained on the Solicitation Permit must be read to the person being solicited. Any Solicitor receiving money in the amount of five dollars (\$5) or more from any contributor under a solicitation made pursuant to the Solicitation Permit shall give to the contributor a written receipt signed by the Solicitor, showing plainly the name and permit number of the person and/or organization under whose permit the solicitation was made, the date, and the amount received, except for exemptions set forth in San Leandro Municipal Code §4-22-250.

I declare under penalty of perjury that neither the Applicant, the person in charge of this proposed solicitation, nor any of the Charitable Organization's principal officers or managers have been convicted within the five (5) years immediately preceding the date of this application of any crime involving the elements of fraud, where such conviction was based on the solicitation of funds from the public.

I declare under penalty of perjury that all information entered on this application and all documentations submitted are true and correct.

Applicant's Signature: _____

Date: _____

If an official Solicitation Permit is issued, you may make your own copies of the Solicitation Permit, or you may purchase the necessary copies (one for each Solicitor) at ten cents (10¢) per copy. **A typed list of solicitors listing the names and addresses of all persons soliciting must accompany the Solicitation Permit during door-to-door/face-to-face solicitations.**

OFFICE USE ONLY

Received by: _____ Attachments: List of solicitors/firms Tax-exempt certification Financial statement
Reviewed by: _____ Date: _____ Approval: Yes Special, no door/face solicitations No
Issued by: _____ Date: _____ Permit No.: _____
Notified by: _____ Date: _____ Delivery: Mail Pick up