



PLEASE RETURN TO:
Board of Solicitation
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 will solicitation take place? _____

What amount do you hope to raise? _____

List all methods to secure 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 promotor: _____

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? _____

CHARLESTON ORDINANCE 3678, SEC. 10-17. 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 (\$1,000.00) or ten percent (10%) of the total moneys, pledges, and other property to be raised or received by reason of solicitation activities, whichever is less, BUT IN NO EVENT LESS THAN (\$250.00). Said 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 fund raising 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 fund raising campaigns are conducted simultaneously by the same person or organization, the director may in his/her discretion not require a separate cash bond to be posted for each campaign. In no event, however, may all cash bond monies posted by any person or organization be returned until all fund raising campaigns of that person or organization have been completed and the director has been so notified with a proper financial report.

If permits is granted, we will, within 45 days after completion of solicitation, submit on the form furnished by the board of Supervisors, an itemized statement of all receipts and expenditures.

(Organization)

By: _____

(Title)

Address: _____

Telephone: _____