



Non-Profit Solicitor

(exp. 12/31)

City of Madison Clerk
210 MLK Jr Blvd, Room 103
Madison, WI 53703

licensing@cityofmadison.com
608-266-4601

(Number)

(scanned)

(Leg file number)

(Processing step)

(initials)

- There is **no charge** for non-profit solicitation.
- Include a **list of names** of the people who will be soliciting.
- You must provide each person with **written credentials** for your group stating:
 - organization name
 - name of agent
 - purpose of solicitation
- A complete copy of the city **ordinance** is included at the end of this form

Your Cause: _____ Organization Name: _____

Officer and Director Information

Name	Position	Address

Planned date range for solicitation: from _____ to _____

Will commission, fees, wages and/or emoluments be expended in this effort?

No Yes - Amounts: _____

Subscribed and sworn to before me this
_____ day of _____

X _____
Signature

Notary Public, Dane County, Wisconsin

My Commission Expires _____

Madison Ordinance

MGO 9.14 (4)

Group solicitation permit without fee for certain nonprofit organizations. Any nonprofit organization desiring to solicit money or property or desiring to sell or distribute any item of literature or merchandise for which a fee is charged or solicited from persons other than members of such organization upon the streets, in office or business buildings, by house to house canvass, or in public places for a charitable, fraternal, labor, religious, patriotic or political purpose shall be exempt from the provisions of Section (3) of this ordinance provided there is filed a sworn application in writing on a form to be furnished by the City Clerk which shall give the following information:

- (a) Name and purpose of the cause for which permit is sought;
- (b) Names and addresses of the officers and directors of the organization;
- (c) Period during which solicitation is to be carried on;
- (d) Whether or not any commission, fees, wages or emoluments are to be expended in connection with such solicitation and the amount thereof.

Upon being satisfied that such organization is a charitable, fraternal, labor, religious, patriotic or political organization, the Clerk shall issue a permit without charge to such organization to solicit in the City. Such organization shall furnish all of its members, agents, or representatives conducting solicitation credentials in writing stating the name of the organization, name of agent and purpose of solicitation.