



B E R R I E N C O U N T Y

A Full Service Community

3000 Washington Avenue
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St Joseph, MI 49085

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MEMORANDUM

TO: Anyone Interested in Door-to-Door Solicitation

FROM: St. Joseph Charter Township

DATE: December 13, 2011

SUBJECT: Requirements for Door-to-Door Solicitation

THE FOLLOWING IS REQUIRED FOR **ANY SOLICITATION** IN ST. JOSEPH CHARTER TOWNSHIP:

1. Submittal of written request to solicit
2. A list of specific products (or services) that are being solicited
3. A list of hours and times (per day) products will be solicited
4. Submittal of names and identification, of anyone soliciting
5. Credentials, for all employees, to show door-to-door
6. Proof of a valid Michigan Builder's License (if building/construction related)

PLEASE NOTE:

1. Background checks will be run on a fair and equal basis
2. There will be a charge of \$100.00 per day, per person
3. Failure to comply with all requirements will cancel solicitation approval
4. Final approval, from the Board of Trustees, prior to solicitation

**APPLICATION TO SOLICIT
ST. JOSEPH CHARTER TOWNSHIP**

The St. Joseph Charter Township Board will approve or deny all applications to solicit within the limits of St. Joseph Charter Township.

The application must be completed in full and the applicant will be notified in writing as to the final decision. A charge of \$100.00 for each individual solicitor per day fee as established in the Board Resolution No. 2009-03. If application is approved, all solicitors must have identification and must not obstruct traffic.

Date request submitted _____

1. Name of Organization _____
Address _____ Phone No. _____

2. Type of Organization _____
(Check One) Profit ___ Non-profit ___
Is organization incorporated ___? If so, in what State ___? When ___?

3. Had organization's board authorized this solicitation? _____
If organization is regional or national, give address of headquarters

4. Name and telephone numbers of officers:
President _____ Phone No. _____
Secretary _____ Phone No. _____
Treasurer _____ Phone No. _____

EXPLAIN FULLY the type of solicitation including purposes for which money will be used:

5. Date solicitation will begin _____ will end _____.

6. Proposed specific hours that soliciting is planned _____.

(OVER)

7. What benefits will the project provide to the community?

8. Does project duplicate work of another group _____?

9. If this an annual project _____? Does Organization have additional solicitations during the year _____? If yes, how many _____?

10. How many solicitors will be used in this endeavor _____?

11. How many solicitors' members of your organization _____?

12. How is solicitation to be made? (Please check)

_____ Mail _____ Telephone _____ Personal Calls _____ Shopping Mall

13. If this solicitation is for money, will donors automatically receive a receipt for their donation? _____ Yes _____ No

14. Total amount of money anticipated to collect _____

15. Total amount of money to be spent on solicitation _____

16. Please list names and addresses of all solicitors and file with this form.

17. Indicate on the form the type of ID worn by the solicitor.

(Do not write below this line.)

Application to solicit: Approved _____ Denied _____ Fee Paid _____

Signature _____ Date _____