

PROFESSIONAL FUNDRAISER INFORMATION SHEET

REQUIREMENTS

- Completed Professional Fundraiser Application (Attached)
- Results of Activity Form (Attached – Renewals Only)
- Articles of Incorporation (New Applicants Only)
- \$5,000.00 Bond (Attached)

The applicant shall file and maintain, thereafter, with the Charitable Solicitation Board a bond in the aggregate sum of five thousand dollars (\$5,000.00) payable to the City of Columbus for the use and benefit of interested persons and parties, executed by the professional fundraiser applicant and by two (2) or more responsible sureties, or a surety company authorized to do business in the state of Ohio as required by Section 525.21 of the Columbus City Code.

- A list of all current organizations for whom you actively solicit donations from the residence and businesses in the City of Columbus; as well as current contracts, including any telephone dialogue that will be used.
- A detailed statement of the general plan, character and method in or by which the applicant proposes to conduct its business as a Professional Fundraiser.
- Self-addressed stamped envelope
- Check made for \$160.00 made payable to City Treasurer – License Section

PRICING

- Application Fee – \$10.00
- Professional Fundraiser Fee – \$150.00

NOTICE 2016
MONTHLY MEETING SCHEDULE
CHARITABLE SOLICITATIONS BOARD

The regular monthly meetings of the Charitable Solicitations Board will be scheduled for the second Thursday of every at 11:00am.

The dates are as follows:

January 14, 2016
February 11, 2016
March 10, 2016
April 14, 2016
May 12 2016
June 9, 2016
July 14, 2016
August – NO MEETING
September 8, 2016
October 13, 2016
November 10, 2016
December 8, 2016 (Tentative)

The Board will use reasonable efforts to hold its meetings in conformity with this schedule, but reserves the right to change the date, time, location or to hold addition meetings if needed.

ALL APPLICATION MUST BE SUBMITTED TEN (10) DAYS BEFORE THE BOARD MEETING TO BE PLACED ON THE AGENDA.

“RESULTS OF ACTIVITY” FORM

Please complete this information for each Charitable Organization you solicited for within the
City of Columbus, Ohio within the 614 area code.

NAME OF CLIENT: _____

PERMIT YEAR: _____

TOTAL AMOUNT RAISED: _____

FEES/EXPENSES CHARGED: _____

NET PROCEEDS TO CLIENT: _____

NAME OF CLIENT: _____

PERMIT YEAR: _____

TOTAL AMOUNT RAISED: _____

FEES/EXPENSES CHARGED: _____

NET PROCEEDS TO CLIENT: _____

NAME OF CLIENT: _____

PERMIT YEAR: _____

TOTAL AMOUNT RAISED: _____

FEES/EXPENSES CHARGED: _____

NET PROCEEDS TO CLIENT: _____

NAME OF CLIENT: _____

PERMIT YEAR: _____

TOTAL AMOUNT RAISED: _____

FEES/EXPENSES CHARGED: _____

NET PROCEEDS TO CLIENT: _____

Submitted by Professional Fundraiser: _____

PROFESSIONAL FUNDRAISER

DIVISION OF SUPPORT SERVICES

Ramona Patts, Administrator

LICENSE SECTION

750 Piedmont Rd – South Entrance

Columbus, OH 43224

Phone: (614) 645-8366 Fax: (614) 645-8912

Dear Applicant,

Enclosed is an application for a permit to solicit charitable contributions within the City of Columbus. It is being sent to you in response to your request for a permit or as a courtesy to you as we are led to believe that you intend to solicit charitable contributions within the City. If someone other than you has taken over the responsibility of obtaining this permit, please forward this letter and application to that person.

Please be advised that **ALL QUESTIONS ON THE APPLICATION MUST BE ANSWERED, AND ALL REQUIRED CONTRACTS, FORMS AND REPORTS MUST BE INCLUDED WITH THE APPLICATION;** if this not applicable, please indicate so. If your application is incomplete when it is received by this office, **IT WILL BE RETURNED TO YOU FOR COMPLETION** which may delay Board approval, possibly beyond the date of your planned event.

Please be sure to enclose copies of the current contracts for said organizations, as well as a complete “**Results of Activity**” form for each organization that your company solicits for. It is **imperative** that you include all of these reports and contracts so that the application process is timely.

To avoid delay in processing your application, please file your completed application with the City License Section at least **thirty (30)** days prior to the start of your fund-raising campaign, or the end of your current permit period, whichever is applicable.

Do not forget to include your signed checks or money orders (**no cash**) as payment of the **\$160.00 permit fee** payable to: **City Treasurer – License Section**

Please return the application, **a self-addressed stamped envelope**, your \$5,000.00 bond, and all required enclosures to:

Columbus Charitable Solicitations Board
License Section – South Entrance
750 Piedmont Rd.
Columbus, Ohio 43224

If you have any questions, please contact Jennifer Shicks in the License Section at: 614-645-8366

Sincerely,



Jennifer L. Shicks
License Officer
Charitable Solicitations



OFFICE USE ONLY
License # _____
Issue Date _____
Expiration Date _____

DEPARTMENT OF PUBLIC SAFETY
LICENSE SECTION



DEPARTMENT OF
PUBLIC SAFETY

PROFESSIONAL FUNDRAISER APPLICATION

Any license issued hereunder expires January 1st following the issuance of said license.

ORGANIZATION INFORMATION

Official Name:	EIN:
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Street Address:

City:	State:	Zip:
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Email:	Phone:
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List all names under which the applicant has contracted with a charitable organization for promotion of charitable solicitations, if different from official name.

1.	2.
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What is the reason for use of other name?

List the Names of Officers, Directors, Trustees, and/or Executive Personnel:
(If list exceeds space allotted, please attach a document)

1. Full Name:	Title:
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Residential Address:

City:	State:	Zip:
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Phone:	Email:
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2. Full Name:	Title:
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Residential Address:

City:	State:	Zip:
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Phone:	Email:
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Has the applicant or any of its officers been convicted of a theft offense in the past five (5) years?

Yes No

If yes, list convictions below:

1.	2.
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3.	4.
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Is the Organization currently registered as a Professional Fundraiser with the State of Ohio as required by Section 1716.07 of the Ohio Revised Code?
Yes No

If yes, Registration #: _____

Is said Organization currently under court order, enjoining from acting as a Professional Fundraiser, or currently prevented from action as a Professional Fundraiser under those terms of a decree of agreement with any State or Local agency?
Yes No

You must attach a detailed statement of the general plan, character, and method in or by which the applicant proposes to conduct its business as a Professional Fundraiser.

PERSON IN CHARGE OF PROFESSIONAL FUNDRAISER

Full Name:	Title:
Phone:	Email:

FURTHER ORGANIZATION INFORMATION

IF ORGANIZATION IS A CORPORATION

How incorporated?
(eg., Articles of Incorporation, Special Legislative Act) (Please, attach a copy)

State of Incorporation:	Date of Incorporation:
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IF ORGANIZATION IS AN UNINCORPORATED ASSOCIATION

Method of Establishment:
(eg., formal instrument, adoption of constitution, instrument creating a trust) (Please, attach copy(s) of documents)

Place of Establishment:	Date of Establishment:
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IF ORGANIZATION IS A PARTNERSHIP

Date of Partnership Agreement:
(Please, attach a copy)

Place of Establishment:

Public Office in which partnership is registered:

IF ORGANIZATION IS AN INDIVIDUAL

Method of Establishment:
(Attach a copy)

Place of Establishment:	Date of Establishment:
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Public Office in which partnership is registered:

If Applicant is a Division, Subsidiary, or Affiliate of another Organization, fill out the following:

Organization Name:

Street Address:

City:

State:

Zip:

Phone:

Email:

Alternate Contact Information:

PER REGULATIONS SET IN COLUMBUS CITY CODE 501.05(E), THE LICENSE SECTION HAS THE POWER TO MAKE RULES REGARDING THE "QUALIFICATIONS OF THE APPLICANTS AND THE CONDITIONS PRECEDENT THE APPLICANTS MUST MEET PRIOR TO THE ACQUISITION OF LICENSES." FOLLOWING THIS DIRECTION, ALL APPLICANTS MUST BE ABLE TO READ, SPEAK, AND COMPREHEND THE ENGLISH LANGUAGE IN ORDER TO OBTAIN A VALID LICENSE. BY INITIALING ON THE LINE BELOW YOU AGREE THAT YOU ARE ABLE TO FULFILL THIS REQUIREMENT.

_____ INITIALS

ALL INFORMATION CONTAINED IN THE APPLICATION IS SUBJECT TO DISCLOSURE AS A MATTER OF PUBLIC RECORD. ANY FALSE STATEMENT MADE OR GIVEN IN THE APPLICATION SHALL RESULT IN THE DENIAL OF THE APPLICATION OR FUTURE REVOCATION OF THIS LICENSE. APPLICANT MAY ALSO BE REFERRED FOR CRIMINAL PROSECUTION.

State of Ohio, County of Franklin

_____, being duly sworn deposes and says he/she is the individual making
(Print Transferee's Name)

the foregoing application; that he/she is knowledge able with respect to that which is to be licensed; and that the answers to the foregoing questions and other statements contained herein are true of his/her own knowledge and belief.

(Transferee's Signature)

Sworn to before me and subscribed in my presence this _____ day of _____, 20_____.

Notary or Agent of Director of Public Safety

BOND FOR PROFESSIONAL FUNDRAISER
(Section 252.21 Columbus City Code)

Know all persons by these presents that we, the following named Professional Fundraiser:

_____ located at _____ as principle
and we the following insurer _____ located at

_____ as surety are held and firmly bound unto the City of Columbus, and any person sustaining injury through the action of said professional fundraiser with the City of Columbus in the sum of Five Thousand Dollars (5,000.00), lawful money of the United States for the payment of which will and truly be made, we, and each of us, bind ourselves, our heirs, executors, administrators, successors, and assigns jointly and severally, firmly by these presents.

The conditions of the above obligation are such that whereas the above names principal has made application to the Charitable Solicitations Board of Columbus, Ohio to register as a professional fundraiser for the period ending _____, 20____. In accordance with the provisions of said Sections 525.01 and 252.22, Columbus City Code: and, particularly shall execute all contracts with person required to register as provided in Section 1716.08 Revised Code, in writing: and shall keep on file true and current copies of said contracts for a period of three years from the date of the report of the solicitation filed by such persons under the provisions of Section 1716.11, Revised Code, then this obligation shall be void, otherwise to remain in full force and effect.

Signed and Sealed at (City) _____, (State) _____, this
_____ day of _____, 20_____.

Surety Company

Principle

