



City of North Muskegon
1502 Ruddiman Drive
North Muskegon MI 49445
231-744-1621
www.cityofnorthmuskegon.com

TO: City Council
FROM: Sam Janson, City Manager
DATE: August 18, 2017
SUBJECT: Four Corners Solicitation Policy

City Council deems it prudent to adopt a policy for charitable organizations to solicit monies in North Muskegon. The following policy applies to the solicitation by charitable organizations in the area commonly known as the "Four Corners" at Center Street and Ruddiman Drive. This is the only location available for the solicitation of funds from the right-of-way.

1. Applicants must provide, at minimum, the following information:
 - a. Completed application
 - b. Organization name
 - c. Organization location
 - d. Solicitation contact person (person who will manage volunteers during the event)
 - i. Cell phone number
 - e. Current liability insurance policy with the City of North Muskegon named as an additional insured
 - i. Must have at least \$500,000 in liability insurance
2. Only charitable or civic organizations may solicit funds within the right-of-way
3. Applications are due to City Hall no later than February 1, each year
 - a. Applications received after February 1 will not be considered for the current calendar year
4. Only one solicitation per organization during any given calendar year
5. Daylight hours only – not to exceed eight (8) hours
6. Solicitors shall not inhibit the normal flow of traffic
7. Solicitors shall wear and provide their own high-visibility safety vests, which shall be worn at all times
8. Solicitors shall be, at minimum, eighteen (18) years old
9. Requests are evaluated on a first-come basis for dates
10. Solicitations may not occur on back-to-back weeks on two consecutive Saturdays
11. Organizations who regularly participated in solicitations since 2000 are given scheduling priority:
 - a. Knights of Columbus, Council 15337
 - b. Northside Lions Club
 - c. Veterans of Foreign Wars (VFW), Post #8846
 - d. Muskegon Kiwanis
 - e. North Muskegon Public Schools (and parent organizations)
 - f. Muskegon's Old Newsies
12. The following dates are available during the year:
 - a. March, Fourth Saturday (Reserved for the Knights of Columbus, Council 15337)
 - b. April, Second Saturday
 - c. May, First Saturday (Reserved for Northside Lions Club)
 - d. May, Third Saturday (Reserved for VFW Post #8846)
 - e. June, First Saturday
 - f. September, First Saturday
 - g. September, Third Saturday (Reserved for Muskegon Kiwanis)
 - h. October, First Saturday
 - i. October, Third Saturday
 - j. December, First Saturday (Reserved for Muskegon's Old Newsies)
13. For the remainder of 2017, organizations will be scheduled on first come first serve basis.



City of North Muskegon
Four Corners Solicitation Application

(Applications must be received by February 1)

Name of Non-Profit Organization

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Date of Event

From:

To:

Saturday,	AM PM	PM
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Applicant's Name

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Address

City

State Zip

		MI	
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Phone

E-Mail

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Number of Volunteers

Insurance Carrier (attach declaration naming the City as additional insured)

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Terms

1. All requests shall comply with the Four Corners Solicitation Policy.
2. Volunteers shall wear and provide their own high visibility safety vests.
3. Volunteers shall be, at minimum, 18 years old.
4. Volunteers shall not inhibit the normal flow of traffic.
5. Certificate of Liability Insurance must be submitted with the application. Certificate must be for \$500,000 and the City of North Muskegon must be listed as the additional insured.
6. Applicants may attach additional information that may assist staff in evaluating your request.

DATE OF APPLICATION: _____

APPLICANT SIGNATURE: _____ APPLICANT'S DRIVERS LICENSE NUMBER: _____

FOR CITY USE ONLY

REOCCURRING EVENT: YES NO

APPROVED: CITY CLERK _____ CITY MANAGER _____