

POLICY NUMBER 2000-3
COVERAGE ALL OPERATIONS
COUNCIL APPROVAL FEBRUARY 14, 2000
EFFECTIVE DATE IMMEDIATELY

TOWN OF WOODSTOCK

CONDUCT OF FUND-RAISING ACTIVITIES

GENERAL

MANY NON-PROFIT GROUPS AND AGENCIES NEED TO SOLICIT FUNDS (DONATIONS) OR SELL PRODUCT FROM DOOR-TO-DOOR IN ORDER TO RAISE FUNDS FOR ON-GOING ACTIVITIES. THE PURPOSE OF THIS POLICY IS TO REGULATE SUCH ACTIVITY TO ENSURE THAT ONLY LEGITIMATE GROUPS AND ORGANIZATIONS ARE CONDUCTING SUCH ACTIVITIES AND THAT THE PUBLIC IS PROTECTED FROM FRAUDULENT ACTIVITIES. ALSO, WHEN GROUPS OR AGENCIES UTILIZE MINOR CHILDREN TO CONDUCT OR ASSIST IN THE CONDUCT OF SUCH FUND-RAISING ACTIVITIES, SPECIFIC CRITERIA RELATED TO SAFETY MUST BE MET. (NOTE: DOOR-TO-DOOR OR SOLICITATION INCLUDES RESIDENCES AND BUSINESSES).

ELIGIBILITY

ONLY NON-PROFIT AGENCIES CAN APPLY FOR PERMISSION TO CONDUCT DOOR-TO-DOOR CANVASSING ACTIVITIES. ANY BUSINESS ACTIVITY THAT WISHES TO CONDUCT DOOR-TO-DOOR ALSO MUST COMPLY WITH BY-LAW # . NON PROFIT AGENCIES ARE DEEMED TO BE THOSE REGISTERED BY LAW AS SUCH OR IS READILY IDENTIFIED AS A COMMUNITY GROUP OR ORGANIZATION WITHIN THE TOWN OF WOODSTOCK OR SURROUNDING NON-INCORPORATED AREA.

APPLICATION

IN ORDER TO CONDUCT A FUND-RAISING ACTIVITY, THE GROUP OR ORGANIZATION MUST APPLY IN WRITING FIVE (5) WORKING DAYS PRIOR TO THE START-UP OF THE ACTIVITY. APPLICATIONS MUST INCLUDE THE FOLLOWING:

- IDENTIFICATION OF ORGANIZATION
- CONTACT PERSON OR PERSONS
- TYPE OF ACTIVITY
- DATES/TIMES OF ACTIVITY
- AGES OF MINORS AND TYPE OF SUPERVISION TO BE GIVEN TO MINORS.

APPROVAL

THE C.A.O. OR HIS DESIGNATE WILL ISSUE APPROVAL OF THE ACTIVITY IF THE TERMS OF THIS POLICY IS FULLY MET. EXCEPTIONS TO THE POLICY CAN BE MADE BY WOODSTOCK TOWN COUNCIL.

SUPERVISION OF MINORS

ALL FUND-RAISING ACTIVITIES INCLUDING MINOR CHILDREN REQUIRE THE SUPERVISION BY ADULTS. IF THE ACTIVITY INCLUDES CHILDREN UNDER THE AGE OF FIFTEEN (15), A COMPETENT ADULT SUPERVISOR MUST ACCOMPANY THE CHILDREN AT ALL TIMES.

IDENTIFICATION

ALL PERSONS CONDUCTING FUND-RAISING ACTIVITIES SHALL HAVE IDENTIFICATION STATING:

- NAME OF ORGANIZATION
- CONTACT NAME AND PHONE NUMBER