

General Safety Rules and Regulations for Solicitation in Public Rights-of-Way

1. *Solicitors may only solicit at intersections protected by traffic lights, stop signs, or median islands at all corners.*
2. *Solicitors must remove themselves from the lanes of traffic prior to the traffic light cycling back to green. Solicitors must remain on a curb or traffic island until such time as the traffic light cycles to red and at that time may approach vehicle occupants only when vehicles have come to a complete stop.*
3. *No one is allowed to remain in the street or road while the traffic light is green for their direction of travel.*
4. *No solicitor may obstruct the public right-of-way at any time.*
5. *Solicitors cannot tap or knock on vehicle windows.*
6. *No more than one person may solicit in each direction of traffic, but in no event may more than (4) people solicit in the same intersection.*
7. *All solicitors soliciting from vehicles must wear a bright colored traffic safety vest, (orange or yellow) with the name of the soliciting organization clearly identified and legible.*
8. *Vehicle solicitors must be at least 16 years of age. Those between the ages of 16-18 must be supervised by an adult at all times.*
9. *A Certificate of Insurance is required, naming the Village of Skokie as an additional insured.*
10. *If at any time any of these rules and regulations are not adhered to, the Village of Skokie reserves the right to revoke any permit at any time.*

Q. I represent a religious organization. Must I register for a door-to-door solicitation permit?

No. Recognized religious organizations are not required to obtain a permit from the Village of Skokie for door-to-door solicitation.

Q. Must I notify the Village if I change my handbill during the permitted period?

Yes, you must submit a copy of the revised handbill to the Village prior to any distribution taking place. Failure to do so can result in a revocation of the distribution permit.

Q. What are the regulations associated with distribution of handbills?

In accordance with the Skokie Village Code:

- *All handbill distributors must have a permit issued by the Village of Skokie;*
- *Do not post bills on any public property or right-of-way, including light poles, sidewalks, crosswalks, etc.;*
- *Do not post bills on any private dwelling, or upon private property (including motor vehicles) without the express permission of the property owner;*
- *Do not throw handbills in public places;*
- *Do not hand out or sell handbills in a public place;*
- *Do not place handbills in or upon any vehicle;*
- *Do not distribute handbills on vacant private premises;*
- *Do not distribute handbills where "No Trespassing," "No Solicitors Invited," "No Advertisement" signs are displayed;*
- *Do not distribute any handbills of an offensive nature.*



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Charitable Solicitation in the Village of Skokie

A Guide for Residents and Solicitors

Solicitation in the Public Right-of-Way Door-to-Door Solicitation Handbill Distribution



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Section 78-91 of the Skokie Village Code states that Charitable Solicitation includes the following:

Charitable includes but is not exclusive of the word "philanthropic," "benevolent," "social services" or "welfare," either actual or purported.

Contributions includes the words "alms," "food," "clothing," "money," "property," "subscription" or "pledge," and also donations under the guise of loans of money or property.

Fund raiser means any person who promotes, manages, supervises, organizes, or attempts to promote, manage, supervise, or organize a campaign of solicitation. **Solicit and solicitation** mean the request, directly or indirectly, of money, credit, property, financial assistance, or other thing of value on the plea or representation that such money, credit, property, financial assistance, or other thing of value will be used for a charitable purpose as those purposes are defined in this section. These words shall also mean and include the following methods of securing such money, credit, property, financial assistance or other things or value:

1. Any oral or written request.
2. The making of any announcement to the local press or by telephone concerning a local appeal or campaign to which the public is requested to make a contribution for any charitable purpose connected therewith.
3. The distribution, circulation, posting or publishing of any handbill, written advertisement, or other local publication.

Solicitation shall be deemed to have taken place when the request is made, whether or not the person making the request receives any contribution referred to in this section.

Vehicle solicitor for charity means any person undertaking or engaging in the solicitation of money from passengers or drivers in motor vehicles for charitable purposes.

Charitable Solicitation

Charitable solicitation includes such things as solicitation from vehicles, soliciting on public rights-of-way, door-to-door solicitation, and handbill distribution. Registration for charitable solicitation takes place in the Village Manager's Office, located at Skokie Village Hall, 5127 Oakton Street.

The following are some commonly asked questions regarding charitable solicitation. Further questions can be directed to the Manager's Office at 847-933-8210.

Q. I represent a commercial business. May I solicit sales on the public right-of-way?

No. All organizations seeking to solicit on public rights-of-way must be charitable or not-for-profit in nature.

Q. When is vehicle/right-of-way solicitation allowed?

Solicitors shall not engage in soliciting prior to 6:00 a.m. or after 7:00 p.m.

Q. When is charitable door-to-door solicitation allowed?

Solicitors shall not engage in soliciting prior to 8:00 a.m. or after 9:00 p.m., Monday through Friday or prior to 10:00 a.m. or after 9:00 p.m. on Saturday and Sunday.

Q. How do I apply for a registration permit and what information will I need to present?

All registration for charitable solicitation takes place in the Village Manager's Office at Skokie Village Hall, 5127 Oakton Street. Completed applications must be received by the Manager's Office. Registration forms are available in the Manager's Office and online at www.skokie.org.

Forms must be filled out completely and accurately. If necessary, further information from the applicant(s) may be requested before the registration permit is issued. Statements of the use of solicited funds as well as follow-up reports and the organization's financial records are required of each group that intends to solicit in the Village. All solicitors **must** wear a Village-issued identification badge at all times. These badges must be picked up from the Village Manager's Office.

Q. Is there a fee to register?

For all forms of charitable solicitation, a non-refundable fee of **\$25.00 per organization** will be assessed at the time of application. Checks should be made out to the Village of Skokie.

Q. Is there a time limit for solicitation from vehicles or in the public right-of-way?

Yes. Any charitable organization may solicit in the public right-of-way for no more than two (2) days in any given year. Only one group may solicit within Skokie at any given time. These times will be permitted on a first-come, first-served basis.

Q. How long should I expect to wait for my permit?

Processing of the registration materials should be complete in seven to ten business days. This applies to vehicle solicitation, solicitation in the right-of-way, handbill distribution, and door-to-door solicitation. Door-to-door solicitors will be subject to criminal background checks by the Skokie Police Department.

Q. I represent a religious organization. Must I obtain a solicitation permit to solicit in the public right-of-way?

Your organization must fill out a right-of-way solicitation form so that the Village can ensure safety practices are complied with and to maintain a record of those who solicit within its boundaries on any given day. No fee is required, however, identification badges issued by the Village must be worn and Village rules and regulations must be followed at all times.

Q. Is there a time limit for door-to-door solicitation?

Yes. Charitable door-to-door solicitation permits are valid for no more than 30 consecutive days. The Village of Skokie reserves the right to limit the duration of the solicitation period.

Q. I am passing out flyers along with my door-to-door campaign. Must I pay a fee for this as well as the door-to-door registration fee?

No. If the handbill is part of another fundraising campaign, the handbill fee will be waived.

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