



## NOTICE TO APPLICANT/SOLICITING AGENCY

All soliciting by persons standing on highways from occupants of any vehicles in the City of Troy will be conducted at only **ONE** intersection...

### The Intersection of Main and Market Streets

Per Illinois Vehicle Code, all soliciting by persons standing on highways from occupants of vehicles must be done at intersections where all traffic is required to come to a full stop. Illinois Department of Transportation has notified us that legal counsel has stated that the traffic signs with periodically changing red, yellow and green lights do not require all traffic to come to a full stop. This condition of the statute is met only at intersections controlled by **ALL-WAY STOP SIGNS**.

Per the Mayor, due to safety considerations, only four soliciting agents will be allowed to solicit at the intersection. One on the south side and one on the north side of Main Street where it intersects with Market Street and one on the east side and one on the west side of Market Street where it intersects with Main Street.

(ALL FOUR STOPS MUST HAVE **ORANGE CONES** IN FRONT OF EACH PERSON SOLICITING; IF YOU DO NOT HAVE ORANGE CONES, PLEASE CONTACT THE CLERK'S OFFICE PRIOR TO THE DATE OF THE SOLICITING.)

**CITY OF TROY**  
**Application to Solicit Contributions by Persons Standing on**  
**Highways**  
**from Occupants of Motor Vehicles**

(per City of Troy Code of Ordinances Chapter 12, Division 2,  
Sec. 12-102 thru Sec. 12-105)

Time and Date Application is filed in the City Clerk's Office: \_\_\_\_\_

...PLEASE NOTE: A filed application shall be **Effective for Thirty (30) Days.**

Dear Applicant/Soliciting Agency:

Please read the application form carefully and beware the following guidelines must be followed and complied with prior to review and approval by the Mayor.

1. The application form must be completely filled out and a ***Certificate of Insurance*** must be included as part of the application. The CITY OF TROY must be designated as the CERTIFICATE HOLDER (not the agency) by the insurance company insuring the soliciting agency for the event. The Certificate shall be in the amount of \$2,000,000. **The Mayor will not consider for approval any application that does not supply all required information, as well as a Certificate of Insurance. This includes all persons soliciting and the time and date of solicitation.**
2. The completed form and Certificate of Insurance must be filed in the City Clerk's office no later than three (3) days prior to the soliciting date. This allows the Mayor time to review the application and to contact the soliciting agent/agency if clarification or additional information is needed. Please be sure to include telephone numbers where required on page 5. **No application will be considered for approval that is filed less than three (3) days prior to soliciting date.**
3. **All solicitors must be at least 16 years of age and wear a high visibility vest while soliciting.**
4. No soliciting agent/agency may solicit contributions by persons standing on highways unless this application has been reviewed and approved by the Mayor. **It shall be the responsibility of the soliciting agent/agency to verify this application has been approved.**
5. "Soliciting Agent", as defined in the ordinance, means **a person who is empowered by an authorized soliciting agency**, as evidenced by a writing executed by the authorized soliciting agency and filed with the City Clerk to stand on a highway within the city of Troy for the purpose of soliciting contributions from the occupants of motor vehicles.

6. As the City Clerk receives applications, the time and date of filing shall be noted on the application. An application shall be effective for thirty (30) days.
7. Only one authorized soliciting agency at a time shall be permitted to solicit contributions from occupants of vehicles. If more than one authorized soliciting agency desires to solicit contributions from vehicle occupants, the authorized soliciting agency which filed its' application with the City Clerk first shall be given preference.
8. If all conditions set forth are met, the soliciting agent may stand at the intersection of Main and Market Streets and solicit contributions for the authorized soliciting agency from the occupants of vehicles coming to a stop at that intersection. **(Per the Mayor, due to safety considerations, only four soliciting agents will be allowed to solicit at the intersection. One on the south side and one on the north side of Main Street where it intersects with Market Street and one on the east side and one on the west side of Market Street where it intersects with Main Street.)**
9. Complete Legal Name of Authorized Soliciting Agency: (An agency which is registered with the State of Illinois's 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 therefore and is engaged in a statewide fund-raising activity throughout the State of Illinois.)  

---

---

10. *Date when the authorized soliciting agency became registered with the Attorney General of the State of Illinois as a charitable organization:*

---

---

11. *Address of Soliciting Agency Headquarters:*

---

---

12. *Name and Address of Local Chapter/Unit which desires to solicit contributions:*

---

---

13. *Proposed Date(s) of Solicitation:* \_\_\_\_\_

14. *Name and Address of All Soliciting Agents.* If more space is needed, an additional sheet may be attached. If solicitors will be working more than one date and/or in staggered hours please indicate this information. (Please print or type.)

Name	Address	Date & Time

**WITH THE FILING OF THIS APPLICATION IN THE CITY OF TROY CLERK’S OFFICE THE SOLICITING AGENCY CERTIFIES THAT IT WILL BE LIABLE FOR ANY DAMAGE OR INURIES TO ANY PERSON ON PROPERTY OCCURRING DURING THE SOLICITATION WHICH ARE CASUALLY RELATED TO AN ACT OF ORDINARY NEGLIGENCE OF THE SOLICITING AGENT.**

Date \_\_\_\_\_

\_\_\_\_\_  
 Local Not-for-Profit Soliciting Agency

\_\_\_\_\_  
 President of Local Agency  
 (Please print name)

\_\_\_\_\_  
 Authorized Soliciting Agent Filing  
 Solicitation Application for Local  
 Soliciting Agency(Please print name)

\_\_\_\_\_  
 Signature of President of Soliciting Agency  
 Phone Number (home) \_\_\_\_\_  
 (work) \_\_\_\_\_

\_\_\_\_\_  
 Signature of Agent Filing Application  
 Phone Number (home) \_\_\_\_\_  
 (work) \_\_\_\_\_

\_\_\_\_\_  
 (Office of Soliciting Agent)

State of Illinois  
County of Madison

This instrument was acknowledged before me on \_\_\_\_\_(Date)  
by \_\_\_\_\_As President of the Local Soliciting  
Agency.

Notary Seal

\_\_\_\_\_  
Signature of Notary

State of Illinois  
County of Madison

This instrument was acknowledged before me on \_\_\_\_\_(Date)  
by \_\_\_\_\_As Officer of the Soliciting Agency and  
as Authorized Soliciting Agent Filing Solicitation Application for the Local Soliciting  
Agency.

Notary Seal

\_\_\_\_\_  
Signature of Notary

APPLICATION HAS BEEN REVIEWED AND APPROVED BY THE MAYOR:

\_\_\_\_\_  
Date and Signature of Mayor, City of Troy, Illinois

\_\_\_\_\_  
Date the Application is filed in City Clerk's Office (After Mayoral Approval)

\_\_\_\_\_  
Date and Signature of City Clerk, City of Troy, Illinois