



City of North Muskegon
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TO: City Council
FROM: Sam Janson, City Manager
DATE: May 19, 2014
SUBJECT: Four Corners Solicitation Policy

City Council deemed 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.

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
2. 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
3. Only one solicitation per organization during any given calendar year excluding North Muskegon Public Schools.
4. North Muskegon Public School organizations will be considered individually.
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 safety vests, which shall be worn at all times
8. Solicitors shall be, at minimum, sixteen (16) years old
 - a. Solicitors aged either sixteen (16) or seventeen (17) shall be accompanied by an adult (a person over twenty-one (21) years of age)
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)