

VILLAGE OF PALATINE TAG DAYS PERMIT APPLICATION

THIS FORM MUST BE COMPLETED IN FULL AND SUBMITTED 10 DAYS PRIOR TO THE EVENT
Village Manager's Office, 200 E. Wood St, Palatine, IL 60067 Fax: 847-359-9094 E-mail: village@palatine.il.us

INSTRUCTIONS: PLEASE TYPE OR PRINT CLEARLY. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.

ORGANIZATION INFORMATION

Name of Sponsoring Organization		Contact person from Sponsoring Organization	
Sponsoring Organization Address		City	Zip
Phone Number	E-mail	Website	
Attorney General Registration Attached <input type="checkbox"/> Yes <input type="checkbox"/> No		Illinois Charitable Organization Number	
Federal Tax ID Number		State Tax ID Number	
Certificate of Insurance Attached <input type="checkbox"/> Yes <input type="checkbox"/> No		Coverage Level	

ORGANIZER/COORDINATOR INFORMATION

Name of Organizer/Coordinator		Email	
Organizer/Coordinator Address		City	Zip
Phone Number	Cell Phone Number	Fax Number	

TAG DAY EVENT INFORMATION

Date(s) of Tag Days Event	Hours of Tag Days Event
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No Tag Days permits will be issued for events between November 1 and March 31

Statement of the fundraising activity of which the local solicitation effort is a part

ACKNOWLEDGEMENT/SIGNATURE

I attest that that Tag Day Permit Application is true and correct to the best of my knowledge. I have read and understand Chapter 12, Article V of the Palatine Code of Ordinances regarding Tag Days procedures.

Signature of Organizer/Coordinator

Date

A Copy of the following must be attached to every application:

- Attorney General Registration
- Certificate of Insurance

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REQUESTED INTERSECTION LIST

Only the following intersections are permitted for tagging (please check all intersections where you would like to conduct tagging and indicate the corresponding number of solicitors that will be working within the intersection):

Intersections:

- Baldwin Road and Rohlwing Road
- Cunningham Drive and Hicks Road
- North Court and First Bank Drive
- Northwest Highway and Rohlwing Road
- Palatine Road and Plum Grove Road
- Palatine Road and Quentin Road
- Palatine Road and Roselle Road*
- Palatine Road and Rohlwing Road
- Palatine Road and Winston Drive
- Plum Grove Road and Colfax Street
- Plum Grove Road and Illinois Avenue
- Plum Grove Road and Northwest Highway
- Quentin Road and Dundee Road*
- Quentin Road and Illinois Avenue
- Quentin Road and Northwest Highway
- Smith Street and Colfax Street
- Smith Street and Northwest Highway

Number of Solicitors at Intersection:

* = Note: Only portions of these intersections are located within the Village of Palatine.

Additional Conditions

Permit Number:

Village Manager's Office Approval

Date _____

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Summary of Tag Day Application Requirements & Regulations

(1) The soliciting organization shall submit a completed Tag Day Permit Application and provide a Certificate of Insurance showing that the charitable organization is insured against any claims for injuries or damage to property which is causally related to an act or ordinary negligence of the soliciting agent acting on behalf of the organization. The Application shall contain the following information:

- a. The name, address, and telephone number of the soliciting organization, agency or project and proof that the organization, agency or project is registered with the attorney general as a charitable organization as provided by the Solicitation for Charity Act;
- b. A description of the fundraising activity in which the soliciting organization, agency or project is engaged;
- c. The intersections at which approval is being sought and the number of persons proposed to solicit at such intersections (there shall be no more than 4 solicitors within an intersection at any time unless authorized by the Village Manager); and
- d. The dates and times at which such Tag Day event is proposed to take place (applications for solicitation may be submitted up to a maximum of 1 year prior to the requested Tag Day event).

(2) Any person engaged in the solicitation of charitable contributions shall be at least 16 years of age and shall wear a highly visible vest and identification of the organization undertaking the solicitation.

(3) The Village Manager must find that the locations, times, and durations of the proposed Tag Day event, as well as the number of proposed solicitors, shall not result in interference with the flow of vehicular traffic. No permits shall be issued when street conditions, weather, or other factors, at the discretion of the Village Manager, pose significant safety concerns to either the solicitors or the general public.

(4) No Tag Day events will be permitted from November 1 through March 31.

(5) Solicitation shall only occur during daylight hours.

(6) Tag Day events shall not be permitted at the same intersection in consecutive weeks. The Village Manager may waive this limitation if the Tag Day event is in conjunction with a regional/national Tag Day event being held on specific date(s).

(7) No more than two Tag Day events in any calendar year are permitted within the Village by any qualifying solicitation organization and no approved Tag Day event shall continue for more than 3 consecutive days.