



CITY LICENSE
(316) 268-4553

CHARITABLE SOLICITATION EVENT LICENSE APPLICATION

Applications shall be submitted no later than five business days prior to the time of the event. No permit will be issued if the application is submitted within five business days of the proposed charitable solicitation event.

FEE: \$100.00 per charitable solicitation event, which shall be no more than three days in duration, and limited to one event per year.

APPLICANT:

NAME		DATE OF BIRTH	
ADDRESS		PHONE	
CITY, STATE		ZIP CODE	

CHARITABLE ORGANIZATION:

NAME			
ADDRESS		PHONE	
CITY, STATE		ZIP CODE	

CHARITABLE SOLICITATION EVENT CONTACT PERSON, IF DIFFERENT THAN APPLICANT:

NAME		PHONE	
ADDRESS			
CITY, STATE		ZIP CODE	

Name of Charitable Solicitation Event _____
 1st Date _____ Time _____
 2nd Date _____ Time _____
 3rd Date _____ Time _____

REQUIREMENTS:

- Proof of the non-profit status of the charitable organization is required.
- Written acknowledgement of this event from the charitable organization is required.
- A copy of the liability insurance as required by Section 3.20.040.
- A safety plan as required by Section 3.20.050.

Is the applicant at least 21 years of age? Yes No

Has the applicant had a permit under this chapter or a similar type of permit or license in any jurisdiction previously suspended or revoked within one year immediately preceding the date of the application?
 Yes No

APPLICATION OATH:

Under penalty of perjury, I, _____ (state name of applicant), declare that the information in this application and all required documents represents a true, accurate and complete disclosure of information.

I understand that solicitation of funds in connection with the Charitable Solicitation Event described in this application is allowed ONLY at intersections identified on the attachment to this application which I have marked with an "X". I further understand that during this Charitable Solicitation Event, a copy of the permit and approved intersection attachment must be in the possession of the responsible party at each intersection where solicitation is occurring, and that all solicitors must comply with the STANDARDS OF CONDUCT FOR CHARITABLE SOLICITATION EVENTS while soliciting, as those standards are set forth in the attachment to this application.

I hereby agree by signing this oath to comply with all of the laws of the State of Kansas and all ordinances or other rules and regulations of the City of Wichita in conducting this Charitable Solicitation Event. In addition, I have read and understand all rules and regulations as set out in the Code of the City of Wichita, specifically Chapter 3.26 thereof. Furthermore, I hereby agree both as an individual and also on behalf of the charitable organization for which I am soliciting funds at the event described herein that my Charitable Solicitation Event permit is subject to immediate suspension or revocation by the proper officials for any violation of such law, ordinance, rules or regulations, and I hereby consent to the same by my signature below.

Signature of Applicant

Date

FOR OFFICIAL USE ONLY

LICENSE #	DATE
TOTAL FEE	EXPIRATION DATE



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CHARITABLE SOLICITATION EVENT INTERSECTIONS

- _____ 13th and 119th
- _____ Lincoln and Washington
- _____ 13th and Bitting/Jeanette
- _____ MacArthur and Broadway
- _____ MacArthur and Hydraulic
- _____ 21st and Amidon
- _____ Maple and West
- _____ Murdock and Hillside
- _____ Pawnee and Broadway
- _____ Pawnee and McLean
- _____ 31st and Seneca
- _____ Pawnee and Oliver
- _____ 37th and Rock Road
- _____ 37th and Womer
- _____ Taft and Mid-Continent
- _____ Bradley Fair/Rockhill and Rock Road
- _____ Central and Grove
- _____ Central and Hydraulic
- _____ Central and West
- _____ Harry and Hydraulic
- _____ Harry and McLean
- _____ Harry and Woodlawn
- _____ Lincoln and Grove/G.W.B.
- _____ Lincoln and Hydraulic
- _____ Lincoln and McLean



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**STANDARDS OF CONDUCT FOR
CHARITABLE SOLICITATION EVENTS**

1. Solicitors may only solicit on behalf of charitable organization as defined in Section 3.26.010 of this code.
2. Solicitors may only solicit on the dates and times set forth on the permit application submitted for the event.
3. All solicitors shall be 18 years of age or older and must carry a valid, government issued, photo ID showing the solicitor to be at least 18 years of age on his or her person while engaged in a charitable solicitation event, and such ID shall be presented upon request by any officer of the City.
4. There shall be at least one person 21 years of age or older present at each intersection while solicitation is occurring who shall be designated as the responsible party for the group and shall be a contact person for Police for enforcement of the provisions of this chapter.
5. A copy of the permit issued pursuant to this chapter and the approved intersection attachment must be in the possession of the responsible party at each intersection where solicitation is occurring, and shall be presented for inspection when requested to do so by any officer of the City, or by any person being solicited for a contribution.
6. Solicitation shall be allowed only at approved intersections and those that are identified on the permit attachment of the Charitable Solicitation Event as intersections where the applicant intended to solicit donations.
7. No solicitor shall suddenly leave a curb or other place of safety and walk or run into the path of a vehicle which is so close as to constitute an immediate hazard.
8. Solicitors shall stand on a curb or raised median and are allowed to step off the curb or raised median to approach a vehicle only at intersections with stop signs or while the traffic signal has turned red and only while the signal remains red. Solicitors shall immediately return to the curb or raised median when the signal turns green or when traffic is moving.
9. Solicitors shall not approach a vehicle unless a window is down or an occupant has given some sign of assent to be approached.
10. Solicitation shall occur only during daylight hours after sunrise and before sunset.
11. Each solicitor shall wear a safety vest of a color and material that will enhance visibility and help insure solicitor safety. Identification of the soliciting agency shall be printed or displayed on each safety vest.
12. The soliciting organization shall be identified by prominent signs visible to drivers and held by individuals on the curb, carried or worn by the solicitors, or placed upon a vehicle legally parked in close proximity to the solicitors. Signs or banners displayed at the intersection shall not be posted or affixed to the ground and shall not inhibit or obstruct traffic visibility.
13. Identification of the soliciting agency shall be printed or displayed upon all containers used by solicitors to collect monetary donations.