

Date Received: \_\_\_\_\_  
Date Accepted: \_\_\_\_\_

**For office use only**



## Village of Skokie, Illinois Application For Charitable Solicitation Permit

This application is for charitable solicitation on public property including vehicle solicitation, as well as for charitable groups soliciting door-to-door and distributing handbills. All Village regulations in regard to charitable solicitation can be found in the Skokie Village Code, section 78-91 to 78-132.

Name of Organization: \_\_\_\_\_

Type of solicitation:

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

1. Address of Principal Office: \_\_\_\_\_

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

2. Registration Number with Attorney General's Office: \_\_\_\_\_

3. Name and Address of Officers and Executive (if any):

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

Vice President: \_\_\_\_\_

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

Executive: \_\_\_\_\_

4. The following person(s) will be in direct charge of conducting the solicitation (name, title, address and business telephone):

\_\_\_\_\_

5. The following are the paid fund raisers connected with the solicitation:

\_\_\_\_\_

6. The following person(s) will be in direct charge of disbursements (include name and address):

\_\_\_\_\_

7. Please name any other community in which this organization has solicited within the past 3 years:

\_\_\_\_\_

\_\_\_\_\_

8. The purpose of the solicitation is (attach statement if more space is needed):

9. Contributions are needed because (please provide facts and figures, attach statement if more space is needed):

9a. The total estimated amount of funds to be raised: \_\_\_\_\_

9b. The estimated cost of the solicitation campaign is: \_\_\_\_\_  
(Include all costs, such as mailings, advertising, printing, fees, commissions, expense allowances, wages, etc. Also attach names and addresses of any person(s) receiving fees, commission, expenses allowances or emoluments.)

10. Use or disposition of funds raised: \_\_\_\_\_

10a. The proposed date for solicitation of funds: \_\_\_\_\_

Times: \_\_\_\_\_ Locations: \_\_\_\_\_

10b. The number of persons who will actually solicit (number of badges needed): \_\_\_\_\_

Please list each individual on page 4.

10c. *Any single charitable organization may solicit from motor vehicles not more than two (2) days in any calendar year. Only one charitable organization may solicit donations from motor vehicles on any single day.*

10d. *For organizations soliciting door-to-door, this permit is valid for not longer than 30 days. After such time, the organization will need to reapply through the Manager's Office.*

The following questions, #11 - #12, apply only if handbills are to be distributed.

11. How do you intend to distribute handbills? Door-to-door  In hand

12. A copy of the handbill must be submitted for approval.

*According to the Skokie Village Code, Sec. 6-43:*

*It shall be unlawful for any person to post, hand out, distribute or transmit any sign, or any commercial or noncommercial handbill:*

- (1) Which may reasonably tend to incite riot or other public disorder, or which advocates disloyalty to or the overthrow of the government of the United States or of this State by means of any artifice, scheme, or violence, or which urges any unlawful conduct, or encourages or tends to encourage a breach of the public peace or good order of the community; or*
- (2) Which contains obscene, libelous or other language which is made unlawful by any law of the Village, the State, or the United States.*

*Any new handbills, or changes to current handbills that are made during the permitted period must be approved by the Village Manager's Office or the permit may be revoked.*

13. Have you attached a detailed financial statement for the last preceding fiscal year of all funds collected for charitable purposes by the applicant, giving the amount of money raised, together with the cost of raising it and the final distribution thereof?  Yes  No

14. A full statement of the general character and extent of the charitable work being done by the application including, specifically, the character and extent of such work being done or to be done within the Village of Skokie is as follows (attach a statement if more space is needed):

\_\_\_\_\_

\_\_\_\_\_

15. Will the actual cost of the solicitation exceed 25% of the total amount to be raised? (If the answer is yes, attach information to justify such costs.)  Yes  No

16. Does the applicant certify that it will meet the conditions of the charitable trusts and solicitations division of the Illinois Attorney General's office by (a) Determining that the organization is in good standing; (b) Providing clear identification of all collectors; (c) Arranging with a local bank for the receipt and counting of sealed and properly identified containers; and (d) Notifying the Attorney General's Office, giving the name of the bank, the person in charge, and the date(s) requested?  Yes  No

17. Does the applicant certify that if a permit is granted, it will not be used or represented in any way as an endorsement by the Village of Skokie or by any department or officer thereof?  Yes  No

18. Does the applicant certify that if a permit is granted, no children under 16 years of age will be permitted to solicit money in the public right-of-way?  Yes  No

19. Does the applicant agree to furnish to the Village Manager within 60 days after the solicitation has been completed, a report and financial statement showing the amount raised by the solicitation, the amount expended in collecting such funds, including a detailed report of the wages, fees, commission and expenses paid to any person in connection with such solicitation, and the disposition of the balance of the funds collected by this solicitation?  Yes  No

20. If your organization intends to solicit in the public right-of-way, before the Village can authorize solicitation you must submit a Certificate of Insurance in the amount of \$1,000,000.00 with the Village of Skokie as a named insured.
21. If your organization intends to solicit in the public right of way, your organization must adhere to the following traffic safety precautions:
- *No one is allowed to stand in the street or road while the traffic light is green. Solicitors must stand on a curb or traffic island until such time as the traffic light cycles to red and at that time approach vehicles only when they have come to a complete stop.*
  - *Solicitors must remove themselves from the lanes of traffic prior to the traffic light cycling back to green.*
  - *All solicitors in the right-of-way must wear a bright colored traffic safety vest easily recognizable, (orange or yellow) with the name of your organization clearly identified and legible by a driver or passenger in a motor vehicle.*
  - *Solicitors cannot tap or knock on windows in an attempt to solicit.*
  - *No more than one person soliciting for each direction of traffic, but in no event more than four people soliciting in any intersection.*
  - *No solicitor may obstruct or hinder the flow of traffic at any time.*
  - *Soliciting from motor vehicles shall be only between 6:00 a.m. and 7:00 p.m. and shall only occur at intersections protected by traffic lights, stop signs or median islands at all corners.*
  - *A badge or identification card shall be issued by the Village Manager's Office and worn by each person soliciting contributions, which shall bear a number and the words "Solicitor for Charitable Purposes," Village of Skokie.*

All of the above statements are true to the best of knowledge, information and belief. All questions have been answered, and if any change in fact, policy or method occurs subsequent to the date of this application, or the issuance of a permit, the applicant will notify the Village Manager in writing within 24 hours after such change.

The organization agrees to indemnify, hold harmless, and defend the Village of Skokie, its agents, trustees, officers, servants, and employees, against any lawsuits, claims, demands, liabilities, losses and expenses, including court costs and attorney fees, for or on account of any injury to any person or death resulting from such injury, or any damage to property, which may which may be alleged to have arisen or arise directly or indirectly out of or in connection with this solicitation campaign.

Signed: \_\_\_\_\_

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

Title: \_\_\_\_\_

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

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_.

My commission expires: \_\_\_\_\_

Notary Public:



**Mayor**  
George Van Dusen

**Village Clerk**  
Pramod C. Shah

**Trustees**  
Michele L. Bromberg  
Karen Gray-Keeler  
Ralph Klein  
Randall E. Roberts  
Edie Sue Sutker  
Ilonka Ulrich

**Village Manager**  
John T. Lockerby

**Corporation Counsel**  
Michael M. Lorge

**Note:**

This application pertains to charitable solicitation only. This application is not for commercial door-to-door solicitation or commercial handbill distribution. A separate application and permit is required for commercial door-to-door solicitation or handbill distribution for any organization or individual, except religious institutions.

Organization: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Solicitation Permit Roster**

Group Leader Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

- |           |           |
|-----------|-----------|
| 1. _____  | 28. _____ |
| 2. _____  | 29. _____ |
| 3. _____  | 30. _____ |
| 4. _____  | 31. _____ |
| 5. _____  | 32. _____ |
| 6. _____  | 33. _____ |
| 7. _____  | 34. _____ |
| 8. _____  | 35. _____ |
| 9. _____  | 36. _____ |
| 10. _____ | 37. _____ |
| 11. _____ | 38. _____ |
| 12. _____ | 39. _____ |
| 13. _____ | 40. _____ |
| 14. _____ | 41. _____ |
| 15. _____ | 42. _____ |
| 16. _____ | 43. _____ |
| 17. _____ | 44. _____ |
| 18. _____ | 45. _____ |
| 19. _____ | 46. _____ |
| 20. _____ | 47. _____ |
| 21. _____ | 48. _____ |
| 22. _____ | 49. _____ |
| 23. _____ | 50. _____ |
| 24. _____ |           |
| 25. _____ |           |
| 26. _____ |           |
| 27. _____ |           |

**PLEASE ATTACH ADDITIONAL SHEETS IF NECESSARY**