



# City of Conway, SC Application for Solicitation Permit

This completed form **MUST** be printed, signed, and returned to City Hall (1003 Third Ave.) with appropriate documentation by applicant.

In accordance with Conway City Ordinance, no person or organization shall solicit contributions within the City for any such person or charitable purpose unless the person or such charitable purpose for whose benefit the solicitation is conducted is registered with the City of Conway, and a permit for such solicitation has been issued by the City; provided, however, that the provisions of the Ordinance shall not apply to local established organizations, with regularly conducted fund raising campaigns for sound purpose. City Ordinance requires the City Administrator to obtain specific information regarding the solicitation application. Therefore, the information required shall be stated on this form as required by City Ordinance.

(1) Name of organization and individual applying for a permit to solicit, and his/her address or its headquarters.

a. Organization \_\_\_\_\_ Address \_\_\_\_\_

b. Individual \_\_\_\_\_ Address \_\_\_\_\_

(2) Names and addresses of principal officers and management if applicant is other than an individual.

\_\_\_\_\_  
\_\_\_\_\_

(3) State the purpose for which any receipts derived from such solicitation are to be used.

\_\_\_\_\_

(4) The name of the person or persons by whom the receipts of such solicitation shall be disbursed.

\_\_\_\_\_  
\_\_\_\_\_

(5) Name of bank in which funds will be deposited for safe-keeping. \_\_\_\_\_

(6) The name and address of the person or persons who will be in direct charge of conducting such solicitation.

Name \_\_\_\_\_ Address \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_

(7) The time when such solicitation shall be made, giving the proposed dates for the beginning and ending of such solicitation.

\_\_\_\_\_

(8) Explain the method or methods to be used in conducting the solicitation.

\_\_\_\_\_

(9) State the amount of any wages, fees, commissions or expenses to be paid to anyone in connection with such solicitation, together with the manner in which such wages, fees, expenses or commissions are to be expended, to whom paid, and the amount thereof.

(10) A financial statement for the last funds collected by the organization or person seeking a permit for this solicitation giving the amount of money so raised, together with the cost of raising it and the final distribution thereof.



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(11) A full statement of the character and extent of the (Charitable, Educational or Philanthropic) work begin done by the applicant organization within the City of Conway.

(12) Such other information as may be required by the City Administrator in order for him to fully determine the kind, character, and worthiness of the proposed solicitation as to whether or not such solicitation is in the interest of preserving and enforcing good government and for the security of the City of Conway and its inhabitants, as required by law.

(13) This is to authorize the City of Conway to perform any background checks including a search of any federal or state law enforcement records.

**SOLICITOR(S)**

1. Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ SS # \_\_\_\_\_ Sex \_\_\_\_  
 Address \_\_\_\_\_ Signature \_\_\_\_\_

2. Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ SS # \_\_\_\_\_ Sex \_\_\_\_  
 Address \_\_\_\_\_ Signature \_\_\_\_\_

3. Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ SS # \_\_\_\_\_ Sex \_\_\_\_  
 Address \_\_\_\_\_ Signature \_\_\_\_\_

4. Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ SS # \_\_\_\_\_ Sex \_\_\_\_  
 Address \_\_\_\_\_ Signature \_\_\_\_\_

5. Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ SS # \_\_\_\_\_ Sex \_\_\_\_  
 Address \_\_\_\_\_ Signature \_\_\_\_\_

6. Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ SS # \_\_\_\_\_ Sex \_\_\_\_  
 Address \_\_\_\_\_ Signature \_\_\_\_\_

7. Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ SS # \_\_\_\_\_ Sex \_\_\_\_  
 Address \_\_\_\_\_ Signature \_\_\_\_\_

8. Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ SS # \_\_\_\_\_ Sex \_\_\_\_  
 Address \_\_\_\_\_ Signature \_\_\_\_\_

9. Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ SS # \_\_\_\_\_ Sex \_\_\_\_  
 Address \_\_\_\_\_ Signature \_\_\_\_\_

10. Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ SS # \_\_\_\_\_ Sex \_\_\_\_  
 Address \_\_\_\_\_ Signature \_\_\_\_\_

**NOT TO BE FILLED OUT BY APPLICANT-----**

**Endorsement #1**  
 Approved \_\_\_\_\_ Disapproved \_\_\_\_\_

**Endorsement #2**  
 Approved \_\_\_\_\_ Disapproved \_\_\_\_\_

\_\_\_\_\_  
 Chief of Police Date \_\_\_\_\_

\_\_\_\_\_  
 City Administrator Date \_\_\_\_\_



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**Hold Harmless Agreement**

**KNOW ALL MEN BY THESE PRESENTS** that (I/we) do hereby acknowledge that (I/we) hold the City of Conway, South Carolina to be harmless in the event of harm or injury to any member of (Name of Individual, Club, Organization, Etc) \_\_\_\_\_, and submit this as a written guarantee to forever discharge and release the said City of Conway of and from all claims, demands, damages, actions, causes of action or suits at law or in equity of whatsoever kind of nature, for, or because of **solicitation along any street or intersection** within the City of Conway, South Carolina.

**IN WITNESS WHEREOF**, I have hereunto set my hand and seal this \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title or Office

**IN PRESENCE OF:**

\_\_\_\_\_  
\_\_\_\_\_