

City of Suffolk
P. O. Box 1678
Suffolk, VA 23439

(____) Initial Registration

(____) Annual Renewal

CITY OF SUFFOLK REGISTRATION STATEMENT FOR A CHARITABLE
ORGANIZATION
Article III, Section 62
City of Suffolk Solicitation Ordinance

Primary Name of charitable organization:

Other name(s) under which solicitations will be made:

Mailing address, if different from above:

Telephone number: _____

Please attach a list of any other offices maintained in Virginia. Attach a list of the names and addresses of any chapters, branches or affiliates located in Virginia.

Are the income and expenses of these groups included in your organization's financial statements?

Yes () No () No chapters ()

Name and address of designated agent for receipt of process

Is the organization a Corporation (), Partnership (), Other ()

Specify _____

Date organization was legally established: _____

City _____ State _____

Main purpose of the charitable organization:

Dates of fiscal year: _____ to _____

Is the organization exempt under the Internal Revenue Code? () Yes () No

The names and address of the officers, directors, trustees and the principal salaried executive staff officers.

_____ Address _____

Name(s) of those having signatory power over the organization's funds:

_____ Title _____

_____ Title _____

_____ Title _____

Name(s) of those who approve the organization's budget:

_____ Title _____

_____ Title _____

_____ Title _____

Computation of percentage of fund-raising expenses for past fiscal year:

Total amount of contributions received directly from public _____ (a)
(This can be taken from IRS Form 990, lines 1a, 1b, 9c)

Total spent on fund-raising, including contracts with _____ (b)
professional fund-raising counsel or professional solicitors

(This can be taken from IRS Form 990, line 15)

Divide line (b) by line (a): _____ %

Does the organization intend to solicit contributions from the public directly (including Corporate grant proposals, door-to-door or telephone solicitations, special events, direct mail, etc.)? Yes () No ()

Does the organization intend to have contributions solicited on its behalf, by others outside the organization (e.g., volunteers, federated fund-raising organizations, etc)? Yes () No ()

In the current year, are or will any solicitation of contributions (including planning, conducting, managing or carrying out) be conducted by a person or persons under an agreement or contract? Yes () No ()

If the answer is YES: Is the person?:

- a) A bona fide salaried officer or employee of the charitable organization or its parent organization ()
- b) An outside consultant (professional fund-raising counsel) () or,
- c) A paid professional solicitor ()

If (b) or (c) is checked, list the name and address of the professional fund-raising counsel or professional solicitor, and attach a copy of the current contract.

Name and address of professional fund-raising counsel or professional solicitor:

Is the charitable organization or any officer, professional fund-raising counsel or professional solicitor for the organization currently enjoined by any court or otherwise prohibited from soliciting contributions in any jurisdiction?

Yes () No ()

Is or has the organization or any officer, professional fund-raising counsel or professional solicitor, ever been convicted, in any jurisdiction, of a felony or of embezzlement, larceny or other crime involving the obtaining of money or property by false pretenses, or the misapplication of funds impressed with a trust? Yes () No ()

Is the organization authorized by any other governmental agency within the Commonwealth to solicit contributions and has it or any other officer, professional fund-raiser or professional solicitor thereof ever been enjoined by any court or otherwise prohibited from soliciting contributions in any jurisdiction?

Yes () No ()

NOTE: If the answer to either question above is “yes” explain in detail on an attached appendix the nature of the proceedings, giving the date such events took place, along with all relevant facts.

Describe in detail on an attached appendix, the charitable solicitation activities (methods of fund-raising) proposed by the organization in the current fiscal year.

Except as otherwise provided, all information required to be filed under Article III, Section 62 of the Suffolk City Code will become public records in the Office of the Chief of Police and will be open to the general public for inspection. You are advised that you are required by law to supply this information as a prerequisite to the soliciting of charitable contributions. If you do not provide this information, you may not solicit in the City of Suffolk.

This application shall be accompanied by a copy of a balance sheet and income statement, with the opinion of an independent public accountant for the organization’s immediately preceding fiscal year, or a copy of a financial statement certified by an independent public accountant covering, in a consolidated report, complete information as to all the preceding year’s funds raising activities of the charitable organization, showing kind and amount of funds raised, provided, no charitable organization which has registered with the Chief of Police for the current and next preceding three (3) years, or is exempt for such years under section 57-63(a)(3), Code of Virginia (1950), as amended, shall be required to file any financial information. This application shall also be accompanied by a \$10.00 annual registration fee. A parent organization filing on behalf of one or more chapters, branches or affiliates or a federated fund-raising organization filing on behalf of its member agencies shall pay a single annual registration fee.

OATH OR AFFIRMATION

We, the undersigned, Chief Fiscal Officer, and President (or other officer, designated as having signatory power over the organization's funds) duly authorized to act for the organization for which this statement is made, swear or affirm under penalties provided by law that this statement (including any accompanying appendices) has been examined by us and is, to the best of our knowledge and belief, a true, correct and complete statements, pursuant to the ordinance of the City of Suffolk, Virginia.

(Signature)

(Title)

(Signature)

(Title)

(Signature)

(Title)

(Signature)

(Title)

Sworn to and subscribed before me, in my presence this _____ day of _____, 20__.

Signature of Notary Public

My commission expires: _____

My registration number: _____

NOTE: Signatures must be notarized and the form with the original signatures and notary must be filed with the office of the Chief of Police, City of Suffolk, Virginia.