

NOTICE of INTENTION TO SOLICIT CHARITABLE CONTRIBUTIONS

**Charitable Services Section
Los Angeles Police Commission
Commission Investigation Division**
100 West First Street, Room 147
Los Angeles, CA 90012
(213) 996-1260
(213) 996-1279 (Fax)
Email: PCCharity@lapd.online



Date Received _____

Assigned to: _____

Org. No. _____

Check No. _____

Please review and complete this form **in detail**. File with the Charitable Services Section at least **fifteen (15) business days prior** to solicitation which is not to be started until an information card is issued. Please review the **important information on page 2**. Non-compliance with or violation of Article 4, Chapter IV, Los Angeles Municipal Code is a misdemeanor.

1 a. ORGANIZATION (Complete name as registered with IRS) _____ b. California Charitable Trust Number: _____

2. ADDRESS (Street) _____ (City) _____ (State) _____ (Zip Code) _____ Phone _____

3 a. State kind of Appeal, Entertainment, Activity or Sale _____ b. Indicate kind of donation that will be solicited _____

c. Location of activity (venue name or address) _____ d. Inclusive dates of solicitation
From: _____ To: _____

e. Dates to be held _____ f. Indicate Goal Set _____

4. State specific purpose and use to which proceeds will be applied. _____

5. Name and address of organization benefiting from solicitation. _____

6. Solicitation by: (Check applicable categories)

- Box Office Sales Radio/TV Paid Solicitors Mail Volunteer Solicitors Newspaper Internet
 Telemarketing Storefronts/Door-to-Door Other (Specify) _____

7. Will percentages, commissions, salaries, or other compensations be payable to commercial/professional fundraisers? Yes No
To solicitors? Yes No

If yes, what is the name of the Commercial Fundraiser? _____

8. Itemize anticipated expenditures connected with this solicitation or activity:

Printing	\$ _____	Prizes	\$ _____
Postage	_____	Costumes, Uniforms	_____
Stationery	_____	Advertising or Publicity Costs	_____
Telephone	_____	Permits or License Fees	_____
Rental – Storeroom, Hall, etc.	_____	Transportation	_____
Rental or Purchase of Equipment	_____	Music (Orchestra, etc.)	_____
Reservation Charges (\$ _____ per person)	_____	Entertainers	_____
Food (Luncheon, Dinner, etc.)	_____	Salaries	_____
Items for Resale	_____	Information Card Processing Fee	\$62.00
Food	_____	Additional Expenditures	_____
Merchandise	_____	_____	_____
Decorations, Favors	_____	_____	_____
TOTAL		\$ _____	

**Notice of Intention
To Solicit Charitable Contributions**

Organization: _____

IMPORTANT INFORMATION

1. Attach the following with the completed form:

- (a) Copy of articles of incorporation, constitution or other rules of operation (including amendments).
- (b) Copy of bylaws.
- (c) Copy of Internal Revenue Service exemption letter.
- (d) Copy of State Franchise Tax exemption letter.
- (e) California Charitable Trust Number.
- (f) If solicitation is on behalf of any other organization, a written statement (letter of authority) from said organization signed by two of its officers, granting permission to use its name.
- (g) Information Card Processing Fee of **\$62.00** made payable to: **"City of Los Angeles"** (*check or money order*).

If information is not attached, indicate after each item "NONE" or "ALREADY ON FILE"

Failure to provide the requested information will delay the processing of the Notice of Intention.

2. The following additional information may be required upon request.

- (a) Statement of accomplishments for last calendar year.
- (b) Proposed budget (in detail).
- (c) Name and location of bank account.
- (d) Names and titles of persons authorized to sign checks.
- (e) Name(s) of persons or any current agent or employee engaging in solicitation of funds.

We the undersigned have read and understand Article 4, Chapter IV, Los Angeles Municipal Code and before authorizing persons to solicit for the purposes named above we will require them to be familiar with said article prior to making any such solicitation.

We the undersigned have **not** read Article 4, Chapter IV, Los Angeles Municipal Code. Please provide a copy of said Article.

We the undersigned agree to **submit within 30 days** after the completion of the solicitation, a completed **Report of Results of Activity** form itemizing all receipts and expenditures.

Signatures of two board members of the organization are required.

a. Type or Print Name, Title and Address of Board Member	Business Phone No.
Signature	Home Phone No.
b. Type or Print Name, Title and Address of Board Member	Business Phone No.
Signature	Home Phone No.
c. Type or Print Name, Title and Address of Person in Charge of Appeal / Event (Name will appear on Information Card)	Business Phone No.
Signature	Home Phone No.
	Email

INFORMATION CARD WILL BE E-MAILED TO PERSON IN CHARGE OF APPEAL UNLESS OTHERWISE NOTIFIED.