

City of Northville

Charitable Organization Solicitation Policy

Adopted December 16, 2002, Revised June 21, 2004

I. Purpose.

- A. To assist in the promotion of fund-raising efforts sponsored by charitable, non-profit groups reflecting local community interest.
- B. To establish minimum requirements for charitable, non-profit groups to safely solicit funds within public rights-of-way on streets in the City of Northville.

II. Definitions.

- A. **Sponsoring Organization:** Charitable groups with a non-profit status and/or with activities reflecting general local community interest.
- B. **Charitable Group:** A non-profit organization or group that solicits funds that support a benevolent cause.
- C. **Soliciting Event Dates:** Dates approved by the City Council for sponsoring organizations to solicit funds within the public rights-of-way. A soliciting day shall be from 8:00 a.m. until 5:00 p.m. or from dawn to dusk, whichever is shorter.
- D. **Approving Authority:** The Northville City Council is responsible for approving or denying solicitation event requests. The City Manager or his/her designee is responsible for the enforcement of this policy.

III. Policy.

- A. **Eligibility:** Requests will be considered from local, charitable sponsoring organizations that represent or promote non-profit activities of particular interest or benefit to the Northville community. Private or for-profit causes will not be considered.
- B. **Application Content:** The sponsoring organization shall submit a letter to the City Manager, containing the following information:
 - 1. Name of soliciting event
 - 2. Name of sponsoring organization
 - 3. Date and time of soliciting event
 - 4. Purpose of sponsoring organization and purpose of event
 - 5. A brief, specific description of the locations where the solicitors will be stationed
 - 6. Contact person name, address, and telephone number

The application letter must be submitted to the City Manager's Office at least one (1) month prior to the start date of the soliciting event. Incomplete applications will not be forwarded to the City Council for consideration.

- C. **Approval:** Complete applications shall be reviewed by the City Manager and forwarded to the City Council for approval or denial. City Council approval shall be

contingent upon the organization's submission of a valid certificate of insurance as outlined in E. Insurance.

- D. **Approval Priority:** Soliciting events shall be considered on a first-come basis. Requests by organizations that do not adhere to this policy may be denied.
- E. **Insurance:** The sponsoring organization shall provide the City with a valid Certificate of Insurance for \$1,000,000 general liability as well as a \$25,000 per person volunteer accident policy. The certificate shall name the City of Northville as an additional insured and shall be submitted to the City Clerk at least 5 business days prior to the soliciting event start date. Failure to provide insurance may result in the revocation of the soliciting event's approval.
- F. **Safety:** Requests to solicit funds on public streets shall be approved with the condition that the following minimum safety measures are maintained during the entire soliciting event:
1. Volunteers shall wear reflective safety vests and/or bright, reflective, iridescent, or fluorescent colored clothing easily seen by motorists. The City is not responsible for providing safety vests.
 2. Volunteers soliciting in the streets shall place traffic cones in the area in which they are standing to define the area in which the solicitation will occur.
 3. With the exception of public safety personnel, charitable organization volunteers may not solicit on Eight Mile Road.
- G. **Other Approvals:** The City of Northville is located within Wayne and Oakland Counties. Requests to solicit on public streets within the City that are under County jurisdiction may also require County approval. A written copy of the approval, if required, must be submitted to the City Manager at least three business days prior to the start of the soliciting event.

The following streets are under County jurisdiction:

<u>Oakland County:</u>	Eight Mile Road Novi Road
<u>Wayne County:</u>	Eight Mile Road Edward Hines Drive Griswold Street Seven Mile Road S. Main/E. Main Streets (Northville Road)

Adopted and effective this 21st day of June, 2004.

Christopher J. Johnson, Mayor

Dianne Massa, City Clerk