

**CITY OF CROSSVILLE, TENNESSEE**  
**SOLICITATION PERMIT APPLICATION**

For Department Use Only:	
Date Received:	_____
Date Issued:	_____
Permit #:	_____

1. Name of person or organization \_\_\_\_\_  
Address of headquarters of application: \_\_\_\_\_  
\_\_\_\_\_

2. Name of applicant's principal officers and managers (if any):

President	_____	Address	_____
Vice-Pres.	_____	Address	_____
Secretary	_____	Address	_____
Manager	_____	Address	_____
Directors:	_____	Address	_____
	_____	Address	_____
	_____	Address	_____
Other:	(Name)		
_____	_____	Address	_____
_____	_____	Address	_____

3. Have you attached to this application a true and correct copy of the resolution (if any) authorizing the applicant to undertake the proposed solicitation covered by the application?  Yes  No

4. The purpose for which the solicitation is to be made is the following: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Attach a statement if more space is needed.)

5. The total amount of funds to be raised is estimated to be: \_\_\_\_\_

6. The receipts from the solicitation will be used or disposed of as follows: (Attach a statement if more space is needed.) \_\_\_\_\_  
\_\_\_\_\_

7. The need for the contributions to be solicited is as follows: (This statement must be specific, supported by reasons, and if available, figures---an attached statement can be used.) \_\_\_\_\_  
\_\_\_\_\_

8. The following person(s) will disburse the receipts of this solicitation. (Give name, address, and title)

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9. The following person(s) will be in direct charge of conducting the solicitation: (Give name, address, and title)

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10. The following promoters are connected, or will be connected with the solicitations: (Give name, address, and title)

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11. The method or methods to be used in conducting the solicitations are as follows: (Explain on attached sheet, if necessary)

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12. The proposed dates for the beginning and ending of the solicitations are:

Beginning Date \_\_\_\_\_ Ending Date \_\_\_\_\_

13. The estimated total cost of the entire solicitation campaign is \_\_\_\_\_.

14. The wages, fees, commissions, expenses or emoluments to be expended or paid to any person in connection with such solicitation, and the name and addresses of all such persons are the following:

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15. A full statement of the character and extent of the charitable work being done by the applicant with the City of Crossville is as follows: (explain on attached sheet if more space is needed.)

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16. Will the actual cost of the solicitation exceed 25% of the total amount to be raised?  Yes  No

17. Does applicant certify that if a permit is granted, it will not be used or represented in any way as an endorsement of the City of Crossville or by any department or officer thereof?  Yes  No

18. The following is additional information believed by applicant to be useful to the Board in determining the kind and character of the proposed solicitation: \_\_\_\_\_

19. Is applicant a non-profit exempt organization under 501(c)(3) of the Internal Revenue Code (26 U.S.C. §501(c))?  Yes  No

**REQUIRED ATTACHMENTS:**

A statement giving the terms and contents of all agreements, both oral and written, with all agents, solicitors, promoters, managers, or conductors in connection with the proposed solicitation covered in this application.  Not Applicable

A financial statement for the last preceding fiscal year of all funds collected for charitable purposes by the applicant, giving the amount of money raised, together with the cost of raising it and the final distribution thereof.

THE STATEMENTS MADE IN THIS APPLICATION ARE TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF. (This application must be signed by the individual/owner, or by a partner, or by an officer of the corporation.)

BY: \_\_\_\_\_ Date \_\_\_\_\_  
Signature of representative

\_\_\_\_\_  
Typed or written name, address, and title

Sworn and subscribed to before me, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

*Return to: Baylee Rhea, City Clerk, City of Crossville, 392 N. Main St., Crossville, TN 38555  
Or email to: baylee.rhea@crossvilletn.gov*