



CUYAHOGA FALLS LAW DEPARTMENT  
2310 Second St., Cuyahoga Falls, OH 44221

[www.cityofcf.com](http://www.cityofcf.com)

330-971-8190

**APPLICATION FOR PERMIT  
FOR SOLICITATION OF FUNDS**

Information Required:

The Solicitor shall, not less than **five days nor more than fifteen days** prior to the commencement of such solicitation, furnish the Law Department, in writing, with the following information:

(a)	The name, address, telephone number of the person applying for registration:
(b)	If the application is not an individual, the name and address of the applicant's principal officers and managers and a copy of the resolution, if any, authorizing such solicitation, certified to as a true and correct copy of the original by the officer having charge of the applicant's records.
(c)	The purpose of the solicitation, the total amount of funds proposed to be raised and the use or disposition of these funds.
(d)	A statement, supported by reasons and, if available, figures, showing the need for the contributions to be solicited.
(e)	The name and address of the person or persons by whom the receipts of such solicitations shall be disbursed.
(f)	The name and address of the person or persons who will be in direct charge of conducting the solicitation and the names of all promoters connected or to be connected with the proposed solicitation.
(g)	An outline of the method or methods to be used in conducting the solicitations (e.g., door-to-door).
(h)	The <b>time</b> these solicitations shall be made, giving the <b>dates for the beginning and ending</b> of such solicitation.

(i)	A statement that the approval of this application will not be used or represented in any way as an endorsement by the City or by any department or officer thereof.

If, during the term of the registered solicitation, there is any change in any of the aforementioned pertinent factors, it is required that the Law Department be notified within twenty-four hours of such change.

**757.03 INFORMATION REQUIRED.**

The solicitor shall not less than five days nor more than fifteen days prior to the commencement of such solicitation furnish the Mayor, in writing, with the following information:

- (a) The name, address or headquarters of the person applying for registration;
- (b) If the applicant is not an individual, the names and addresses of the applicant's principal officers and managers and a copy of the resolution, if any, authorizing such solicitation, certified to as a true and correct copy of the original by the officer having charge of the applicant's records;
- (c) The purpose for which such solicitation is to be made, the total amount of funds proposed to be raised thereby and the use or disposition to be made of any receipts there from;
- (d) A specific statement, supported by reasons and, if available, figures, showing the need for the contributions to be solicited;
- (e) The names and addresses of the person or persons by whom the receipts of such solicitations shall be disbursed;
- (f) The name and address of the person or persons who will be in direct charge of conducting the solicitation and the names of all promoters connected or to be connected with the proposed solicitation;
- (g) An outline of the method or methods to be used in conducting the solicitations;
- (h) The time when such solicitations shall be made, giving the preferred dates for the beginning and ending of such solicitation;
- (i) A statement to the effect that if registration is made it will not be used or represented in any way as an endorsement by the City or by any department or officer thereof;
- (j) Such other information as may be reasonably required by the Mayor in order for him to determine the kind and character of the proposed solicitation and whether such solicitation is in the interest of and not inimical to the public welfare.

If during the term of the registered solicitation, there is any change in any of the afore mentioned pertinent factors, it is required that the Mayor be notified within twenty-four hours of such change. (Ord. 149-1961. Passed 7-10-61.)