

# AUBURN POLICE DEPARTMENT

416 OXFORD STREET NORTH  
AUBURN, MASSACHUSETTS 01501



**Chief of Police: R. Scott Mills**

Date Received: \_\_\_\_\_ Date Approved: \_\_\_\_\_ Date Denied: \_\_\_\_\_

## Application for Charitable Solicitation Permit

This application is for charitable solicitation on public property including vehicle solicitation, as well as for charitable groups soliciting door-to-door and distributing handbills in accordance with the provisions of Section 17A of Chapter 85 of the Massachusetts General Laws.

Name of Organization: \_\_\_\_\_

Type of solicitation:

☐ Solicitation in the Public Right-of Way

1. Address of Principal Office: \_\_\_\_\_

Telephone: \_\_\_\_\_

2. Registration Number with Attorney General's Office: \_\_\_\_\_

3. Name and Address of Officers and Executive (if any): \_\_\_\_\_

President: \_\_\_\_\_

Vice President: \_\_\_\_\_

Secretary: \_\_\_\_\_

Executive: \_\_\_\_\_

In Memory:

Patrolman Stephen A. Lukas and Patrolman Ronald Tarentino, Jr.

Phone: 508-832-7777 ■ Fax 508-832-7781

[www.auburnmasspolice.org](http://www.auburnmasspolice.org)

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4. The following person(s) will be in direct charge of conducting the solicitation (name, title, address and business telephone):

5. The following are the paid fund raisers connected with the solicitation:

6. The following person(s) will be in direct charge of disbursements (include name and address):

7. Please name any other community in which this organization has solicited within the past 3 years:

8. The purpose of the solicitation is (attach statement if more space is needed):

9. Contributions are needed because (please provide facts and figures, attach statement if more space is needed):

10. Use or disposition of funds raised:

10a. The proposed date for solicitation of funds: \_\_\_\_\_ Rain Date: \_\_\_\_\_

Times: \_\_\_\_\_

Locations: \_\_\_\_\_

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In accordance with the provisions of Section 17A of Chapter 85 of the Massachusetts General Laws, you must conduct such solicitation under the conditions and guidelines hereto attached:

- The solicitation shall be limited to one (1) day and shall be conducted during daylight hours only.
- No person under the age of sixteen (16) years shall enter the public way for any reason.
- Clearly marked signs, easily visible from motor vehicles, shall be placed at each location and shall include the name of the organization conducting the solicitations and the charity for which donations are being collected.
- Persons actively soliciting contributions shall wear some form of identification; e.g. uniform, badges, nameplate, etc., which would identify him or her as a member of the sponsoring organization.
- Persons soliciting contributions shall wear American National Safety Institute (ANSI) approved hi-visibility outerwear and shall approach only those vehicles already stopped in traffic. Solicitors shall not cause vehicles to stop or park in any manner contrary to the directions of traffic control signals present, or in violation of existing rules and regulations. While traffic is moving solicitors shall remain on the sidewalk, shoulder or safety island until vehicles come to a complete stop.
- Cones or other safety devices shall be utilized by solicitors to help create a high visibility safety zone.
- If traffic begins to stall or back up, persons collecting contributions shall suspend solicitations until the traffic flow has returned to normal.
- **If there is inclement weather, wet roads, or poor visibility this permit will be voided.**

Please submit your application along with your \$2.00 fee to Liz Martinsen, Records Clerk, so we may schedule your fundraiser date. We will contact you when your permit is approved and when you may pick up your permit.

The preceding rules and regulations have been established by the Auburn Police Department and must be strictly adhered to. Failure to comply may result in the immediate revocation of the permit.

Sincerely;

R. Scott Mills  
Chief of Police

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In Memory:

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Organization: \_\_\_\_\_ Date of Fundraiser: \_\_\_\_\_

## Solicitation Permit Roster

Group Leader Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

1. \_\_\_\_\_

11. \_\_\_\_\_

2. \_\_\_\_\_

12. \_\_\_\_\_

3. \_\_\_\_\_

13. \_\_\_\_\_

4. \_\_\_\_\_

14. \_\_\_\_\_

5. \_\_\_\_\_

15. \_\_\_\_\_

6. \_\_\_\_\_

16. \_\_\_\_\_

7. \_\_\_\_\_

17. \_\_\_\_\_

8. \_\_\_\_\_

18. \_\_\_\_\_

9. \_\_\_\_\_

19. \_\_\_\_\_

10. \_\_\_\_\_

20. \_\_\_\_\_

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