

OFFICE USE ONLY

DATE RECEIVED _____	AMOUNT RECEIVED _____
NEW REGISTRATION _____	CASH _____
RENEWAL REGISTRATION _____	CHECK _____
REGISTRATION NO. _____	CHECK NO. _____
REGISTRATION EXPIRATION _____	RECEIPT NO. _____
ANNUAL PERMIT _____	NON-ANNUAL PERMIT _____

APPLICATION FOR CHARITABLE SOLICITATIONS CAMPAIGN PERMIT

CHARITABLE ORGANIZATION OR BENEFIT CHARITY INFORMATION:

1. _____
NAME OF ORGANIZATION OR BENEFITING CHARITY

MAILING ADDRESS _____ STREET ADDRESS _____
CITY, STATE, ZIP CODE _____ CITY, STATE, ZIP CODE _____
PHONE NO. _____ E-MAIL ADDRESS _____

2. _____
NAME OF PARENT ORGANIZATION (IF APPLICABLE)

MAILING ADDRESS _____ CITY, STATE, ZIP CODE _____

3. FISCAL YEAR: ____/____/____ TO ____/____/____

CAMPAIGN CONTACT PERSON INFORMATION:

4. _____
NAME OF CAMPAIGN CONTACT PERSON TITLE

MAILING ADDRESS _____ CITY, STATE, ZIP CODE _____
PHONE NO. _____ E-MAIL ADDRESS _____

CAMPAIGN INFORMATION:

5. _____
PURPOSE OF COLLECTED FUNDS

6.A. _____
NAME OF PERSON TO DISBURSE FUNDS PHONE NO. (include area code)

6.B. _____
NAME OF PERSON TO DISBURSE FUNDS PHONE NO. (include area code)

7. _____
CAMPAIGN METHOD

8. _____
CAMPAIGN BEGINNING DATE CAMPAIGN ENDING DATE

9A. _____
TOTAL AMOUNT OF ESTIMATED FUNDS TO BE SOLICITED ARE CAMPAIGN CONTRIBUTIONS TAX DEDUCTIBLE FOR FEDERAL INCOME TAX PURPOSES?
YES _____ NO _____

9B. _____
MAXIMUM % OF ESTIMATED FUNDS SOLICITED TO BE PAID FOR COST OF PROMOTION OF CAMPAIGN (IF APPLICABLE).

10. _____
NAME OF PROFESSIONAL PROMOTER/SOLICITOR TELEPHONE NO. (include area code)

MAILING ADDRESS CITY, STATE, ZIP CODE

11. _____
PROFESSIONAL PROMOTER'S FEE

Note: If professional promoter is used, copy of contract with promoter must be attached to application.

PLEASE READ THE ARTICLE OF THE CITY OF LUBBOCK CODE OF ORDINANCES FOR DEFINITIONS AND REQUIREMENTS CONCERNING CHARITABLE SOLICITATIONS.

CHECKLIST:

NEW PERMIT APPLICATIONS MUST INCLUDE:

- Charitable Solicitation Campaign Permit Form (City Secretary) _____
- Determination Letter for 501(c) Exempt Status (IRS) (non-profits) _____
- Letter(s) of Authorization from Benefiting Charity(s) _____
- Professional Promoter/Solicitor Contract (copy) (if applicable) _____
- Initial Registration Fee of \$ 50.00 _____
- Financial Statement must accompany application** _____

RENEWAL PERMIT APPLICATIONS MUST INCLUDE:

- Charitable Solicitation Campaign Permit Form (City Secretary) _____
- Letter(s) of Authorization from Benefiting Charity(s) _____
- Professional Promoter/Solicitor Contract (copy) (if applicable) _____
- Renewal Registration Fee of \$35.00 _____
- Financial Statement must accompany application** _____

OATH:

I acknowledge that said organization has not failed to keep or observe any promised agreement, representation or commitment with regard to the allocation of funds, or methods of solicitation made to the City of Lubbock in connection with any previous charitable solicitations permit.

I also acknowledge that said organization does not intend to use a charitable solicitation permit as a means of selling private merchandise or promoting personal or commercial interests, and that such solicitation and the method used in the conduct thereof may jeopardize the health, life and property of the citizens of the City of Lubbock.

I also acknowledge that if the terms and conditions as set forth in the Code of Ordinances of the City of Lubbock are not met, that the organization’s solicitation permit is subject to revocation as provided.

SIGNATURE OF CAMPAIGN CONTACT PERSON

Subscribed and sworn to before me, a Notary Public, on this _____ day of _____, _____.

(Seal)

Notary Public
My Commission Expires: _____

Applications must be complete and with required supporting documents prior to being considered for processing by the Office of the City Secretary.

City of Lubbock, Office of the City Secretary, P. O. Box 2000, Lubbock, Texas 79457