

## SOLICITATION PERMITS – NON-PROFIT ORGANIZATIONS

### I. PURPOSE

The following guideline establishes the requirements and procedures for obtaining a permit for charitable or religious donations in accordance with the provisions of Section 17-126-130 of the City of Little Rock Municipal Code.

### II. RESPONSIBILITY:

- A. Section 17-126-130 requires the City Manager to promulgate regulations to govern the issuance of permits to solicit for charitable or religious organizations.
- B. In accordance with the regulations as provided in these guidelines, the City's Treasury Management Office is responsible for the issuance and administration of solicitation permits.
- C. The Little Rock Police Department is responsible for performing all records investigation in connection with the issuance of solicitation permits for charitable and religious organizations and is responsible for enforcing the rules and regulations set forth by this guideline.

### III. POLICY

The City of Little Rock endeavors to treat all bonafide non-profit organizations desiring solicitation rights in a fair and equitable manner. Nondiscrimination among charitable and religious groups, where documented evidence supports intent and purpose as a non-profit organization and such solicitation will benefit the community of Little Rock is herewith established as the official City Policy. City Employees issuing permits for solicitation shall adhere to the letter and spirit of this policy.

### IV. PROCEDURE:

- A. All non-profit organizations must apply for a permit to solicit. All individuals desiring a solicitor's permit must complete a solicitor application, which shall furnish the following information:
  - 1. Name of application. In the case of an organization, a list of all proposed solicitors or canvassers, and, if applicable, promoters.

2. Complete permanent home address and local address of the applicant.
  3. A brief description of the nature of the business, the purpose for which the solicitation is made and the area where the solicitation will take place.
  4. Estimated cost of solicitation.
  5. The length of time for which the right to solicit is desired (not to exceed ninety (90) days).
  6. A statement certifying that the cost of solicitation will not exceed 15% of the total monies raised.
  7. Percentage of funds to be retained in the City of Little Rock.
  8. A statement as to whether or not the applicant has been convicted of any crime or misdemeanor or for violating any municipal ordinance, the nature of the offense and the punishment or penalty assessed therefore.
  9. The names of at least two (2) reputable local property owners who will certify as to the applicant's good moral reputation and business responsibility, or in lieu of the names of references, such other available evidence as will enable an investigator to properly evaluate the applicant's moral reputation and business responsibility.
  10. The last three (3) cities or towns, if that many, where the applicant carried on business immediately preceding the date of application and the address from which such business was conducted in those municipalities.
    - a) Financial report for the last fiscal year (amount of money raised, cost of solicitation and financial distribution figures)
    - b) Documentation, such as 501(c)(3), certifying the group as a non-profit organization.
- B. The adequacy of such documentation shall be determined by the City's Treasury Management Office. Failure to submit any of the required information shall constitute reason to deny issuance of a solicitor's permit.
1. The Treasury Management Office shall forward the application to the Little Rock Police Department. The Police Department shall perform a records investigation to certify that the applicant's record shows no criminal conviction (felony or misdemeanor).
  2. Notify the applicant of the investigative action and inform him/her that a five (5)-day waiting period will be necessary to determine non-profit status.
  3. Upon receipt of investigative information from the Little Rock Police Department, the Treasury Management Office shall issue or deny the applicant a Street Solicitor's Permit based on the applicant's non-profit status and records check.
- C. The Treasury Management Office shall collect a fee to cover the cost of administering Ordinance No. 12,922 and results in these guidelines. The Street Solicitor's Permit Fee shall be \$5.00 per group.

- D. The maximum period for which a permit may be issued is ninety (90) days.
- E. Solicitation in or along any major or minor arterial street is prohibited.
- F. Where an organization requests a reissue of a Street Solicitor's Permit, or the organization is a local and well-established non-profit group, the Treasury Management Office is authorized to waive the requirements of Section IV(B) of this guideline.
- G. The Treasury Management Office shall maintain a record of all permits issued under this guideline and forward as required the identity of all individuals or organizations to the Little Rock Police Department for its information and files.

Approved:



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Bruce T. Moore  
City Manager