

# CITY OF WHITING

## TAG DAY – SOLICITATION POLICY

Revised: February 2007

The following guidelines shall be met by all organizations requesting permission to solicit funds on public thoroughfares in the City of Whiting:

- A. There shall be no solicitation of funds, donations or other gratuities by any pedestrian on or upon the public streets, sidewalks and ways of the City to or from pedestrians or the operators or occupants of motor vehicles except as provided for in the section below.
- B. Solicitation shall be authorized by the Board of Public Works & Safety upon written application and in accordance with the following:
  - 1. Solicitations may only occur on the first and third Friday and/ or Saturday of each month and only from April through October. However, no solicitation is permitted on July 4 or during Bunch of Bunnies, Frontier Days, or Halloween Harvest.
  - 2. Permission is limited to formally organized philanthropic, service and youth organizations which originate or have chapters based in the Whiting-Robertsdale community.
  - 3. Permission is limited to one organization per weekend (Friday and Saturday) on a first come, first serve basis. However, in no event may any organization solicit more that one weekend in one calendar year unless extraordinary circumstances warrant an additional event and the Board authorizes the exception.
  - 4. Solicitations may only occur between 8:00 a.m. and dusk.
  - 5. Individuals under 18 years of age shall be accompanied on each corner by an adult sponsor over the age of 21 years.
  - 6. No one under the age of 18 is permitted to solicit in the street.
  - 7. Those persons over the age of 18 who are soliciting in the street shall wear reflective vests and shall not impede traffic.
  - 8. Any organization requesting permission to solicit from vehicles at an intersection must provide a certificate of insurance in a minimum amount of One million dollars (\$1,000,000.00) which names the City of Whiting as an additional insured for the date of the event.
  - 9. In the event the solicitation will occur on the sidewalk in front of an operational business, the organization must obtain prior approval of the business before commencing the solicitation.
- C. The Board shall approve or reject all applications at a regularly scheduled Board meeting.
- D. All applications and attachments (including proof of insurance) must be completed and received before the Board will act on the request.

- E. In the event of extraordinary circumstances or unique events, a member of the Board may authorize an application provided, however, that no other group has reserved the requested day and that the approval is ratified at the next immediate Board meeting.
- F. Once the Board has taken official action on the application, a copy will be mailed to the applicant indicating either acceptance or rejection.
- G. If the application is approved, the Board will notify all necessary city departments.
- H. The Whiting Police Department is authorized to order any solicitor who attempts to solicit funds without permission of the Board to immediately cease and desist all collection efforts.