



PALMDALE
a place to call home

**CHARITABLE ORGANIZATION
CONDUCTED BY FUNDRAISER**

NOTICE OF INTENTION TO SOLICIT

Name of Charitable Organization: _____

Principal business address: _____

Local business address: _____

Telephone number: _____

Names, addresses, and telephone numbers of the principal officers and members of the board of trustees or board of directors of the named charitable organization: _____

List the purpose for which the solicitation is to be made, the total amount of contributions proposed to be raised, and the use or disposition to be made of the contributions received from the solicitation: _____

A description of the method or methods to be used in conducting the solicitation, and the times and dates proposed for soliciting: _____

The name, residence address and telephone number of the person or persons who will be in direct charge of being responsible for conducting the solicitation: _____

The name, residence address and telephone number of **each solicitor** who will participate in the solicitation: _____

A description of the nature and extent of charitable work being performed in the City by the named charitable organization: _____

If a commercial fundraiser for charitable purposes is to be engaged, and is to be paid a set fee rather than a percentage of the total amount raised, please list the estimated total cost to be incurred for direct fundraising expenses: _____

If the solicitation is not a sales solicitation, the applicant may include a statement, in lieu of estimating the total amount of fundraising expenses to be incurred, that an audited statement of these fundraising expenses may be obtained by contacting the organization.

I declare under penalties of perjury that this application is true and correct to the best of my knowledge and belief.

Officer of Commercial Fundraiser: _____
Signature Title Date

I declare under penalties of perjury that this application is true and correct to the best of my knowledge and belief.

Officer of Charitable Organization: _____
Signature Title Date

INFORMATION THAT MUST BE ATTACHED TO THIS APPLICATION:

1. Application must be presented to the Director **15 days** prior to any proposed solicitation in the City of Palmdale.
2. The original or a certified copy of the resolution, agreement, letter of consent, or similar documentation, which authorizes the agency relationship between the named charitable organization and the commercial fundraiser for charitable purposes.
3. Copy of documents from the Internal Revenue Service and the California Franchise Tax Board that establish the tax-exempt status of the named charitable organization.
4. If, during the period for review of the Notice of Intention, or during the term of any permit issued for the solicitation, there is any significant change in fact, policy or

method that would alter the information set forth in the Notice of Intention, the applicant must notify the Director in writing within **forty-eight (48) hours after that change.**

5. Each person taking part in the solicitation of funds for the purpose of issuing a badge which must be worn on the clothing in plain sight during all times soliciting in Palmdale is taking place. Any person while in Palmdale may inspect this badge.

OFFICE USE ONLY

Received Date: _____ By: _____

Director of Planning: _____
Signature Date