



Community Development
Licensing Division
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PROCEDURES AND CHECKLIST FOR NON-PROFIT APPLICANTS SOLICITOR OR CANVASSERS LICENSE

MEETING MINIMUM REQUIREMENTS:

As a means of informing city staff and residents that you requested to be active in the city, the attached Non-Profit Solicitor/Canvasser form provides the city with the information we must have to inform police/residents of your presence within the city. This printed form is considered a convenience for you to answer the necessary questions the city would ask, and also tell you what proof of non-profit, tax-exempt status must be provided.

However, if you want your staff to be issued a license and photo identification badge, each person must complete a For-Profit Peddler, Solicitor, or Canvasser application, as we do not issue a license/badge these without a background check on each person. There is no charge to you for this.

Steps for Non-Exempt Solicitor, and Canvassers:

- 1. Complete and the minimal information form (2 pages) attached:
Do not leave any lines blank – if question does not apply, write a “N/A”. Applicants, by signing, are confirming that all information is current.
- 2. Attach a copy of a current state or federal letter confirming your tax-exempt status. (This is sent every year to all non-profit organizations stating they have met the yearly requirement).
- 3. If you would, please include a list of names of solicitors – if needed for police identification.

These above items can be sent back to the city by email, fax, or mail. See the top of this page for that information.

Keep for your own reference, and to review with your staff, the attached copy of the Minnetonka Code of Ordinances, Section 630 PEDDLERS, SOLICITORS, AND CANVASSERS,

As soon as the returned information is reviewed for completeness, we will notify the Police Department of the information provided. You will also be listed on the city website as a **confirmed** non-profit solicitor/peddler. You may call the phone number at the top of this page to confirm that we received your information.



LICENSE DIVISION
 14600 MINNETONKA BLVD.
 MINNETONKA, MN 55345
 (952) 939-8274

**MINIMAL INFORMATION
 NON-PROFIT SOLICITOR AND CANVASSER**

OFFICE USE:
 DATE REC'D _____

POLICE NOTIFIED:
 DATE: _____

This application form requests information that may be classified as private or confidential under the Minnesota Data Practices Act. The information will be used to confirm your tax exempt status and aid the City of Minnetonka should a resident inquire.

Organization Name: _____

Headquarters Address: _____

Headquarters Telephone: _____

Local Branch address
 (if different from above): _____

Local Branch Telephone
 (if different from above): _____

Please describe what your activity will be while in the City of Minnetonka:

It is necessary that we have on file the following information regarding the solicitor/canvasser activity:

The name of the person in-charge or supervising the activity: _____

The telephone number where the supervisor can be reached **at the same time as when** the solicitation/canvassing activity will be taking place: _____ (Cell phone?)

What parts of Minnetonka will your activity take place?
 (Suggest you use general description: NE, NW, SE, SW, or if the entire city, say "All"): _____

Dates when will the activity be carried on:
 Beginning: _____
 Ending: _____

If not active all-day-long and not every day, please specify on what days of the week and at what time:

Vehicles:	Make (Ford, Honda)	Model (Taurus, Escort)	Color	License Plate #	Year
Information about all vehicles that will be used by solicitors (attach a page if there are more than 4):	1.				
	2.				
	3.				
	4.				

I hereby authorize the City of Minnetonka to have access to all sources of information that may be consulted to verify the information I have provided above.

I agree to operate such activity in accordance with the laws of Minnesota and the Ordinances of the City of Minnetonka. The foregoing statements are true and correct to the best of my knowledge and belief.

Date of notification: _____

Signature of applicant: _____

Print name and title: _____

REMINDER

Along with this completed information form, attach the following:

1. A copy of your letter from the State of Minnesota or Federal Government – sent to you in the current year or last year – confirming you tax-exempt status.
2. A list of names of your staff that will be canvassing (optional).

Minnetonka Code of Ordinances

SECTION 630. PEDDLERS, SOLICITORS, AND CANVASSERS.

ONLY APPLICABLE SECTIONS ARE LISTED BELOW:

630.005. Definitions.

6. "Non-profit" means an organization that currently has tax-exempt status from either the state or federal government and provides written evidence of that status.

630.020. Exceptions.

6. soliciting money, donations or financial assistance for a political, religious or non-profit tax-exempt organization, or selling or distributing literature or merchandise for which a fee is charged or solicited on behalf of such an organization.

630.050. Standards of Conduct.

5. A person conducting regulated activity must not go onto private property for that purpose when there are signs prominently posted indicating that trespassing and/or solicitation is unwelcome or prohibited.

6. A person must not be on a street, highway, or adjacent boulevard and direct regulated activity toward the occupants of any motor vehicle in transit and must not obstruct the free flow of vehicular or pedestrian traffic on any public street, sidewalk, or other public right-of-way.

7. A person must not conduct regulated activity in a manner that creates a health or safety hazard.

8. A person must conduct regulated activity in a reasonably courteous manner at all times, must not engage in offensive, obscene, or abusive language, must not push open a door not opened by an occupant, must not place any portion of the person's body through an opened doorway without the invitation of an occupant, and must not physically attempt to stop an occupant from closing a door