



Solicitation of Contributions on Highways ("Tag Days")

Your request to solicit contribution on highways is subject to the following requirements being met prior to your "Tag Days"

1. File with the Village, a Certificate of Insurance (General Liability Insurance of \$500,000.00 and Property Damage Insurance of \$50,000.00) in force and in effect during the requested solicitation period which names as additional insured, the Village of Olympia Fields, 20040 Governors Highway, Olympia Fields, IL 60461; and
2. A fee of \$25.00 per day, per person is required for solicitation. The Village of Olympia Fields limits solicitation to two (2) days per year, per organization; and
3. The attached application must be completed for each member participating in the event.



CANVASSER/SOLICITORS APPLICATION FORM (BUSINESS OWNERS)

VILLAGE OF OLYMPIA FIELDS

20040 Governors Highway, Olympia Fields, IL 60461
(708) 503-8000 ♦ Fax: 708-503-8002 ♦ www.olympia-fields.com

Date of Application:	Type of Business:		
BUSINESS INFORMATION			
Name of Business:	Employer ID # or Federal Tax ID #:		
Location Address:	Suite:		
If Mailing Address is Different:			
Business Phone:	Business Fax:	Website:	Email:
Email Address:			
BUSINESS OPERATIONS INFORMATION			
Business Owner/Corporation Name:	Email:		
Business Owner/Corporation Address:			
City, State and Zip:		Owners/Corporate Phone:	
Manager's Name:		Number of Employees:	
Hours of Operation:		Not For Profit? <input type="checkbox"/> Yes <input type="checkbox"/> No	
EMERGENCY INFORMATION (MUST PROVIDE MINIMUM OF THREE)			
Name:	Address	Phone:	
Name:	Address	Phone:	
Name:	Address	Phone:	
PLEASE READ AND SIGN			
I agree to abide by all rules, regulations and Ordinances of the Village of Olympia Fields. I further state that all of the information above is true and accurate to the best of my knowledge.			
Signature:			



CANVASSER/SOLICITORS APPLICATION FORM

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FAILURE TO PROVIDE COMPLETE/ACCURATE INFORMATION MAY RESULT IN APPLICATION BEING DENIED OR RESULT IN PROCESSING DELAYS

Date of Application:	Type of Business:	Dates of Soliciting:	
APPLICANT INFORMATION			
Name:		Phone:	
Address:		Years Lived at Address:	
City:	State & Zip Code:	Driver's License:	State Issued:
Date of Birth:	Age:	SSN:	Yrs with Company:
Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	Race:	Height:	Weight:
Scars/Marks:	Build:	Marital Status: <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Single	
Complexion:	Hair Color:	Eye Color:	Glasses? <input type="checkbox"/> Yes <input type="checkbox"/> No
List Addresses for Past 3 Years (Include Dates)			
Previous Employers Last 3 Years (Include Dates)			
Last 5 Cities or Village Solicited (Include Dates)			
Previous Dates Applicant has applied for solicitation/canvassing in the Village of Olympia Fields:			
Has Applicant ever been convicted of a violation of any of the provisions of this Ordinance or the Ordinances of any other Illinois Municipality regulating soliciting or canvassing? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, give details:			
Has Applicant ever been convicted of a felony in the past five years under the laws of the State of Illinois or any other State or Federal Law of the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, give details:			
INFORMATION FOR VEHICLE BEING USED			
Vehicle Model:	Vehicle Make:	Vehicle Year:	Vehicle Color:
Vehicle Owner's Name			
Vehicle Owner's Address			
Vehicle Insurance Company and Phone:			
Insurance Policy Number:			
Expiration Date:			

BUSINESS INFORMATION

Name of Business	Email:
Business Owner/Corporation Address:	
City, State and Zip:	Owners/Corporate Phone:
Manager's Name:	Number of Employees:
Hours of Operation:	Not for Profit? <input type="checkbox"/> Yes <input type="checkbox"/> No

EMERGENCY INFORMATION (MUST PROVIDE MINIMUM OF THREE)

Name:	Address	Phone:
Name:	Address	Phone:
Name:	Address	Phone:

PLEASE READ AND SIGN

I agree to abide by all rules, regulations and Ordinances of the Village of Olympia Fields. I further state that all of the information above is true and accurate to the best of my knowledge. Failure to provide complete/accurate information may result in application denied or result in processing delays.

Signature:

TO BE COMPLETED BY POLICE DEPARTMENT

Date Application Received:	Background Approved? <input type="checkbox"/> Yes <input type="checkbox"/> No
Background Check and Fingerprint Received?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Signature:	

TO BE COMPLETED BY ADMINISTRATION

Date Received by Police Department:
Dates Approved? <input type="checkbox"/> Yes <input type="checkbox"/> No
Signature:

Sec. 18-1. - Solicitation of contributions on highways.

- (a) For the purpose of this section the following words as used herein shall be construed to have the meanings herein set forth:
 - (1) *Highway* means the entire width between the boundary lines of every way publicly maintained when any part thereof is open to the use of the public for purposes of vehicular travel.
 - (2) *Pedestrian* means any person afoot.
 - (3) *Roadway* means that portion of a highway improved, designed or ordinarily used for vehicular travel, exclusive of the berm or shoulder.
 - (4) *Street* means the entire width of boundary lines of every way publicly maintained when any part thereof is open to the use of the public for purposes of vehicular travel.
- (b) No person shall stand upon or on a highway, roadway or street for the purpose of soliciting contributions from the occupant of any vehicle except when the person is doing so with the express permission of the board of trustees as an agent for a soliciting agency which agency shall apply to, and obtain permission for the solicitation from the board of trustees prior to the solicitation efforts.
- (c) The soliciting agency shall be:
 - (1) Registered with the attorney general as a charitable organization as provided by "An Act to regulate solicitation and collection of funds for charitable purposes, providing for violations thereof, and making an appropriation therefor," approved July 26, 1963, as amended [225 ILCS 460/1];
 - (2) Engaged in statewide fund-raising activity; and
 - (3) Be liable for any injuries to any person or property during the solicitation which is causally related to an act of ordinary negligence of the soliciting agent, and the soliciting agency shall file with the village clerk at the time of its application a policy liability insurance in the minimum amount of one million dollars (\$1,000,000.00) per occurrence or certificate evidencing same to be in force and effect during the period of requested solicitation time which shall have contained therein as additional named insured, the village and the president and board of trustees then and there holding their respective offices.
- (d) Any person lawfully engaged in the act of solicitation shall be sixteen (16) years of age or more, and shall be wearing a high visibility vest.
- (e) The soliciting agency shall be subject to the following regulations:
 - (1) No more than one (1) solicitation permit shall be issued by the village to a soliciting agency for each calendar year, and the permit shall be valid for no more than two (2) days during that year (the days need not be consecutive).
 - (2) Soliciting pursuant to a permit shall take place only at intersections in travel lanes where the traffic has come to a complete stop and only those lanes over which the village have jurisdiction.
 - (3) Each solicitor shall wear some type of identification care which clearly displays the name of the soliciting agency.
 - (4) No more than one (1) soliciting agency shall be authorized to solicit at a particular intersection.
 - (5) Solicitation shall take place during daylight hours only.
 - (6) The soliciting agency shall be required to file an application for a permit, apply for any other solicitation permits that may be required by any applicable law or ordinance, and pay the same fee payable under section 9-78 for canvassers. The fee shall not be charged to any soliciting agency that has its main office within the corporate limits of the village or which has at least twenty-five (25) percent of its members residing within the village.
 - (7) The village clerk shall be authorized to issue a solicitation permit provided that the soliciting agency complies with all applicable laws and ordinances. The village clerk shall provide written notice of the issuance of a solicitation permit to the board of trustees and the chief of police.

(Ord. No. 110, §§ I—IV, 11-22-82; Ord. No. 95-1, § 1, 1-23-95)