

NOTICE OF INTENTION TO SOLICIT

To Appeal or Solicit for Charitable Purposes in the
UNINCORPORATED Areas of the COUNTY OF LOS ANGELES
(City solicitations may require additional permits)

BUSINESS LICENSE COMMISSION

B50-b Kenneth Hahn Hall of Administration
500 West Temple Street, Los Angeles CA 90012
Telephone: (213) 974-7691
Email: blc@bos.lacounty.gov

ALL QUESTIONS MUST BE ANSWERED, PLEASE TYPE OR PRINT.

(Los Angeles County Code, Volume 3, Title 7, Chapter 7-24 requires that this Notice of Intention be filed **at least 30 days prior to beginning your** solicitation or advertisement for your fund-raising activity. No advertisement or solicitation may begin until this office has issued an Information Card. "No" or "None" may be written where appropriate on this form. Additional information may be added on separate sheets; however *do not* add separate sheets in lieu of answering the questions on this form.)

1. _____ When organized: _____
(Full Name of Organization)
Incorporated: _____
Yes No

2. _____
(Address: Street, City and Zip Code) Organizational Contact Number and Email (if available)

3. _____
(Name of Person in Charge of Appeal -- Address and Zip Code) (Daytime Telephone)

(E-mail Address)

4. TO CONDUCT OR SOLICIT: _____
(For annual solicitations indicate **General Appeal** or for a **Specific Event Name**)

5. WHERE and WHEN this fund-raising activity will be held: _____
(If specific event provide exact dates)

6. Solicitation/Advertisement starts: _____ ; ends: _____
(Specific Event date, or When Issued) (Last day of specified event)

7. SPECIFIC Purpose of this Solicitation: _____

8. ANTICIPATED Gross Goal (**Before** deducting expenses): \$ _____ \$ _____ \$ _____
(LOCAL) (STATE) (NATIONAL)

9. If this solicitation or activity is conducted on behalf of another organization, give its name and address and enclose a copy of a letter of authorization from organization(s). _____

10. Solicitation/Advertisement to be made by means of (indicate by checking below):

- | | | | |
|---|---|-------------------------------------|---------------------------------------|
| <input type="checkbox"/> Volunteer Solicitors | <input type="checkbox"/> Box Office Sales | <input type="checkbox"/> Posters | <input type="checkbox"/> Bulletins |
| <input type="checkbox"/> Paid Solicitors | <input type="checkbox"/> Telephone | <input type="checkbox"/> Newspapers | <input type="checkbox"/> Social Media |
| <input type="checkbox"/> Personal Approach | <input type="checkbox"/> Radio/Television | <input type="checkbox"/> Mail | |

Other methods (specify): _____

11. Admission: \$ _____ Tickets _____ Invitations _____ No. Printed _____
Numbered _____

SPECIFY PER PERSON

Selling prices: (Ads, cookies, etc.) _____

12. Itemized list of *ANTICIPATED* expenses to be incurred in conducting this solicitation only:

Salaries: _____	Advertisement: _____
Solicitors: _____	Stationery: _____
Managers: _____	Postage: _____
Promoters: _____	Prizes: _____
Rents: _____	Cost of Merchandise: _____
Music: _____	Refreshments/Meals: _____
Telephone: _____	Miscellaneous: _____
Printing: _____	(Itemize on separate sheet if necessary)

ANTICIPATED TOTAL \$ _____

NOTE: PLEASE BREAK ALL PERCENTAGES DOWN TO THE NEAREST TENTH.

13. a. _____ Anticipated percentage of gross contributions for expenses
(divide expenses -- Item No. 12 -- into gross goal -- Item No. 8.---)
- b. _____ Percent of the proceeds to be used outside of Los Angeles County and specify where it will be used (If applicable)

14. I the signer of this Notice of Intention, attach hereto copies of the following as required:
- a. Articles of Incorporation and/or Bylaws of this organization (**BOTH** if group is incorporated)
 - b. Names, Titles and Terms of Offices for two Officers of this organization
 - c. A statement of any and all agreements or understandings made or had with any agent, solicitor, promoter or manager of this solicitation, or a copy of such agreement or understanding, if it is in writing.
 - d. Tax exemption certificate. State & Federal
(Items a, b, and d above must be submitted for FIRST time requester. Indicate "On File" if previously submitted. If items c does not apply to your group, indicate "none")

I have read and understand the provisions of Los Angeles County Code, volume 3, Title 7, Chapter 7-24 and before authorizing any person to solicit, I will require the solicitor to read Sections 7-24-010 to 7-24-400 of said Ordinance.

Within 30 days after the completion of the solicitation, I will submit the Report of Results of Activity form to the Business License Commission, indicating all receipts and expenditures of this appeal/activity.

AN OFFICER OF THE ORGANIZATION MUST SIGN.

"I declare under penalty of perjury under the laws of the County of Los Angeles and the State of California that the foregoing is true and correct."

(Print Name: First, Last) (Title) (Signature) (Date)

(Address: Street, City and Zip Code) (Daytime Telephone)

(E-mail Address)

NON-COMPLIANCE WITH, OR VIOLATION OF, LOS ANGELES COUNTY CODE, VOLUME 3, TITLE 7, CHAPTER 7-24, IS A MISDEMEANOR PUNISHABLE BY A FINE OR IMPRISONMENT -- OR BOTH.

IMPORTANT REMINDER: A current list of officers and a current financial statement or audit must be sent at least once annually to keep your file updated. Other documents are not necessary unless they have new or additional information, or amendments.

Please give the name, telephone number and email of a person that we may contact for questions regarding the "NOTICE OF INTENTION" application.

Name: _____ Telephone: _____ Email: _____