

HUMAN RESOURCES ADMINISTRATION/ DEPARTMENT OF SOCIAL SERVICES

An HRA Permit is needed to solicit funds for charitable purposes in the City of New York for nonprofit groups, organizations, associations and corporations, and organizations for street solicitations (i.e., pledges for a walk-a-thon/bike-a-thon; door-to-door canvassing with kits; soliciting with receptacles), indoor solicitations (i.e., collections in public places where volunteers stand or sit with receptacles and solicit contributions; collection at a public function where collections are taken as mass meetings; operation of a thrift shop, rummage sale, book sale, bazaar; sale of tickets for fundraising purposes such as auctions; soliciting for preparation of a telethon).

An application (Form W-704A) for a license to solicit from the general public may be obtained at no charge by contacting the following:

Public Solicitation Officer

City of New York Human Resources Administration/Department of Social Services

Office of Legal Affairs, Public Solicitation Section,

180 Water Street 17th Floor

New York, NY 10038

(212) 331-5166

1. APPLICATION TIMELINE

The completed application for solicitation shall be filed with the Public Solicitation Section at least 10 days prior to the effective date of the requested solicitation, but no earlier than two (2) months. Organizations requesting a license for events such as a telethon, walkathon, an evening at the theatre, or an auction shall be granted three (3) months prior to the effective date to submit application in order that the fundraising and advertising activities can be completed.

2. DOCUMENTS REQUIRED

Every non-profit organization, society, association, or corporation shall file with its application a Certified Resolution of Authorization to Solicit. In addition, a Certificate of Incorporation, an existing bank account number with balance on hand and printed booklets/pamphlets/literature about the organization shall be submitted.

3. ELIGIBILITY REQUIREMENTS

Licenses will not be issued to individuals but to non-profit groups, organizations, associations, and corporations. Registrations shall be verified with the Department of State before a license is issued. Certain organizations are exempt by order of the Department of State from registering with the State if the organization did not intend to solicit, and/or its earnings are less than \$25,000 per year. However, in order to solicit contributions in New York City, the organization is required to be licensed by the Public Solicitation Section.

A) TYPES OF LICENSES

Licenses, which are issued to charitable organizations for public solicitation and may be legally authorized, are as follows:

1. **Street Solicitation** involving soliciting pledges for walk-a-thons/bike-a-thons; door-to-door

canvassing with kits; soliciting with receptacles.

2. **Indoor Solicitation** involving collection in public places where volunteers stand or sit with receptacles and solicit contributions; collection at public functions where collections are taken at mass meetings; operation of a thrift shop, rummage sale, book sale, bazaar; sale of tickets for fundraising purposes such as auctions: soliciting for preparation of a telethon.

3. **Events** such as rummage sales, book sales, ticket sales, bazaars or soliciting pledges for walkathons, telethons may be conducted either indoors or outdoors.

4. **Soliciting** solely by telephone, mail, or through the media does not require a license from this Department.

Licenses specifically for street solicitation shall be limited to three days within a six (6) month period. In certain inclement weather, rain dates may be granted. Other requests are issued for specific time periods dependent upon the type of license requested but, in any event, not to exceed one (1) year. (See Section 3(a), Type of Licenses above).

A non-profit organization participating as a vendor in a street fair approved by the Mayor's Street Activity Permit Office shall apply to the Public Solicitation Section for a license to conduct solicitation at the fair. No two organizations shall be licensed to solicit in the same area on the same day; except where the organizations are involved as vendors at a street fair approved by the Mayor's Office. Dates issued for licenses granted are in accordance with requests and the Public Solicitation Section's calendar of licenses issued.

Licenses may be amended or cancelled by the Director of Public Solicitation only. No gambling, lottery, raffles, drawings of games of chance shall be permitted in connection with a function for which a license has been issued. Non-profit organizations wishing to conduct games of chance must contact the Department of State.

4. Submission of Samples

Organizations that are licensed by the Public Solicitation Section shall be required to submit samples of receptacles and IDs that are used in its campaign. Receptacles used are accepted with the Organization's design, form, or style, showing the Organization's name and address (no post office address shall be permitted). Also, receptacles shall bear the Public Solicitation Section's sticker showing the number of the license, the dates in force, and the place of solicitation.

Receptacles used shall be numbered consecutively. The first three (3) labels of the campaign shall be submitted to the Public Solicitation Section adhering to instructions below:

a) Label number one (1) shall be affixed to the receptacle in the manner in which the organization will use it to solicit from the public. After approval this becomes the official soliciting receptacle.

b) Label numbers two (2) and three (3) shall be prepared as number one (1) except that only the labels covering the receptacles shall be submitted.

c) The printing on the label shall be clearly visible to the eye. Also the word "volunteer" shall appear in bold print on the label.

d) A completed sample (label 3 and ID) shall be forwarded to the New York City Police Department by the Public Solicitation Section.

e) Licenses issued for the thrift shops, rummage sales, or flea markets do not require submission of samples.

All labels, IDs and receptacles shall be cleared for use in each campaign by the Public Solicitation Section and prominently displayed while soliciting. Upon expiration of the license, all receptacles shall be removed from all locations by the organization.

It is the organization's responsibility to request renewal of a license.

5. SPECIFIC AUTHORIZATION

Soliciting on privately-owned property requires the owner's consent. Proof of such consent must be submitted to the Public Solicitation Section before the license can be issued.

The last week in May shall be set-aside on an annual basis for the Poppy Campaign by the Veterans of Foreign Wars. No other license for indoor or outdoor solicitations will be issued during this period.

6. FINANCIAL STATEMENTS

Ten days after the expiration of the license a completed financial statement (Form 537g) concerning the funds collected must be submitted in detail and signed by the proper officer of the organization. If a financial statement cannot be supplied within the 10-day period, the licensee must request, in writing, an extension of an additional but not more than 10 days.

The organization's Certified Accountant's Report shall be submitted to the Department at the end of its fiscal year.

7. EXEMPTIONS

Churches and religious organizations, educational institutions with state-approved curricula with solicitations confined to its student body, alumni, patriotic, fraternal, or social organizations, chartered by the Board of Regents, all have the authority to solicit without the need for a license from the Public Solicitation Section.