



## Solicitation Registration Form

City Hall - 67 North Main Street, Madisonville, KY 42431

(270) 824-2100

Prior to conducting a subject charitable solicitations campaign, a solicitation registration form must be completed in full and filed with the City Clerk and the Police Department not less than thirty (30) days prior to initiation of the campaign. A solicitor may utilize the form for more than one subject charitable solicitations campaign except any campaign utilizing a professional agency or professional solicitor, whereby the professional retains at least fifty (50%) percent of gross funds raised, shall require a separate registration.

### I. General Information:

Sponsoring Agency \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Dates of Solicitation \_\_\_\_\_ Through \_\_\_\_\_

President or Solicitation Chairman \_\_\_\_\_

Total Current Dollar Goal to Sponsoring Agency \$ \_\_\_\_\_

Total Revenue Raised for Campaign(s) in preceding Year, if any  
\$ \_\_\_\_\_

Federal Tax-Exemption Number, if any \_\_\_\_\_

II. If a professional agency or professional solicitor is retained by the sponsoring charitable agency to assist in solicitations, you must attach a copy of any contract of employment to this form and complete the following information:

Name of Professional Agency or Solicitor \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Representative \_\_\_\_\_

Local Address \_\_\_\_\_

Percent of Solicitation retained by sponsoring agency \_\_\_\_\_%

Percent of Solicitation retained by professional agency or

Professional solicitor's \_\_\_\_\_%

III. Type of Solicitation:

1. Direct Contributions

2. Product Sales Product \_\_\_\_\_ Price \_\_\_\_\_ Commission \_\_\_\_\_

(If more than one, list on back of this form or attached exhibit).

3. Ticket Sales Event \_\_\_\_\_ Ticket \_\_\_\_\_ Price \_\_\_\_\_

(If more than one, list on back of this form or attached exhibit).

4. Other: If other, please write a brief description of the type of solicitation:

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IV. Method of Solicitation:

1. Telephone \_\_\_\_\_(Prohibited for Paid Solicitors)

2. Mail \_\_\_\_\_

3. Person to Person \_\_\_\_\_

4. Counter Box \_\_\_\_\_

Indicate Number \_\_\_\_\_ (must be picked up immediately after campaign).

5. Other \_\_\_\_\_

I attest that neither myself, nor anyone in the Sponsoring Agency, to my knowledge and belief, has been convicted of a felony within three (3) years prior to the date of this Registration Form, and that all of the foregoing information in this Registration Form is true and accurate to the best of my knowledge.

Signature \_\_\_\_\_

Title: \_\_\_\_\_

Witness: \_\_\_\_\_

Clerk: \_\_\_\_\_

