



CITY OF GROSSE POINTE WOODS

20025 MACK PLAZA DRIVE
GROSSE POINTE WOODS, MI 48236
313-343-2440
WWW.GPWMI.US

Charitable Solicitation Permit Application

INSTRUCTIONS TO THE APPLICANT: In accordance with MCL 257.676(b) and Chapter 14, Articles I and II, Sections 14-1 through 14-32 and 10-262 through 10-265, of the 2017 City Code, an application for a permit to solicit shall be made on this form. Application must be filled out completely. Furnishing or filing false information in an attempt to obtain a permit to solicit is a violation of the City Code.

1. Organization name, address, phone number and principal office location:

2. Name, address, and phone number of the person(s) in charge of conducting the solicitation. Must be 18 years of age or older:

3. Purpose for which the solicitations are to be made, the use, and disposition to be made of the receipts:

4. Name and address of the person (or persons) by whom the receipts of the solicitation shall be disbursed and the name and address of the custodian of such funds prior to disbursement:

5. Describe the method used in conducting the solicitation including location:

Days and proposed time when solicitations are to be made:
(DAYLIGHT HOURS ONLY - NOT TO EXCEED 90 DAYS IN DURATION)

Date: From: _____ **To:** _____

Hours: From: _____ **To:** _____

7. Describe the character and extent of the charitable, religious, patriotic, civic, educational or philanthropic work being done or intended to be done by the applicant within the City:

It is hereby acknowledged any permit issued by the City of Grosse Pointe Woods is not an endorsement of the solicitation or the organization and no such representation of endorsement by the City of Grosse Pointe Woods shall be made.

Date Applicant's Signature

All solicitors must wear high-visibility safety apparel that meets International Safety Equipment Association Standards.

Do Not Write Below This Line – Official Use Only

Approved: () Denied: () Date: _____

IRS Letter of Non-Profit Status: _____

Director of Public Safety: _____

I.D. Verified: _____

Approved: () Denied: () Date: _____

Certificate of Liability Insurance: _____

City Clerk: _____

Original – Clerk, Applicant, Public Safety

ARTICLE VII. - STREET SALES AND SOLICITATIONS

Sec. 10-263. - Permit required.

Any charitable or civic organization desiring to conduct street sales or solicitations shall first obtain a permit authorizing such activity from the City Clerk or the Clerk's designated representative, at least 72 hours in advance of any such activity.

(Code 1975, § 2-16-2; Code 1997, § 14-957)

Sec. 10-264. - Requirements for permit.

Any charitable or civic organization requesting a permit authorizing street sales or solicitation shall provide information as required by the Clerk's office and comply with the following requirements: (a) provide proof of the organization's status as a civic or charitable organization; (b) identify the dates, times, and location of the proposed sales/solicitation; (c) provide proof of liability insurance naming the City as an additional named insured in an amount of at least \$1,000,000.00; (d) any person soliciting on behalf of the organization must be 18 years of age or older; (e) any person must wear high-visibility safety apparel that meets current American standards promulgated by the International Safety Equipment Association; (f) the portion of the roadway upon which the solicitation occurs cannot be a work zone and must be within an intersection where traffic control devices are present; (g) sales/solicitations must occur during daylight hours.

(Code 1975, § 2-16-3; Code 1997, § 14-958)

Effective: 12-24-17