



**CITY OF LOS ANGELES**  
***NOTICE OF INTENTION CHECKLIST***  
*(In accordance to LAMC, Section 44.10)*

Organization Name: \_\_\_\_\_

*The application will be considered incomplete if any questions and/or fields are left blank or unanswered. All fields requiring signatures, initials, dates and fees must be completed or the application will not be accepted. All incomplete applications will be returned. The cost of the Information Card is \$60.*

<b>Forms &amp; Supplementary Documents Needed to Complete the Notice of Intention Application</b>			Complete	
			Yes	N/A
1	All fields of the Notice of Intention (NOI) Application must be complete			
2	The application must be signed by two officers of the organization			
3	Copy of the Articles of Incorporation, constitution or other rules of operation <i>(All amendments must be included.)</i>			
4	Copy of Bylaws			
5	Copy of Internal Revenue Service Exemption Letter			
6	Copy of State Franchise Tax Exemption Letter			
7	California Charitable Trust Number			
8	A written statement/letter of authority from the organization, if the solicitation is on behalf of any other organization. The provided document must be authorized and signed by two officers and must state "granting permission to use the organization's name."			
9	Information Card processing fee of \$60 must be paid and made payable to "City of Los Angeles." <i>(Payments must be in the form of checks or money orders only)</i>			
10	Detailed proposed budget			
11	Name and address of the bank where the account is held			
12	Name of all authorized signers			
13	Name(s) of person(s) or any current agent or employee engaging in solicitation of funds			
14	Statement of Accomplishment for the prior calendar year <i>(Upon request of the Charitable Services Section investigator)</i>			

Once the Notice of Intention form is complete, please email it to:

***pccharity@lapd.online***

or Mail to:

***Charitable Services Section***  
***Los Angeles Police Commission***  
***100 W. 1st St., Room 147***  
***Los Angeles, CA 90012***



CITY OF LOS ANGELES  
**NOTICE OF INTENTION**  
*TO SOLICIT CHARITABLE CONTRIBUTIONS*

*Please review and completely fill out this form leaving no fields blank. Once completed, file the form with the Charitable Services Section at least fifteen (15) business days prior to the solicitation which is not to be started until an information card is issued. Please review the **Important Information** on Page 2. Non-compliance with or violation of the Los Angeles Municipal Code, Chapter IV, Article 4 is a misdemeanor.*

Organization Name (Complete name as registered with the IRS): \_\_\_\_\_

California Trust Number: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Type of Appeal, Entertainment, or Activity: \_\_\_\_\_

Type of Donation To Be Solicited: \_\_\_\_\_

Location of Activity: \_\_\_\_\_

Solicitation Dates From: \_\_\_\_\_ To: \_\_\_\_\_

Dates To Be Held: \_\_\_\_\_

Indicate Goal Set: \_\_\_\_\_

Specify Purpose and Use To Which The Proceeds Will Apply: \_\_\_\_\_

Name of The Organization Benefiting From The Solicitation: \_\_\_\_\_

Address of The Organization Benefiting From The Solicitation: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Solicitation by (Check all that are applicable):

Box Office Sales

Internet

Mail

Paid Solicitors

Radio/TV

Storefronts/Door-to-Door

Telemarketing

Volunteer Solicitors

Other (Specify):

Will percentages, commissions, salaries, or other compensations be payable to commercial/professional fundraisers? Yes No

Will percentages, commissions, salaries, or other compensations be payable to solicitors? Yes No

*Itemize all anticipated expenditures connected with this solicitation or activity:*

Advertising/Publicity Costs	\$	Music (Band, Orchestra, etc.)	\$	Stationary	\$
Costumes	\$	Permits/License Fees	\$	Telephone	\$
Decorations/Favors	\$	Postage	\$	Transportation	\$
Entertainers	\$	Printing	\$	Uniforms	\$
Food (Lunch, Dinner, etc.)	\$	Prizes	\$	Additional Expenditures (Specify):	
Information Card Processing Fee	\$	Purchase of Equipment	\$		\$
Items for Resale	\$	Rental of Equipment	\$		\$
Merchandise	\$	Reservation Charges (\$ _____ per person)	\$		\$

**Total** \$ \_\_\_\_\_

**For Charitable Services Section Only**

Date Received: \_\_\_\_\_ Investigator Assigned to: \_\_\_\_\_

Organization No: \_\_\_\_\_ Check No: \_\_\_\_\_



CITY OF LOS ANGELES  
**NOTICE OF INTENTION**  
*TO SOLICIT CHARITABLE CONTRIBUTIONS*

---

***IMPORTANT INFORMATION***

---

1. Attach the following with the completed form (Page 1):

- a. Copy of articles of incorporations, constitution or other rules of operations (including amendments).
- b. Copy of bylaws.
- c. Copy of Internal Revenue Service exemption letter.
- d. Copy of State Franchise Tax exemption letter.
- e. California Charitable Trust Number.
- f. If the solicitation is on behalf of any other organization, a written statement (letter of authority) from the said organization signed by two of its officers granting permission to use its name.
- g. The Information Card Processing Fee of **\$60.00** via check or money order made payable to: **City of Los Angeles**.

If any of the items above are not attached, please check the box “NONE” or “ALREADY ON FILE.” Be advised that failure to provide the requested information above will delay the processing of the Notice of Intention.

---

2. The following items below may be required upon request:

- a. Statement of accomplishments for the last calendar year.
- b. Detailed proposed budget.
- c. The name and location of the bank account.
- d. The name(s) and title(s) of all person(s) authorized to sign checks.
- e. The name(s) of person(s) or any current agent(s) or employee(s) engaging in the solicitation of funds.

---

We, the undersigned, have read, understand and agree with the Los Angeles Municipal Code, Chapter IV, Article 4; and before authorizing persons to solicit for the purposes named above, we will require them to be familiar with Article 4 prior to making any such solicitation.

We, the undersigned, have **not**, read the Los Angeles Municipal Code, Chapter IV, Article 4; and require a copy of the aforementioned Article.

We, the undersigned, agree to submit a completed Report of Results Activity form itemizing all receipts and expenditures within 30 days after completion of the solicitation.

---

***Signatures of two board members of the organization are required to execute this form***

_____ Type or Print Name	_____ Signature	_____ Date	_____ Contact Number	_____ Email Address
_____ Type or Print Name	_____ Signature	_____ Date	_____ Contact Number	_____ Email Address
_____ Person In Charge - Print Name	_____ Signature	_____ Date	_____ Contact Number	_____ Email Address

---

**THE INFORMATION CARD WILL BE E-MAILED TO THE PERSON IN CHARGE OF THE APPEAL UNLESS OTHERWISE NOTIFIED.**



## CITY OF LOS ANGELES

### REPORT OF RESULTS CHECKLIST

Organization Name: \_\_\_\_\_

*In accordance to the LAMC Section 44.10, the Report of Results Activity form must be filed within **30 days** of the termination date of the solicitation. All receipts, expenses and distribution of proceeds for events identified in the INFORMATION CARD must be provided and must furnish all details related to the event. In addition, the form must be signed by two officers of the organization; however if signature from two officers is unavailable, natural persons authorized by the organization or the person filing the report will be accepted.*

Forms & Supplementary Documents Needed to Complete the Report of Results Form		Complete	
		Yes	N/A
1	All Receipts (If requested by Charitable Services Section staff)		
2	Fundraising Expenses (If requested by Charitable Services Section staff)		
3	Proof of Distribution of funds which shall include the amount(s) and the date(s)		
4	The Report of Results Form requires original signatures from TWO officers from the organization		

Once the Report of Results form is complete, please email it to:

***pccharity@lapd.online***

or Mail to:

***Charitable Services Section  
Los Angeles Police Commission  
100 W. 1st St., Room 147  
Los Angeles, CA 90012***



## CITY OF LOS ANGELES REPORT OF RESULTS OF ACTIVITY

Due Date: \_\_\_\_\_

Date Received: \_\_\_\_\_

Verified By: \_\_\_\_\_

Organization No: \_\_\_\_\_

Card No: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Address of Organization: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Contact No: \_\_\_\_\_

Type of Activity: \_\_\_\_\_ Date held from: \_\_\_\_\_ To: \_\_\_\_\_

### RECEIPTS:

Admission Sales _____	Returns From Sales _____	<b>TOTAL RECEIPTS</b> _____
Cash Contributions _____	Sale of Advertising _____	<b>LESS APPLICABLE TAXES</b> _____
Membership Fees _____	Ticket Sales _____	<b>GRAND TOTAL RECEIPTS</b> _____
Pledges _____	Other Sources (Itemized) _____	

### FUND-RAISING EXPENSES:

Salaries, Wages, Commissions (To Whom) _____	Music _____
Rentals/Purchase of Equipment _____	Prizes _____
Printing, Postage, Stationery _____	Other (list & itemize below) _____
Telephone, Television or Radio Time _____	_____
Advertising/Publicity Costs _____	_____
Decorations, Favors, Costumes, Uniforms _____	_____
Cost of Merchandise, Food, etc. for Resale _____	
Information Card Processing Fee _____	
Reservation Charges _____	<b>FUND-RAISING EXPENSES TOTAL</b> _____

NET AMOUNT REMAINING FOR CHARITABLE PURPOSES ..... \_\_\_\_\_

### DISTRIBUTION OF FUNDS:

Funds Distributed To: \_\_\_\_\_

Amount Released: \_\_\_\_\_ Date Released: \_\_\_\_\_

*This report must be signed by TWO Officers of the organization and filed with Charitable Services Section, Los Angeles Police Commission, within 30 days after the close of the solicitation.*

\_\_\_\_\_  
Type or Print Name

\_\_\_\_\_  
Signature of Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contact Number

\_\_\_\_\_  
Type or Print Name

\_\_\_\_\_  
Signature of Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contact Number