

Charitable Solicitations Application
City of Norfolk, VA

Sec. 40-24. - Registration of organizations.

(a) Every charitable organization, except as otherwise provided herein, which intends to solicit contributions within the city, or have funds solicited on its behalf, shall, prior to any solicitation, file an initial registration statement with the commissioner upon forms acceptable to him. Each registration statement shall thereafter be refiled on or before the first day of the fourth calendar month of the next and each following fiscal year in which such charitable organization is engaged in solicitation activities within the city. It shall be the duty of the president, chairman or principal officer of such charitable organization to file the statements required herein.

Name of Organization:

Purpose for which organized:

Principal Address of Organization:

Address(s) of Norfolk Office(s):

Designated Agent for Service of Process:

If no official office, name and address of person having custody of financial records:

Name, address of any branch, chapter of affiliate in City of Norfolk:

Date and location of legal establishment of organization:

Form of organization (partnership, association, corporation, etc.):

Tax exempt status? (provide IRS copy):

Name and address of officers, directors, trustee and principal salaried executive staff officer: (Use additional sheet(s) if necessary)

Purpose(s) for which solicited contributions will be used:

Name(s) under which organization intends to solicit:

Name(s) of individual(s) who will have final responsibility for custody of contributions:

Name(s) of individual(s) responsible for the final distribution of contributions:

Names of officers, solicitors or fund-raisers who have ever been convicted of a felony and the pertinent fact behind the conviction:

Attach a copy of current year's balance sheet and income statement with an opinion of independent public accountant for the organization's immediately preceding fiscal year.

OR

Attach a copy of financial statement certified by independent public accountant covering complete information as to preceding year's fund-raising activities showing kind and amount of funds raised.

Attach statement showing:

- Percentage of gross amount collected annually which is paid to professional solicitor(s)
- Percentage of amount received directly from public for preceding fiscal year paid for all fund-raising expenses

Does the organization intend to solicit directly from the public or have such done on its behalf by others?

Directly from public: By Others:

Is the organization authorized to solicit by any other governmental agency in Virginia? Yes: No:

If yes, what is the name of the governmental agency?

Has any officer, solicitor or fund-raiser ever been enjoined by a court or otherwise prohibited from soliciting in any jurisdiction in Virginia? If yes, give details: _____

Commonwealth of Virginia
City of Norfolk, to with

I hereby certify that the foregoing information is true and correct, and that I, all officers, directors, trustees, and members of this organization will abide by all provisions and regulations of the Code of the City of Norfolk, Virginia, 1958 as amended, and the Code of Virginia, 1950 as amended.

Subscribed and sworn to before me this _____ day of _____

Notary Public

My commission expires:

Notice: Knowingly giving false or incorrect information to the Commissioner of the Revenue in this statement is a crime. (Section 40-31, Code of the City of Norfolk).