







CITY OF LOS ANGELES
NOTICE OF INTENTION
TO SOLICIT CHARITABLE CONTRIBUTIONS

ADDITIONAL INFORMATION

REQUIRED DOCUMENTS

Include the following documents with the completed page 1 of this form.

Organization's founding documents are required from organizations filing for the first time.

- a. Processing Fee of \$42.00 via check or money order made payable to: City of Los Angeles.
b. A current List of Partners/Officers/Directors/Trustees/or Association Members, whichever is applicable.
c. A copy of registration filed with CA Secretary of State Office, including Articles of Incorporation and Bylaws, if entity is incorporated.\*
d. A copy of registration filed with CA Attorney General's Office, showing current registry status. \*
e. A copy of tax exemption determination letter from CA Franchise Tax Board and US Internal Revenue Service. \*

Check Items Below:

Table with 2 columns: Attached, Previously Submitted. Rows correspond to items a-e.

(\*Documents in c, d, and e above are required only for first-time filer or if a change in the entity's prior year organizational structure or status occurred.)

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.

ACKNOWLEDGEMENTS AND SIGNATURES: OFFICERS/DIRECTORS/TRUSTEES OF THE ORGANIZATION - MUST SIGN THIS FORM

Has any of the entity's current officer, director, trustee, partner, agent or employee ever been convicted of a felony or a misdemeanor involving moral turpitude within the past seven (7) years? \*Yes No

If yes, attach a list identifying all individual(s) by name, title, the nature of the offense, the State where the conviction occurred, and the year of the conviction.

I/We, the undersigned, declare under penalty of perjury that (1) the foregoing content in this Notice of Intention form is true, correct, and complete, including accompanying documents; that (2) I/We have read and before authorizing anyone to solicit on behalf of the entity, will require them to be familiar with the provisions of the Los Angeles Municipal Code (LAMC) Chapter IV, Article 4, Philanthropy (Article available upon request); that (3) I/We will submit a completed Report of Results (ROR) of Activity form signed by two officers/directors/trustees to the Charitable Service Section of the Los Angeles Police Commission, within 30 days after the completion of this solicitation/fundraising activity (LAMC, Article 4, Sec 44.10).

The signature of two current board member(s) of the organization is required to execute this form.

Form with 5 columns: Print Board Member Name and Title, Signature, Today's Date, Contact Number, Email Address. Two rows for board members.

IDENTIFY THE PERSON WHO OVERSEES THIS SOLICITATION/FUNDRAISING CAMPAIGN (WHOSE NAME WILL BE LISTED ON THE INFORMATION CARD)

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

Form with 5 columns: Person In Charge, Print Name and Title, Signature, Today's Date, Contact Number, Email Address.