

**Permit for Solicitations
License Application Addendum
City of Wyoming**

NOTE: Applications for a permit for solicitations must be filed with the City Manager 15 days prior to the commencement of the proposed solicitation.

Name of Applicant _____ Street Address _____ City, State, Zip _____ Phone _____	Name of Organization _____ Street Address _____ City, State, Zip _____ Phone _____	Local Address or Headquarters _____ _____ City, State & Zip _____ Phone _____
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Names and addresses of the applicant's principal officers and managers together with written authorization to make the application and signed by two of the applicant's principal officers			
Names of Officers or Managers	Street Address	City, State & Zip	Phone
1.			
2.			
3.			
Please use other side of page for additional names			

The purpose for which the Solicitation is to be made _____

The estimated total amount of funds proposed to be raised thereby \$ _____

The use or disposition to be made of any receipts therefrom _____

A specific statement, supported by reasons and figures, showing the need for the contributions to be solicited _____

The names and addresses of all persons by whom the receipts of solicitations are to be disbursed			
Name of Person	Street Address	City State & Zip	Phone
1.			
2.			
3.			

The names and addresses of all places from which disbursement of funds are to be made			
Name of Place	Street Address	City State & Zip	Phone
1.			
2.			
3.			

The names and addresses of all persons who will be in charge of conducting the Solicitation			
Name of Person	Street Address	City, State & Zip	Phone
1.			
2.			
3.			
4.			

Permanent home address as well as local temporary address – such as: a local motel, hotel, boarding house, YMCA, YWCA or other place

The names and addresses of all solicitors to whom “Information Cards required by Section 10.210 of the code of the City of Wyoming, are to be issued			
Name of Solicitor	Street Address	City, State & Zip	Phone
1.			
2.			
3.			
4.			
5.			

An outline of the method or methods to be used in conducting the Solicitations _____

If any solicitors under the age of 16 are to be used, a statement of the manner in which such solicitors shall be supervised _____

The Time when the Solicitation is to be made:

Beginning Date _____
(month) (day) (year)

Ending Date _____
(month) (day) (year)

Hours of the day when Solicitations will be made: From _____ To _____

The estimated cost of the Solicitation \$ _____

The amount of any wages, fees, commissions, expenses or emoluments to be paid to any person in connection with the solicitation and the names and addresses of all such persons, together with the manner in which said funds are to be paid

Name of Person	Street Address	City, State & Zip	Amount to be Paid to this Person	Manner of Payment
1.				
2.				
3.				

The estimated value of all materials and services to be furnished for the Solicitation by any person or affiliated organization, together with the manner in which such services or materials will be received and paid for

A financial statement of all funds collected for charitable purposes by the applicant during the applicant's last preceding fiscal year giving the amount of money raised, together with the cost of raising it, and the financial distribution thereof

A full statement of the character and extent of the charitable work being done by the applicant within the City of Wyoming

The names and addresses of the organization and/or the names and addresses of persons in the City of Wyoming, Michigan who will be receiving money collected by your soliciting group	
Name	Street Address
1.	
2.	
3.	
4.	

Any additional information the applicant may want to submit

A sworn statement that the estimated cost of the Solicitation will not exceed 20 percent of the total amount to be raised or if the Solicitation is by the sale of merchandise or advertising entertainment, athletic or sport events, bazar, benefit, card party, contest, dance, exhibition, exposition, lecture, party, performance, or picnic, a statement to the effect that the estimated cost of the Solicitation will not exceed 50 percent of the total amount to be raised

A sworn statement to the effect that the permit required and also the "Information Card" will not be used or represented in any way as an endorsement by the City, its officers, agents or employees

STATE OF MICHIGAN

County of _____ ss.

I, _____ being duly sworn, deposes and says the foregoing statements are true.

(Name of Applicant)

(Signature of Applicant)

Subscribed and sworn-to before me this
_____ day of _____, 19____

(Signature of Notary Public)

Name of Notary _____

County _____

Commission Expires _____

(Type, print or stamp)

NOTE: If there is any change in fact, policy or method that would alter the information given in the application, the applicant shall notify the City Manager in writing thereof within 5 days from the date of this application

Date of Application _____

Signature of Applicant _____

Office Use Only
Approvals
City Manager