



2 LAGOON DRIVE  
HAWTHORN WOODS, ILLINOIS 60047  
Office: (847) 540-5222  
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## CHARITABLE SOLICITATION PERMIT APPLICATION

Application Date: \_\_\_\_\_

**Company Representing in Solicitation:**

Organization Name \_\_\_\_\_

Name Under Which You Intend to Solicit Contributions: \_\_\_\_\_

Name and Address of Person in Charge of Solicitation in the Village: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Names and Addresses of All People Who Will Solicit Contributions in the Village. Attach an Additional Sheet of Paper, if Necessary:

1. Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Vehicle to be Used: Make \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_ Plate # \_\_\_\_\_

2. Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Vehicle to be Used: Make \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_ Plate # \_\_\_\_\_

3. Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Vehicle to be Used: Make \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_ Plate # \_\_\_\_\_

4. Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Vehicle to be Used: Make \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_ Plate # \_\_\_\_\_

5. Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Vehicle to be Used: Make \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_ Plate # \_\_\_\_\_

**Information:**

Starting date and termination date of solicitation: \_\_\_\_\_  
(Maximum time period shall not exceed 90 days)

Times of Day Solicitation is to Take Place: \_\_\_\_\_ to \_\_\_\_\_

Geographic Area in the Village Where Such Solicitation Shall be Conducted: \_\_\_\_\_  
\_\_\_\_\_

The following must be attached to the application:

1. A written statement of recent date by the Attorney General of the state that the organization is in compliance with the provisions of "An Act to Regulate Solicitation and Collection of Funds for Charitable Purposes," Ill. Rev. Stat. Ch. 33, § 5101, and such statute as it may hereafter be amended; and
2. A written statement from the Internal Revenue Service that the organization is a tax-exempt organization under the Internal Revenue Code of the United States, § 501(c)(3).

*I have read and understand the provisions of the Solicitation Ordinance of the Village of Hawthorn Woods. I affirm under oath to the above information to be true and correct.*

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

*Any additional associates are required to fill out an application form. Soliciting may only be conducted between the hours of 9:00 a.m. to 8:00 p.m. Monday through Saturday. No solicitation is allowed on Sundays or state or national holidays. The fee to solicit is \$70 per person for 90 consecutive days. Every resident has the right to display a "No Solicitors," or "No Solicitors Invited" notice at their door or other language that would indicate solicitors are not to enter or engage in solicitation on the premises. It is the duty of every solicitor to first examine the notice, if any is displayed, and, if such notice is displayed, shall immediately and peacefully depart the premises. For more information, please refer to Title 3, Chapter 3-4B, Solicitors, of the Village of Hawthorn Woods Municipal Code. (Ordinance No. 2103-21)*

A headshot photo shall be submitted with the application; however, an electronic jpeg is preferred. Please email to Donna Lobaito at dlobaito@vhw.org.

If a credit card is used for payment, a 2.95% convenience fee (minimum charge \$2.95) will be added to the transaction.

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**For Office Use Only**

Date application received: \_\_\_\_\_

Dates for soliciting: \_\_\_\_\_

Application fee: \_\_\_\_\_

Date application fee paid: \_\_\_\_\_

Attorney General Statement Attached: \_\_\_\_\_

Internal Revenue Service Statement Attached: \_\_\_\_\_

Date Application Sent to Chief of Police: \_\_\_\_\_

Application Approved or Denied: \_\_\_\_\_

If Denied, Reason for Denial: \_\_\_\_\_

Signature of Village Clerk or Designee: \_\_\_\_\_ Date: \_\_\_\_\_