



**CITY OF HENDERSON, KENTUCKY
CHARITABLE / NON-PROFIT
SOLICITATION REGISTRATION / PERMIT**

Agency/Company Name:		Phone:
Company Home Address:	State:	Zip Code:
Contact Person:	Title:	Phone:
Local/Branch Address, if applicable:	State:	Zip Code:
Federal Tax ID:	KY Tax ID:	Tax Exempt:
Date Permit to Begin:	Date Permit to End:	Renewable:
Previous Permit Issued:	If yes, date:	Name:

Type of Solicitation

Charitable / Non-Profit	Local Organization:			
Sponsoring Agency:				
Sponsoring Agency Address:				
Local Contact/Applicant:	Title:	Phone:		
Applicant's Date of Birth:	Height:	Weight:	Hair color:	Eye color:
Kentucky Attorney General Registration:	Tax Exempt No:			

Method of Solicitation

Door to Door:	Person to Person:	Mail:	Direct:	Telephone ¹ :
¹ Caller Location:	¹ Address:		¹ Phone:	
Contact Person:	Title:		Phone:	
Product Sales:	Describe:	Price:		
Number of Solicitors:	*Provide all solicitor's names, addresses, and DOB on attached sheet along with a copy of a photo ID for each.			
Commission:	All Vehicles / Descriptions:			

I attest that the above information is true to the best of my knowledge. I fully understand that falsification of this form will result in a revocation of the permit without refund of fee, and could result in criminal charges. I have been provided with a copy of the Henderson ordinance regarding solicitation procedures. I understand a background check will be conducted, including but not limited to, Kentucky Attorney General's Office, Kentucky Better Business Bureau (BBB), Home State Attorney General's Office, Home State Better Business Bureau (BBB), and a criminal wanted check of all solicitors listed (required).

Signature of Applicant

Date: _____
(at least 5 days before solicitation to begin)

(Do not write below this line)

HPD Response:	Date:		
Fee: \$	Receipt Number:	Approved: <input type="checkbox"/>	Denied: <input type="checkbox"/>

Approved by:

City Clerk: _____ Date _____

Photo ID(s) Issued: ☐

City of Henderson - Code of Ordinances
CHAPTER 18, PEDDLERS AND SOLICITORS
ARTICLE III. CHARITABLE SOLICITATIONS
DIVISION 1. GENERALLY

Section 18-46. Definition: As used in this article, the term "charitable solicitations campaign" shall mean any course of conduct whereby any person, organization, society, association, corporation or any agent, member or representative thereof (hereafter in this article called "solicitor") shall solicit property or financial assistance of any kind or sell or offer to sell any article, tag, service, emblem, publication, ticket, advertisement, subscription or any thing of value on the plea or representation that such sale or solicitation or that proceeds therefrom are for a charitable, educational, patriotic, religious or philanthropic purpose.

Section 18-47. Credentials: All solicitors to whom permits have been issued under this article shall furnish proper credentials to their agents and members for such charitable solicitations campaign. Such credentials shall include the name of the permit holder, the date, a statement describing the holder's chief executive officer, and the name and signature of the agent to whom such credentials are issued and the specific period of time during which the agent is authorized to solicit on behalf of the permit holder. The credentials shall also state prominently whether or not the contribution will be tax deductible to the donor.

Section 18-49. Nonliability of employees: All of the regulations provided for in this article are hereby declared to be governmental and for the benefit of the general public. Any member of the board of commissioners, or any city official or employee, or any person charged with the enforcement of this article, acting for the city in the discharge of his duties, shall not thereby render himself personally liable, and he is hereby relieved from all personal liability for any damage that may accrue to persons or property as a result of any act required or permitted in the discharge of his duties. Any suit brought against any such official or employee because of such act performed by him in the enforcement of any provision of this chapter shall be defended by the city attorney until the final adjudication of the proceedings.

DIVISION 2. PERMIT

Section 18-56. Required; exemption: It shall be unlawful to conduct any charitable solicitations campaign on the streets or in any public place or by house to house canvass in the city unless the person conducting same and responsible therefor shall first have obtained a permit in compliance with the terms of this article; provided, however, that the provisions hereof shall not apply to any solicitor that has an income tax exemption from the Internal Revenue Service for charitable, religious or educational purposes, when it solicits from its own members or from its own assemblies.

Section 18-57. Registration form: Prior to conducting a subject charitable solicitations campaign, or campaigns, a solicitation registration form must be completed in full and filed with the city clerk and the police department not less than **five (5) business days** prior to initiation of the campaign, or campaigns. 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. Such form shall contain the format as kept on file in the clerk's office.

Section 18-58. Issuance; fee; term: Upon completion in full of the form and submission thereof prior to the minimum **five (5) business days** period, and upon payment to the city clerk of a **twelve dollar (\$12.00)** registration fee, the city clerk shall issue a permit to conduct a charitable solicitations campaign, or campaigns, for the period and in the manner set forth in the submitted form. Such period shall not exceed twelve (12) consecutive months.

Section 18-59. Transfer: The permit shall be personal to the solicitor and shall not be assigned or transferred.

Section 18-60. Responsibility for acts under permit: The recipient of a permit for a charitable solicitations campaign shall be responsible for the acts of his authorized representatives in connection with such campaign.

Section 18-61. Forms and permits as public records: All forms and permits issued under this division shall be public records.

Section 18-62. Charitable solicitation bucket shakes:

- (a) Charitable organizations wishing to use a bucket shake as a means of solicitation must seek and obtain a charitable solicitation permit.
- (b) No such permit shall be issued unless the charitable organization provides proof that it has in force general liability insurance in the minimum amounts of \$500,000 / \$1,000,000 naming the City of Henderson as an additional insured.
- (c) No person shall stand or walk upon a road or highway for the purpose of soliciting contributions unless that person is at least 18 years of age and is wearing a safety vest containing reflective material.
- (d) Charitable solicitations by bucket shakes shall be limited to the hours of 2:00 p.m. to 6:00 p.m. on Fridays, 10:00 a.m. to 2:00 p.m. on Saturdays, and 10:00 a.m. to 2:00 p.m. on city-celebrated holidays. In no event shall such charitable solicitations be conducted after sunset on any day.
- (e) The city of Henderson does not have the authority to allow bucket shakes to be conducted on state or federal highways and shall be allowed only at certain specified locations within the City to be designated from time to time by resolution of the Board of Commissioners.
- (f) Charitable organizations shall be limited to four (4) solicitation permits for bucket shakes per calendar year. Each permit shall be valid for one (1) day of solicitation.
- (g) In times of inclement weather, City of Henderson may cancel a bucket shake, and allow the charitable organization to reschedule its bucket shake to another available date.