



Fundraising License Application

Please Print or Type

******Please note that applications must be received at least 30 in advance of the event or a \$50 fee will be charged******

Date of Application: _____

Organization Name: _____

Organization Address: _____

Type of Organization: _____

(i.e. - Charitable, Educational, Fraternal, Nonprofit, Religious, Veterans)

Applicant Name: _____

Applicant Address: _____

Business Phone: _____ Business Fax: _____

E-mail Address: _____

Purpose of solicitation: _____

On what date(s) will the solicitation occur? _____

Solicitation is allowed from sunrise to sunset only.

No permits shall be issued for use from November 1 to March 31 because of snow, icy weather, and street conditions, which pose significant safety concerns to the general public.

No permits shall be issued for use when events, street conditions or other factors pose significant safety concerns to the general public.

No one under the age of 17 will be allowed to solicit. Please include the names of the volunteers.

Please note that per Village Ordinance, organizations are only allowed to solicit (4) four times per calendar year. Applications for solicitation dates will not be accepted if the date requested is more than one (1) year in advance.

Approval will be given only for the date(s), time(s), and designated intersection(s) or locations listed in accordance with Village ordinance.

Written approval is needed from the charitable organization if you are collecting on their behalf.

The following locations shall be prohibited sites or locations for solicitation of contributions:

- Barrington Road, all intersections in the Village of Schaumburg.
- Algonquin Road, all intersections in the Village of Schaumburg.
- Golf Road, all intersections in the Village of Schaumburg.
- Higgins Road, all intersections in the Village of Schaumburg.
- Irving Park, all intersections in the Village of Schaumburg.
- Martingale Road and Corporate Crossing.
- Schaumburg and Roselle Road.
- Schaumburg and Plum Grove Road (Labor Day weekend).
- Woodfield and I-290/Illinois 53 East and West Frontage Road.
- Woodfield and Meacham.
- All Elgin-O'Hare ramp or frontage road intersections.

Please check the intersection(s) or other location(s) the solicitation is being requested:

Mall Dr. at Woodfield Rd.

Schaumburg at Meacham

Roselle at Valley Lake

Plum Grove at Schaumburg (not allowed Labor Day weekend)

Roselle at Wise Rd.

Other – Specify – _____

Is the organization registered with the Attorney General of Illinois as a charitable organization? Yes ____ No ____

1. Please attach a written statement of recent date by the Attorney General that the organization has complied with the provisions of State Statutes concerning charitable purposes.
2. Please attach satisfactory proof that the organization is a tax exempt organization under the Internal Revenue Code of the United States, section 501 (c) (3).
3. Please attach a copy of the most recent required annual report filed with the Attorney General of the State of Illinois.

I/We understand the issuance of a permit is conditional upon compliance with all Village Ordinances and State Law. I/We hereby authorize the Village of Schaumburg to make inquiries into our character, background, and any other inquiries as necessary based on the information contained in the application, in order to approve or deny this permit application. I have read this application and answered all questions fully. The information I/We have submitted in this application is complete and truthful to the best of my/our knowledge.

Applicant signature: _____ Date: _____

Hold Harmless Statement: The applicant hereby agrees to indemnify and hold harmless the Village of Schaumburg, its Corporate Authorities, officers, agents, and employees from and against any and all claims, suits, damage, causes of action, judgments, loss, costs, expenses, and attorney’s fees arising out of personal injury, including death, property loss or theft sustained by any person during or as a result of the permit to solicit.

I hereby further certify that the information provided in this application is true and correct to the best of my knowledge and that I have not provided false or misleading information. I understand that the failure to supply adequate or correct information will be subject to revocation of permission to hold such an activity/event or use of municipal property.

Applicant Signature: _____ Date: _____

Print Applicant’s Name and Title: _____

If the request to solicit is recommended for approval by village staff, it will be forwarded to the Village Board. The Village Board meets on the second and forth Tuesday of each month. If the Village Board approves the solicitor license application, the organization will receive a letter from the Finance Department. The letter is to be considered the permit to solicit.

FOR OFFICE USE ONLY

Is the following information attached:

Attorney General written statement.	Yes ____	No ____
Proof of tax exempt status from the IRS.	Yes ____	No ____
Recent annual report filed with the Attorney General.	Yes ____	No ____