



CITY OF WOODSTOCK

Charitable Solicitations Permit Application

Application Instructions:

1. Please fill out the application completely.
2. Please attach proof of non-profit or 501 (c) status for the charitable organization.
3. Please attach proof of insurance for the individuals and the organization, naming the City of Woodstock as an additional insured.
4. The application must be submitted to the Development Services office no less than thirty (30) days prior to the start date.

Safety Plan

The following guidelines are to be followed by any person participating in solicitation. Please initial next to each rule to acknowledge that you agree to follow it.

_____ No one under the age of 18 shall solicit funds in any way from the right-of-way or driving surface of any road or highway in the city.

_____ All persons participating in solicitation shall wear orange safety vests at all times while located in the roads and rights-of-way of the city.

_____ No person shall obstruct the right-of-way or hinder the flow of traffic in anyway

_____ No soliciting or collecting donations during the time when the traffic light is green

_____ Do not touch or approach cars unsolicited

_____ All persons participating in solicitation shall in some manner clearly and visibly identify the organization for which they are soliciting funds.

_____ Other safety measures you propose to take _____

I, the applicant, understand that I must follow these safety standards and that all individuals stated on this application as participants must follow these safety standards.

Signature

Printed Name

Date

Important Information:

1. Permits for soliciting funds on the roads and highways in the City of Woodstock will only be issued to those persons or organizations which are "charitable organizations." Charitable organization means any benevolent, philanthropic, patriotic, or eleemosynary (of, relating to, or supported by charity or alms) person, who solicits or obtains contributions solicited from the general public, any part of which contributions is used for charitable purposes.
2. If approved and issued, permits are valid for 7 calendar days.
3. Solicitation may only occur between the hours of 9:00 am and 5:00 pm.



CITY OF WOODSTOCK

Charitable Solicitations Permit Application

City Use: Received _____ Permit No. _____

Applicant Information

Name of charitable organization: _____

Name of main contact person: _____

Phone: _____ Email: _____

Individuals Participating in Solicitation

Name	
Address	
Date of birth	
Next of kin	
Emergency contact number	

Name	
Address	
Date of birth	
Next of kin	
Emergency contact number	

Name	
Address	
Date of birth	
Next of kin	
Emergency contact number	

Name	
Address	
Date of birth	
Next of kin	
Emergency contact number	

If there are more than four participants, please attach a separate sheet of paper with their information.

Solicitation Plans

Location, dates and times of proposed solicitation: _____

Oath

I, _____ hereby certify that _____ is a "charitable organization" as defined on this application, and that all proceeds raised will be used for the benefit of citizens to include those of the City of Woodstock.

Signature

Date