

- IMPORTANT INFORMATION -

READ THE FOLLOWING INSTRUCTIONS CAREFULLY

BEFORE COMPLETING THE

“NOTICE OF INTENTION TO SOLICIT”

The Notice of Intention to Solicit is enclosed and needs to be completed and returned to the Los Angeles County Business License Commission at least thirty (30) days prior to the beginning of your solicitation or advertisement of your fundraising activity.

Please be sure to photocopy both pages of the application for your records. The Notice of Intention to Solicit is for solicitation conducted in the UNINCORPORATED (not within any city jurisdiction) areas of the County of Los Angeles only, as each jurisdiction has its own requirements. If your organization is located within any city limit and intends to conduct an appeal within that city jurisdiction in addition to the unincorporated areas of Los Angeles County, we recommend that you obtain that city's permission to solicit prior to applying to this Commission (submit proof that you have done so with your notice or with a copy of the permit that the city issued to your organization).

Answer each question asked in the Notice of Intention to Solicit, and if a question does not apply to your particular solicitation, please enter “does not apply”. Be sure to give a telephone number where the person in charge of the appeal can be reached during the daytime.

Please submit a copy of the following documents with your Notice:

- A) Event Budget
- B) Tax exemption certificates (Federal & State). ALL DOCUMENTS MUST BE SUBMITTED. THERE IS NO EXCEPTION TO THIS RULE. Since all documents will be kept in our files, please be sure to submit copies. If your group submitted these documents with previous filing, please submit updated documents only when changes have been made.

When the Notice of Intention to Solicit is complete with all necessary documents attached, please send it to the **Business License Commission at 500 West Temple Street, Room 374, Los Angeles, CA 90012.**

If your group has never filed with this Commission before, a hearing is required, and it may be necessary for an officer of your organization to appear at that hearing. **Hearings are held each Wednesday in Room 374 at 500 West Temple Street in Los Angeles.** Your group will be notified of the date and time of the hearing.

At the hearing, the Commission will review the completed Notice of Intention to Solicit and supporting documents. You will be asked if you have read and understand the provisions of Los Angeles County Code, Volume 3, Title 7, Chapter 7.24, and if you have any questions.

Please note that section 7.24.200 requires a written receipt for any contribution over \$1.00 received unless the following exception applies:

No receipt need be given or tendered if “donation of money is made by placing of the same in a locked receptacle, of a kind previously approved by the Commission, in such manner that it is impracticable to ascertain either the amount donated or the name of the donor, and if an inscription shall be conspicuously attached to such receptacle containing in legible writing a copy of such information card approved by or issued by the Commission and the statements required to be set forth in the receipt hereinbefore in this section referred to, except the statements regarding such information card. and if such receptacle bears a number or other mark of identification, and if a written list showing by number the location and name of the solicitor in charge of each receptacle, if there be more than one such receptacle within the County of Los Angeles, shall have been previously filed with the Commission.”

If you intend to leave the locked receptacle unattended by a member/volunteer of your organization (e.g., leaving it on the countertop at a convenience store for an extended period of time), the Commission will request that you ensure that the receptacle is secured to the counter by a chain or similar restraint in order to prevent theft.

HOW TO COMPLETE THE NOTICE OF INTENTION TO SOLICIT FORM

1. Be sure the organization uses the same name each time it files. A slight variation is sometimes confusing and it makes it difficult to find your file. If a name change is made, a letter stating the change is required.
2. Complete address of organization including organization's contact phone number and email address (if applicable).
3. Complete name and address of person in charge of appeal. If address of chairperson and organization are the same, state "same as above."
4. List the type of activity for which authorization is being sought (e.g., dinner, dance, free drawing, bike-a-thon, bake sale, sale of program book, sale of ads, etc.). Please note that a separate Notice of Intention to Solicit must be filed for each specific activity/event unless it is being held in conjunction with another activity/event on the same date and at the same place (e.g., dinner/dance and sale of program book). A permit for a "General Appeal" (solicitation for funds or merchandise over a broader period of time) covers only that and will not cover any specific activity/event.
5. For specific events/activities only, indicate the date and location of the event/activity.
6. For General Appeals, Information Cards may be issued for a maximum period of one (1) year. If the group wants to begin immediately, "when issued" should be entered on the starting date line. Please note that a Notice of Intention to Solicit **MUST** be filed *at least* thirty (30) days prior to the start date. **THERE ARE NO EXCEPTIONS TO THIS RULE.**
7. State the purpose of the solicitation.
8. The gross goal should be entered here before deducting expenses. It is very important that a local goal is included. We want to know what is going to be raised in our jurisdiction.
9. If the solicitation is being conducted on behalf of another organization, a letter of authorization must be submitted from that group. Also, the name and address of that group must be entered here. If the activity is being held on school grounds, a letter of authorization from the school's principal is required.
10. All means of soliciting/advertising must be checked, even if you are not sure of the methods you will employ. If "Paid Solicitors" is checked, be sure #12 ("Salaries") is also completed.

11. Enter all costs for admission, selling prices, tickets, invitations, etc. to the public. Indicate whether it is per person or per couple.
12. Enter all expenses to be incurred by the organization in conducting the solicitation/activity. If there are no expenses, enter "none." If the expenses are donated, enter "services donated."
- 13a. Divide anticipated total in #12 by the largest amount listed in #8. Multiply by 100 for the percentage.
- 13b. Enter the percentage of gross proceeds that will be used outside Los Angeles County (if any).
14. Be sure the Notice of Intention to Solicit is signed by one (1) authorized representative of the organization. The officer signing the Notice must be aware s/he is stating that s/he has read and understands the rules in the License Ordinance, Title 7, Chapter 24.

IMPORTANT NOTES:

Be sure to apply at least thirty (30) days prior to beginning solicitation/advertisement or holding a specific event.

If specific changes must be made on the Information Card, email our office with the requested change(s).

If the Information Card is not used due to cancellation, please email the Business License Commission with a brief letter of explanation.

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