

# NOT-FOR-PROFIT SOLICITATION OF BUSINESS AND CONTRIBUTIONS ON HIGHWAYS AND STREETS APPLICATION

## CITY OF JOLIET

Department of Management & Budget  
Business Services  
150 West Jefferson Street  
Joliet, Illinois 60432  
Office 815.724.3905 FAX 815.724.3904

Office Use Only:  
Date Received: \_\_\_\_\_  
Date Issued: \_\_\_\_\_

PLEASE COMPLETE THE ENTIRE FORM AND PRINT LEGIBLY. Incomplete forms will be returned. Complete application packets must be submitted no less than four (4) weeks before the event. Applications will be accepted only during the calendar year of the event on a first come first basis. Written approval will be sent the week of the event or at time of obtaining safety vests.

### CONTACT INFORMATION

ORGANIZATION NAME: \_\_\_\_\_

TAX EXEMPT ID NUMBER: \_\_\_\_\_

ORGANIZATION ADDRESS: \_\_\_\_\_

ORGANIZATION TELEPHONE NUMBER: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

CONTACT ADDRESS: \_\_\_\_\_

CONTACT TELEPHONE NUMBER: \_\_\_\_\_

CONTACT E-MAIL ADDRESS: \_\_\_\_\_

### SPECIFIC REQUEST INFORMATION

REQUESTED DATES: \_\_\_\_\_

ARE THE DATES REQUESTED INCONJUNCTION WITH A REGIONAL OR NATIONAL FUNDRAISING EVENT? IF SO, PLEASE EXPLAIN: \_\_\_\_\_

\_\_\_\_\_

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LOCATION OF INTERESECTIONS BEING REQUESTED: \_\_\_\_\_

\_\_\_\_\_

HOURS OF COLLECTION: \_\_\_\_\_

NUMBER OF PEOPLE COLLECTING: \_\_\_\_\_

LOCATION OF WHERE AUTOMOBILES WILL BE PARKED DURING COLLECTING TIME:

\_\_\_\_\_

DATE OF LAST COLLECTION/EVENT: \_\_\_\_\_

AMOUNT COLLECTED AT LAST EVENT: \_\_\_\_\_

**ADDITIONAL INFORMATION TO BE PROVIDED**

- One copy of the Registration Statement from the Office of the Attorney General as a charitable organization as provided by "An Act to regulate solicitation and collection of funds for charitable purposes, providing for violations thereof, and making an appropriation therefor," approved July 26, 1963, as amended.
- Identification of the organization by the use of a badge or emblem must be *clearly and visibly displayed* on the safety vest while collecting money. An example or photograph of the identification and how it will be displayed must be submitted with this application.
- Current copy of a state issued identification card for the contact person.
- One copy of the organizations Certificate of Liability Insurance with the following language must be submitted prior to issuance of any permit: *"The City of Joliet is named as an additional insured in respect to the \_\_\_\_\_ (name of organization) Intersection Solicitation Program taking place on \_\_\_\_\_ (dates)."*

Minimum insurance amounts must be in accordance with Sec. 22-2(b)(3) of the Joliet Municipal Code which reads "Liable for any injuries to any person or property during the solicitation which is casually related to an act of ordinary negligence of the soliciting agent, and the soliciting agency shall file with the city with its application for a solicitation permit a certificate of insurance showing liability insurance in the minimum amount of three hundred thousand dollars (\$300,000.00) for personal injury per occurrence and one hundred thousand dollars (\$100,000.00) for property damage during the period of requested solicitation, and the city shall be named as an additional insured on the certificate."

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- Proof of having safety vests or the use of City safety vests. Each individual collecting monies in the public right-of-way is required to wear an approved safety vest at all times.

If an organization has safety vests, please submit a photograph of the vests along with the number available for use.

For organizations without safety vests, the City of Joliet has purchased 24 vests which can be borrowed for short time use. A security deposit of \$10.00 per vest will be required and vests must be returned in good condition. The security deposit must be received no less than two days before the scheduled event and the vests must be returned no less than two working days after the event. Failure to return the vests will result in the forfeiture of the security deposit and possible exclusion from future participation.

ORGANIZATION NAME: \_\_\_\_\_

REQUESTED DATES: \_\_\_\_\_

I have read and agree to operate in accordance with Chapter 22 Peddlers and Solicitors, Article I Solicitation of Business and Contributions on Highways and Streets pertaining to Not-For-Profits of the Joliet Municipal Code.

\_\_\_\_\_  
Print name of contact person

\_\_\_\_\_  
Signature of contact person

\_\_\_\_\_  
Date