



Department of Business License

500 SOUTH GRAND CENTRAL PARKWAY, 3RD FLOOR

P.O. BOX 551810

LAS VEGAS, NEVADA 89155-1810

(702) 455-4252

(800) 328-4813

FAX (702) 386-2168

CHARITABLE ORGANIZATION/CHARITABLE PURPOSE (960-X)

CHARITABLE SOLICITATION DISCLOSURE STATEMENT (Rev. 10/89, 4/90)

In order to solicit funds on behalf of yourself, a charitable organization or for a charitable purpose, certain requirements must be met. Attached to this cover sheet are the information and documents as listed below which you must complete before any solicitation can begin:

1. Charitable Organization/Promoter Information
2. Supplemental Application – Charitable Organization/Charitable Purpose Disclosure Statement
3. Charitable Organization/Charitable Purpose – Disclosure Statement Information

Items 1 and 2 above must be presented to the Clark County Department of Business License to begin the registration process. In order to complete the registration, all other documents described in the Disclosure Statements (items 2 and 3) must also be supplied.

Upon receipt of a complete package including all related documents, the Director of Business License will issue a Certificate of Registration.

Upon receipt of the Certificate, your solicitors, canvassers, and charitable promoter (if any) must be furnished with an identification card, badge or pin utilized by your organization. They must wear the identification at all times when coming into personal contact (other than telephone) with the public.

Before any solicitation begins, you must present to the Department of Business License or in the alternative have available at your registered location, a list of all solicitors, canvassers, and charitable promoters who are soliciting on your behalf. The list is to include true and legal names, home addresses, and identification number. At any time should the personnel on that list be changed, a new list must be completed and either forwarded to the Department of Business License or available on your registered premises.

The information on this cover sheet is not all inclusive; therefore you are encouraged to read carefully the attached Disclosure Statement Information and Clark County Code 6.58 for more complete instructions.

NOTE: If your event includes solicitation on street medians, you must comply with Clark County Code 6.82. The application for median solicitation may be obtained from the Department of Business License.

If you are offering for sale or donations, any tangible items; i.e., T-shirts, hats and any food products, you must contact the following agency:

STATE DEPARTMENT OF TAXATION

555 E. Washington Ave. Suite 1300

Las Vegas, NV 89101

Telephone: (702) 486-2300

As part of the completed application, evidence of the State Taxation Certificate or Exemption must be included with the application. No certificate will be issued without the above.

****RETAIN THE ATTACHED CODE 6.58 AND THE FINANCIAL STATEMENT
FOR FUTURE USE****

******SUBMIT APPLICATION, IN DUPLICATE, TO: ******

CLARK COUNTY DEPARTMENT OF BUSINESS LICENSE

500 S GRAND CENTRAL PKWY

PO BOX 551810

LAS VEGAS, NV 89155-1810

CLARK COUNTY DEPARTMENT OF BUSINESS LICENSE

CHARITABLE ORGANIZATION/PROMOTER INFORMATION

DATE: _____

(1) ORGANIZATION NAME (2) ORGANIZATION PHONE

(3) ORGANIZATION ADDRESS STREET CITY STATE & ZIP

(4) IRS 501 DESIGNATION * (5) ESTIMATE DATE BEGINNING SOLICITATION

(6) MAILING ADDRESS STREET CITY STATE & ZIP

(7) APPLICANT'S NAME TITLE RESIDENCE

PHONE SOCIAL SECURITY # DATE OF BIRTH

(8) CORP. RESIDENT AGENT (9) PHONE (10) ADDRESS

(11) ASSOCIATION () A CORPORATION () A PARTNERSHIP () SOLE OWNER ()

PLEASE EXPLAIN THE ACTIVITIES OF THIS ORGANIZATION AND HOW IT WILL CONDUCT ITS FUND RAISING:

THE FILING OF AN APPLICATION DOES NOT AUTHORIZE THE APPLICANT TO CONDUCT FUND RAISING ACTIVITIES FOR WHICH A CERTIFICATE OF REGISTRATION IS REQUIRED.

SIGNATURE OF APPLICANT

* Provide Applicable Proof



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CLARK COUNTY DEPARTMENT OF BUSINESS LICENSE

CHARITABLE ORGANIZATION/CHARITABLE PURPOSE DISCLOSURE STATEMENT CCC 6.58, REV. 10/89, 4/90, (960-X)

Purpose: 6.58 requires that before any solicitation begins, a charitable organization/charitable purpose must receive, from the Department of Business License, a Certificate of Registration. To obtain that Certificate, the following disclosure statement must be completed in its entirety. The Certificate will be issued after a review for completeness of the material supplied herein. Each specifically named solicitation requires a separate Certificate of Registration. If more than one solicitation is being conducted, registration of subsequent solicitations may be accomplished by submitting a separate letter, which details the solicitation event and sets forth any updated information since the filing of this disclosure statement.

Name of Charity/Charitable Organization

Name of Solicitation

Dates of Solicitation

I. _____
Organization Address

Organization Telephone Number

Organization Mailing Address

II. **Check the one appropriate line (A-C) and complete the relevant information as requested.**

The Charitable Organization is:

A. _____ **PARTNERSHIP - Total number of partners: _____.**

Complete the following for each partner.
(Attach additional sheets if required)

1. _____
True and Legal Name

Organization/Address/Telephone Number

2. _____
True and Legal Name

Organization/Address/Telephone Number

3. _____
True and Legal Name

Organization/Address/Telephone Number

B. _____ CORPORATION - Complete the following:

1. _____ Organized under laws of Nevada.
_____ The laws under which the Corporation is organized: _____.

2. _____ Registered in Nevada as a foreign Corporation.
_____ Place of incorporation: _____.
_____ Provide proof of registration.

3. _____ Provide Articles of Incorporation.
_____ Provide annual list of offices and directors.

4. _____
Corporate Headquarters Name

_____ Address/Telephone Number

5. Name/Address/Telephone Number of person in charge of local office:

_____ Name Address Phone

6. Officers and Directors:

Name Address Phone Position

C. _____ ASSOCIATION - Complete the following:

1. _____ Organized under laws of Nevada.
_____ Laws under which Association is organized: _____.

2. Association Members.

Number of Association Members: _____

a. _____
Name Address

	Association Position	Telephone
b.	Name	Address
	Association Position	Telephone
c.	Name	Address
	Association Position	Telephone
d.	Name	Address
	Association Position	Telephone
e.	Name	Address
	Association Position	Telephone
f.	Name	Address
	Association Position	Telephone
g.	Name	Address
	Association Position	Telephone
h.	Name	Address
	Association Position	Telephone
3.	_____ Is Association part of multi-state association?	
	Central Office	Address Telephone

Mailing Address

Local Representative's Name	Address	Telephone
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4. _____ Registered in Nevada as a foreign association.
_____ Place where association formed: _____
_____ Provide proof of registration in Nevada.
5. _____ Provide articles of association.
_____ Provide annual list of officers and directors.

III. The solicitation is being made on behalf of (check one):

_____ Charitable Purpose - The solicitation proceeds will be solicited for a charitable purpose or organization not under the control of the charitable organization.

Charitable Organization/Purpose	Address	Telephone
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_____ Charitable Organization - The charitable organization is soliciting on its own behalf, the proceeds of which will be utilized for the organizations own programs.

IV. Describe the charitable or beneficial purpose for which the funds are to be solicited. Include an explanation of the intended use of the funds toward that purpose:

VI. Charitable Programs - Describe the charitable programs administered by the organization registering herein which will receive any portion of the solicited funds, giving location name and address where each program is conducted.

VI. Name, address, telephone number and contact person of all organizations receiving proceeds of this solicitation if such proceeds are not to be expended on internal charitable purposes/programs by the charitable organization registering herein.

III. Charitable Promoter - Name, local address and telephone number of Charitable Promoter with whom you have an agreement to solicit on your behalf.

Name	Address	Telephone
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IV. Control of Solicited Funds - Provide the following information for those individuals who have control over the funds solicited. Identify the person(s) who are authorized to disburse the proceeds.

Name	Address	Telephone
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Name	Address	Telephone
------	---------	-----------

Name	Address	Telephone
------	---------	-----------

V. Financial Institutions - List name, address and account number of all financial institutions into which solicited funds are or will be deposited.

Name	Address	Telephone
------	---------	-----------

Name	Address	Telephone
------	---------	-----------

Name	Address	Telephone
------	---------	-----------

VI. Staff Employees - Provide the following information required for staff employees who will be directing the canvassers or solicitors and who shall be responsible to maintain the list of those who will solicit, canvass or distribute literature.

Name	Address/Telephone	Position
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Name	Address/Telephone	Position
------	-------------------	----------

Name	Address/Telephone	Position
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XI. Solicitation Period.

Date Solicitation Begins:

Date Solicitation Ends:

XII. Describe the method by which the solicitation is to be accomplished. Include all forms of contact with the public. Attach copies of all printed material to be used either publicly or privately, including pre-written solicitation scripts.

XIII. Solicitation Financial Data:

_____ Total funds projected to be raised.

- _____ Total funds raised which are expected to be expended against the solicitation.

= _____ Balance of funds projected to be distributed to charity or charitable purpose.

_____ % Percentage of funds collected which will inure to the benefit of the charity.

Detail of financial arrangement sufficient to clarify benefit to organization or charity receiving any of the proceeds.

XIV. Previous Solicitations - Attach a schedule which lists your previous solicitations within the past five years. The list should include name of solicitation/organization, address and dates of solicitation. If the list exceeds ten solicitations, list the ten most recent solicitations.

XV. Organization for which solicitation is being made. (If other than the organization registering):

Organization Name	Address	Telephone
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Attach written solicitation authorization from organization which approves such solicitation in its name. The authorization must include dates of solicitation, remuneration agreed to by the organization including percentage of the amount collected to be kept by promoter, or other financial details sufficient to clarify the benefit to the charity. The authorization must be notarized to include an acknowledgement of the signers identity and official position.

XVI. Unavailable Information - For any unanswered question explain why such information is not available.

I, _____, do hereby swear that I have carefully read and understand the provisions of Clark County Code 6.58 regulating Charitable Solicitations and also do hereby swear that I have read and understand the Charitable Organization/Charitable Purpose Disclosure Statement and that all the information supplied by me on the statement is true and correct; and further, that if a Certificate of Registration is issued to me, that neither I nor any of my representatives will use the Certificate or represent the Certificate to anyone as an endorsement of this solicitation by the County of Clark or any of its officers or employees. It is clearly understood by me that the Certificate of Registration extends only to the solicitation herein described and that such Certificate may not be transferred to any other solicitation; and further, that such Certificate expires upon the termination of the solicitation as stated herein or one year from the Certificate date, whichever occurs first.

Signature of Applicant

Date

State of Nevada)
) SS
County of Clark)

_____, being duly sworn, says that he/she has read the foregoing Charitable Organization/Charitable Purpose Disclosure Statement and knows the content hereof and that the same is true of his/her own knowledge; and, that the same contains a full and true account of the information requested; and, that he/she executed the same freely and voluntarily and for the uses and purposes therein mentioned, and with the knowledge that misrepresentation or failure to reveal information requested may be deemed sufficient evidence for refusal to issue or revocation of Certificate of Registration applied for and should Certificate applied for be granted, he/she agrees to abide by all City, County, State and Federal laws, and fully understands that failure to do so may result in revocation proceedings.

Signature of Applicant

Subscribed and Sworn to Before Me This _____ Day of _____, 20 ____.

Notary Public in and for said County and State

- A. NOTE: This statement must be signed by:
1. If registration is for a partnership, by the partner charged with disbursing solicited funds;
 2. If registration is for a corporation or association, by its officer charged with disbursing the solicited funds.
- B. In addition to completing this disclosure form, you must submit a copy of the following documents which are applicable to the organization structure.
1. _____ Articles of Incorporation
 2. _____ Articles of Association
 3. _____ Certificate of Association
 4. _____ Bylaws

5. _____ Annual list of officers and directors
6. _____ Internal Revenue 501 designation letter
7. _____ Certificate of Appointment or Election
8. _____ Copy of contract or agreement with any person or organization which is soliciting on behalf of the charitable organization or purpose
9. _____ Copy of organization identification card, pin or badge which will be worn by its solicitors, canvassers, and charitable promoters
10. _____ Last filed IRS Form 990



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CHARITABLE ORGANIZATION CHARITABLE PURPOSE DISCLOSURE STATEMENT INFORMATION (Rev. 10/89, 4/90) (960-X)

Clark County Code 6.58 as approved October 17, 1989, and amended April 3, 1990, provides for specific requirements to be accomplished before any solicitation of contribution or sale may take place whether for a charitable organization, charitable promoter, or charitable purpose. Every solicitation must have its own Certificate of Registration and a specific identification card. It is illegal to solicit without a Certificate or identification card for that particular solicitation. The following sets forth certain requirements: (For exact details, see Clark County Code 6.58.)

1. It is unlawful to conduct solicitation as a charitable organization, charitable promoter, solicitor, canvasser or for a charitable purpose without first having obtained a Certificate of Registration from the Clark County Department of Business License.
2. All persons operating as a solicitor, canvasser, charitable promoter and their supervisors must obtain identification card from the Las Vegas Metropolitan Police Department. If the solicitation is for a charitable organization with whom a solicitation agreement is in place, the identification card may be that of the charitable organization.
3. All oral or written solicitation requests from a prospective donor whether for donation or for sales must contain at a minimum, the following information:
 - A. The true and legal name of the person soliciting.
 - B. The true and legal name of the charitable promoter.
 - C. The name of the charitable organization or charitable purpose, which will receive any part of the funds raised.
4. Before any solicitation may begin, the following must be completed:

The charitable organization/charitable purpose must complete a registration statement and obtain a Certificate of Registration from the Clark County Department of Business License.

- B. The charitable organization/charitable purpose must provide to the Clark County Department of Business License or have available at the principal office a list of the true and legal names of all solicitors and/or canvassers who are employed by the organization to conduct the particular solicitation whether such persons are employees or independent contractors. The list shall include the identification card I.D. number.
 - C. All solicitors, canvassers, and charitable promoters must obtain the proper identification card, pin or badge.
 - D. Identification cards, badges, or pins must be worn by the charitable promoter, all solicitors and all canvassers while conducting the solicitations except for phone solicitations. The I.D. card shall be worn upon the upper front portion of the body at all times when in contact with the public while soliciting, selling or canvassing.
 - E. Unlawful activity - A charitable organization/charitable purpose may not contract with or use a charitable promoter, solicitor or canvasser to solicit funds door-to-door in a residential area if such person has been convicted of a violent crime within five years prior to the date of solicitation.
 - F. If during any solicitation, solicitors and canvassers are added or deleted, the charitable organization must ensure that new individuals obtain the proper identification card, badge or pin, and must file updated lists as provided for in Section B above.
 - G. If it is necessary to obtain an identification card from the Las Vegas Metropolitan Police Department, the charitable organization/charitable purpose or charitable promoter (if any) must provide each person an official Police Department referral slip which shall be attached to a copy of the applicable Certificate of Registration. The referral slip may be supplied by the Clark County Department of Business License when the Certificate of Registration is approved and available for distribution or may be obtained directly from the Las Vegas Metropolitan Police Department, Fingerprint Division. All persons desiring identification cards from the Police Department must present both documents before a card will be made.
5. Financial statements must be submitted to the Clark County Department of Business License ninety days from the inception of the solicitation and each ninety days thereafter until termination of that solicitation. Within thirty days from the close of the solicitation, final financial statements must be submitted to the Department.

One copy of the financial statement is included herein for your use. Make as many copies as needed to fulfill your obligation.

The Department of Business License will periodically audit your financial books and records to determine the completeness, accuracy and validity of the financial statements submitted. All your financial records must be available upon request.

6. **No Certificate of Registration or identification card issued for a solicitation may be transferred to or used by any other person or solicitation.**
7. **Certificate of Registration and identification cards may be revoked for any of the following causes:**
 - A. **Any fraud, misrepresentation or false statement contained in the registration statement or made in connection with the charitable solicitation or required financial statements.**
 - B. **Any violation of Clark County Code 6.58, Charitable Solicitations, or State law regulating charitable solicitation.**
 - C. **Conducting the business registered pursuant to Clark County Code 6.58, Charitable Solicitations, in an unlawful manner or in such a manner as to constitute a breach of the peace or to constitute a menace to the health, safety or general welfare of the public.**
8. **Any person, firm or corporation violating any provisions of Clark County Code 6.58 shall, upon conviction thereof, be punished by a fine up to One Thousand Dollars and/or imprisonment in the County jail for up to six months. Each violation constitutes a separate offense.**
9. **For exact code language on all provisions governing Charitable Organization/Charitable Purpose, refer to Clark County Code 6.58.**

CLARK COUNTY FIRE DEPARTMENT PERMIT SURVEY FORM

PROJECT ADDRESS _____ APPLICATION # _____
 PROJECT NAME _____ DATE _____
 ASSESSOR'S PARCEL NUMBER(S) _____
 CONTACT PERSON _____ PHONE # _____
 INITIATING AGENCY: *(Check Box and Staff Signature Required)* _____

AIR QUALITY BUSINESS LICENSE FIRE DEPARTMENT
 BUILDING DIVISION CURRENT PLANNING HEALTH DISTRICT

CHECK "Yes" or "No" for each item below that your building/project includes.

- | YES | NO | |
|----------|-------|---|
| 1. _____ | _____ | Water supplied by a well or private water system |
| 2. _____ | _____ | Propane tank(s) |
| 3. _____ | _____ | Aboveground or underground flammable/combustible liquid tank(s) |
| 4. _____ | _____ | High-piled storage* (see definition below) |
| 5. _____ | _____ | Spray paint booths |
| 6. _____ | _____ | Medical Gas Systems |
| 7. _____ | _____ | Combustible Dust Producing Operations |
| 8. _____ | _____ | Chemicals – Storage, Manufacture, or Use ** |

Fire Dept. Review/Comments	
Signature	Date

* *High-Piled Storage is storage of combustible materials in closely packed piles or combustible materials on pallets, in racks or on shelves, where the top of storage is greater than 12 feet (3658 mm) in height. High-piled combustible storage also includes certain high-hazard commodities, such as rubber tires, Group A plastics, flammable liquids, idle pallets and similar commodities, where the top of storage is greater than 6 feet in height.*

** *Refer to the Clark County Fire Department's "Hazardous Materials Systems" Guideline.*

A "Yes" response to any of the above conditions may require you to obtain a permit from the Clark County Fire Department (CCFD). CONTACT CCFD PLANSHECK AT (455-7100) IMMEDIATELY for permit requirements.

A "Yes" response to conditions #7 or #8 also requires Signature of Building Division below and may require approval of a Special Use Permit through the Current Planning Division.

NOTE: Title 30, Section 30.04.160, provides for the revocation of any land use approval not in compliance with Clark County Codes.

PRINT NAME _____ SIGNATURE _____

CIRCLE ONE: Property, Building, or Business Owner ~ Occupant's Legal Representative ~ Responsible Party

For Development Services – Building Division Use Only

Hazardous Occupancy Required? YES _____ NO _____ If yes, then Special Use Permit Required.

Signature of Building Division _____

New Construction PAC Process Commercial
 Addition Walk-thru Residential
 Remodel

~ DISTRIBUTION ~

AIR QUALITY MANAGEMENT BUSINESS LICENSE DEPARTMENT FIRE DEPARTMENT HEALTH DISTRICT
 DEVELOPMENT SERVICES: BUILDING PLANS EXAMINATION ZONING PLANSHECK CURRENT PLANNING
 CUSTOMER

CLARK COUNTY CODE

Chapter 6.58

CHARITABLE SOLICITATIONS

Sections:

6.58.010	Definitions.
6.58.020	Declaration of policy.
6.58.030	Registration/identification.
6.58.040	Solicitation disclosure requirements.
6.58.050	Charitable promoter registration.
6.58.055	Charitable solicitation/Charitable purpose.
6.58.060	Certificate of registration.
6.58.070	Identification cards.
6.58.080	Charitable organization—Registration.
6.58.090	Submission of financial statements.
6.58.100	Charitable organization—Identification cards.
6.58.110	Unlawful activity.
6.58.120	Exceptions.
6.58.130	Transfer of certificate of registration and identification card.
6.58.140	Penalty.
6.58.150	Public records.
6.58.160	Revocation—Notice of hearing.

6.58.010 Definitions. (a) "Solicitor" is defined to mean one who takes orders for future deliveries, services, or solicits subscriptions, in public places or from house to house, and shall include persons going from door to door or place to place or locating themselves in public buildings or public property or using the telephone or other forms of electric or electronic communication for the purpose of soliciting contributions, donation, sales, or alms, for a charitable purpose or organization, or personal or individual purpose, or for a charitable promoter.

(b) "Canvasser" is defined to mean one who is not in the business of selling goods or soliciting, but one who makes surveys for research purposes, analysis, opinion polls, rating data and any such similar work which, by its nature, involves a door-to-door or place-to-place activity or use of telephone or electronic communication.

(c) "Charitable/charitable purpose" is defined to mean the attempt in good faith, spiritually, physically, intellectually, socially and economically to advance and benefit mankind in general, or those in need of advancement and benefit in particular, when they have not the ability to supply that need from other sources, and without hope or expectation, if not with positive abnegation of material gain or profit by the donor or by the instrumentality of the charity.

(d) "Charitable organization" is defined to mean any benevolent, philanthropic, patriotic, nonprofit, religious or eleemosynary group, association or corporation duly filed and registered as required by state law, which solicits and collects funds for charitable purposes and is classified in one of the categories defined in Section 501 of the United

States Internal Revenue Code as being exempt from payment of federal income tax as evidenced by the organization's 501 registration number or is duly organized pursuant to Nevada Revised Statutes Chapters 81, 82, 84 or 86.

(e) "Charitable promoter" is defined to mean any person who plans, promotes, conducts, manages or carries on or attempts to plan, promote, conduct, manage or carry on any drive or campaign for the purpose of soliciting charitable contributions for or on behalf of himself or any person in which he has an ownership interest or for any other charitable person or purpose. Excepted from this definition are salaried employees of a charitable organization. A person is a salaried employee only if the charitable organization directs and controls the results to be accomplished by the work and the details and means by which the result is accomplished, and the charitable organization withholds from the person's pay his federal income tax and payment to the federal Social Security system (FICA).

(f) "Person" is defined to mean any association, organization, society, church, corporation, firm, partnership, trust or other form of business association as well as a natural person.

(g) "Solicitation," "solicit funds" or "solicitation of funds" means any request for the donation of money, property or anything of value, or the pledge of a future donation of money, property or anything of value; or the selling or offering for sale of any property, real or personal, tangible or intangible, whether of value or not, including, but not limited to, goods, books, pamphlets, tickets, publications or subscriptions to publications, or brochures, upon the representation, express or implied, that the proceeds or a portion thereof of such sale will be used for a charitable purpose as such term is herein defined. Expressly excluded from the meaning of 'solicit funds' or 'solicitation of funds' is any offer of membership in any organization if the total cost of that membership inures to the benefit of that organization. A solicitation of funds is complete when the solicitation is communicated to any individual then located within the unincorporated area of Clark County. (Ord. 1161 § 1, 1989)

6.58.020 Declaration of policy. The purpose of the ordinance codified in this chapter is to prevent fraud, crime and unethical and dishonest solicitation for charitable purposes, inform the public about use of solicited funds, avoid access to homes for criminal purposes and to maintain the quiet and privacy of residents of the county. It is therefore found and declared that the public health, safety, morals and welfare of the inhabitants of the county require the regulation and control of charitable promoters, solicitors and canvassers.

All such persons, as defined in this chapter, shall be identified so as to foster protection of the public health, safety, morals, good order and general welfare of the inhabitants of the county and to safeguard the public. In conformity with the policy of the ordinance codified herein, the persons described in subsections (a) and (b) of this section are declared not qualified to hold a certificate of registration.

(a) A person who conducts business in a location, building or structure which does not meet all requirements of applicable zoning, building, fire and health codes.

(b) A person who submits an incomplete registration statement or a person who submits a registration statement with false information. (Ord. 1161 § 2, 1989)

6.58.030 Registration/identification. (a) It is unlawful for any person in the unincorporated areas of the county to operate or conduct business as a charitable promoter, solicitor or canvasser without first having procured a certificate of registration for the same as hereinafter provided, or conduct solicitations through the use or employment of solicitors or canvassers without first having procured a certificate of registration as hereinafter provided. Exempted from registration required herein are solicitors and canvassers who are employed by a registered charitable promoter. That for the purpose of this section, "employed" means that applicable state and federal income and FICA taxes are deducted from the pay and are paid to the Internal Revenue Service by that charitable promoter.

(b) It is unlawful for any person to operate or conduct solicitations in the unincorporated areas of the county as a solicitor, canvasser, charitable promoter or person acting in supervisory positions above them without first having obtained an identification card as required in Section 6.58.070. (Ord. 1161 § 3, 1989)

6.58.040 Solicitation disclosure requirements. All sales or solicitations for contributions, donations or alms for a charitable purpose and/or charitable organization or for any purpose made by any person whether through the written or electronic media, or by telephone or in person, shall include in any solicitation request a statement that contains the following:

- (1) The true and legal name of the person soliciting funds;
- (2) The true and legal name of the professional promoter, if any;
- (3) The name of the charitable organizations or other charitable purpose which will receive any part of the funds raised through the solicitation. (Ord. 1191 § 1, 1990: Ord. 1161 § 4, 1989)

6.58.050 Charitable promoter registration. All charitable promoters, soliciting on behalf of any charitable organization, charitable purpose or charitable cause shall register with the department by filing with the director a copy of the registration statement containing the following information:

- (1) The true and legal name and any alias of the person registering and desiring to solicit funds;
- (2) Whether the person registering is a natural person, partnership, corporation or association and,
 - (a) If a natural person, the business and residence address and telephone number must be given.
 - (b) If a partnership, the names of all partners and the principal business and residence address and telephone number of each partner must be given.
 - (c) If a corporation, the person registering must state whether it is organized under the laws of Nevada or is registered in Nevada as a foreign corporation, and must show the mailing address, business location, telephone number and name of the individual in charge of the Clark County office of such corporation, and the names and addresses of all officers and directors or trustees of said corporation, and, if a foreign corporation, the place of incorporation. Said corporation must be authorized to do business in Nevada and must provide such proof to the department of business license.

(d) If an association, the registration statement shall show the association's principal business address and telephone number, if any, and shall show names and principal business and residence addresses and telephone numbers of the officers and directors or trustees of the association. If the association is part of a multistate organization or association, the mailing address and business location of its central office shall be given, in addition to the mailing address and business location of its local office, as well as names and addresses of local representatives.

(3) A description of the charitable purpose or other beneficial purpose for which the funds are to be solicited, and an explanation of the intended use of the funds toward that purpose.

(4) The names, address and telephone numbers of all individuals who have control of the funds solicited and are authorized to disburse the proceeds of the solicitation.

(5) The method of disbursement and the name, address and account number of all financial institutions into which solicited funds are deposited.

(6) The time period within which the solicitation of funds is to be made, giving the date of the beginning of solicitation and its projected conclusion.

(7) A description of the methods and means by which the solicitation of funds is to be accomplished.

(8) The total amount of funds proposed to be raised.

(9) A projected schedule of salaries, wages, fees, commissions, expenses and costs to be expended and paid in connection with the solicitation of funds or in connection with their disbursement, and an estimated percentage of the total projected collections which the costs of solicitation will comprise.

(10) The names of any other cities and dates of solicitation in which the person registering has solicited funds for charitable purposes within the past five years, but in the event that the person registering has solicited funds for charitable purposes in more than ten other cities, the person registering may list the ten cities in which the most recent solicitation occurred.

(11) A written authorization by any organization for which the charitable promoter claims to be soliciting which approves such solicitation in its name and setting out the agreement relating to dates of solicitation, the remuneration agreed to by the organization including percentage of the amount collected kept by the promoter to be disclosed at the time of solicitation or the details of any other financial arrangement of the charity sufficient to clarify the benefit to the charity. The identity and official position of the person signing such authorization must be acknowledged by a notary public affixed to the authorization.

(12) The names of any officer, director, trustee, partner or any current agent or employee engaging in solicitation of funds who has been convicted of a felony or a misdemeanor involving moral turpitude within the past five years, and the nature of the offense, the state where the conviction occurred, and the year of such conviction.

(13) A statement to the effect that if a certificate of registration is granted, such certificate will not be used as or represented to be an endorsement by Clark County or any of its officers or employees.

(14) An explanation of the reasons, if the person registering is unable to provide any of the foregoing information, why such information is not available.

(15) The percentage of the contribution which derives to the benefit of organization or purpose for which the solicitation is made, or the details of any other financial arrangement of the charity sufficient to clarify the benefit to the organization or purpose for which the solicitation is made.

(16) Every registration statement shall be accompanied by the standard registration fee of fifteen dollars to partially compensate the county for the cost of administering this section.

(17) The registration statement must be signed by the applicant, if the person registering is an individual; if the person registering is a partnership, by the partner charged with disbursing funds solicited; if a person registering is a corporation or an association, by its officer charged with disbursing the funds solicited. The individual signing the registration statement shall sign the statement and swear before an officer authorized to administer oaths that he has carefully read the registration statement and that all the information contained therein is true and correct.

(18) Charitable promoters shall provide to the department of business license a list of all charitable solicitors or canvassers who are employed by him in either the capacity of employee or independent contractor. Such list shall be provided for each solicitation. (Ord. 1161 § 5, 1989)

6.58.055 Charitable solicitation/Charitable purpose. Any person or group who is soliciting for a charitable purpose, except charitable promoters, charitable organizations and governmental agencies soliciting or selling for a charitable purpose or charitable cause, shall register with the department by filing with the director a copy of the registration statement containing the following information:

(1) The true and legal name and any alias of the person(s) desiring to solicit funds for charitable/charitable purposes;

(2) Whether the person(s) registering is a natural person(s), or association, or corporation (proof of incorporation); and:

(a) If a natural person(s), the residence address and telephone number must be given,

(b) If an association or corporation, the registration statement shall show the principal address and telephone numbers, if any, and shall show names and residence addresses and telephone numbers of all members unless they exceed ten in number, in which case the application shall so state, and the person registering may alternatively list the names and residence addresses and telephone numbers of the officers and directors of trustees. If part of a multistate organization, association or corporation, the mailing address and business location of its central office shall be given in addition to the mailing address and business location of its local office, as well as names and addresses of local representatives;

(3) A description of the charitable purpose or other beneficial purpose for which the funds are to be solicited, and an explanation of the intended use of the funds toward that purpose;

(4) The names, addresses and telephone numbers of all individuals who have control of the funds solicited and are authorized to disburse the proceeds of the solicitation;

(5) The method of disbursement and the name, address and account number of all financial institutions into which solicited funds are deposited;

(6) The time period within which the solicitation of funds is to be made, giving the date of the beginning of solicitation and its projected conclusion;

(7) A description of the methods and means by which the solicitation of funds is to be accomplished;

(8) The total amount of funds proposed to be raised;

(9) A projected schedule of fees, commissions, expenses and costs to be expended and paid in connection with the solicitation of funds or in connection with their disbursement, and an estimated percentage of the total projected collections which the costs of solicitation will comprise;

(10) The names of any other cities and dates of solicitation in which the person registering has solicited funds for charitable purposes within the past five years; but, in the event that the person registering has solicited funds for charitable purposes in more than ten other cities, the person registering may list the ten cities in which the most recent solicitation occurred;

(11) The name of any officer, director, trustee or any person(s) who will engage in solicitation of funds who has been convicted of a felony or a misdemeanor involving moral turpitude within the past five years, the nature of the offense, the state where the conviction occurred and the year of such conviction;

(12) A statement to the effect that if a certificate of registration is granted, such certificate will not be used as or represented to be an endorsement by the county of Clark or any of its officers or employees;

(13) An explanation of the reasons, if the person registering is unable to provide any of the foregoing information, why such information is not available;

(14) Every registration statement shall be accompanied by the standard registration fee of fifteen dollars to partially compensate the county for the cost of administering this section;

(15) The registration statement must be signed by the applicant, if the person registering is an individual; if a person registering is an association or corporation, by its officer charged with disbursing the funds solicited. The individual signing the registration statement shall sign the statement and swear before an officer authorized to administer oaths that he has carefully read the registration statement and that all the information contained therein is true and correct. (Ord. 1191 § 2, 1990)

6.58.060 Certificate of registration. (a) After a review of the applicant's registration statement to determine that it is complete and within ten working days of the receipt of the registration statement, the director shall either issue a certificate of registration, as provided, or notify the person registering that the registration statement is not complete and specifically point out what information or explanation has not been furnished that is required before a certificate of registration can be issued. No solicitation may be made until the certificate of registration is issued.

(b) The director shall prescribe the form of the certificate of registration. However, each such certificate of registration shall prominently display the following: "The issuance of this Certificate of Registration is not an endorsement by Clark County or any of its officers or employees." Each certificate of registration shall bear a registration number.

(c) The certificate of registration shall expire at the termination of the solicitation period specified in the registration statement or one year from the date of issuance, whichever is less.

(d) In the event that a certificate of registration hereunder is denied, the county shall within five days following such denial file or cause to be filed in the district court a petition for judicial examination of the validity of the denial of the certificate of registration as provided by NRS 43.100. The county shall exert every reasonable effort to have this issue heard on its merits without delay, and as soon as legally possible. (Ord. 1191 § 3, 1990: Ord. 1161 § 6, 1989)

6.58.070 Identification cards. (a) It is unlawful for any charitable promoter or solicitor to solicit funds or sell goods on behalf of a charitable organization or for a charitable purpose without first obtaining an identification card from the Las Vegas metropolitan police department except as provided pursuant to Section 6.58.100.

(b) The sheriff shall prescribe the form for identification cards. However, each such identification card shall bear the name of the person registering, pursuant to Sections 6.58.050 and 6.58.060, the registration number of the certificate of registration, the name of the solicitor, the expiration date of the certificate of registration, and it shall have printed prominently thereon in red: "This identification card is not an endorsement of the solicitation by the County of Clark, the Las Vegas Metropolitan Police Department, or any of its officers or employees."

Before any solicitation begins, the person registering pursuant to Sections 6.58.050 and 6.58.055 shall provide, by a separate list, to the director of the department of business license the names and addresses of all solicitors and provide updated names and addresses as necessary.

(c) The sheriff shall require adequate identification and may require fingerprints of the applicant for an identification card if it is felt the identification provided is inadequate.

(d) The sheriff shall issue identification cards for their actual cost.

(e) Every identification card issued shall expire at the termination of the solicitation period specified in the registration statement or one year from the date of issuance, whichever is less. (Ord. 1191 § 4, 1990: Ord. 1161 § 7, 1989)

6.58.080 Charitable organization—Registration. All charitable organizations soliciting on their own behalf or through a charitable promoter or solicitor shall file with the department of business license an application in writing on forms provided by the department giving the following information:

- (1) Name and local address of organization;
- (2) Purpose or cause for which solicitation is being made;
- (3) Names and addresses of the officers of the organization;
- (4) Names and addresses of the staff employees who shall be directing the canvassers or solicitors and who shall be responsible to maintain the list of those who will solicit, canvass or distribute literature in the unincorporated areas of the county;
- (5) Names and addresses of the charitable promoters if such are participating in or connected with such solicitation by contract or otherwise;

(6) The percentage of the gross receipts from solicitation which is expected to inure to the benefit of the charity;

(7) Proof that the applicant is a charitable organization by compliance with Section 501 of the Internal Revenue Code and/or compliance with the provision of NRS 81, NRS 82, NRS 84 and NRS 86;

(8) Copy of contract or agreement with any person or organization who is soliciting on behalf of the charitable organization or charitable purpose;

(9) Such other information as deemed appropriate by the director of the department of business license. (Ord. 1191 § 5, 1990: Ord. 1161 § 8, 1989)

6.58.090 Submission of financial statements. (a) Every ninety days from the beginning of the solicitation each person who receives a certificate of registration shall file with the department of business license, on forms provided thereby, an interim statement regarding the solicitation of funds, which shall be a sworn financial statement showing the total funds collected from the solicitation of funds and the purpose and amount for which such funds were disbursed and any incurred but unpaid expenses resulting from the solicitation of funds. Within thirty days of the termination of the solicitation period specified in the registration statement, a closing statement setting out the final of such information shall be filed with the department of business license.

(b) The department of business license may audit the books and records of the charitable organization, charitable purposes, charitable promoters and solicitors to determine the completeness, accuracy and validity of any financial statements submitted. (Ord. 1161 § 9, 1989)

6.58.100 Charitable organization—Identification cards. (a) Charitable solicitors and charitable canvassers and charitable promoters with whom charitable organizations have contracted to solicit funds are not subject to the requirements of Section 6.58.070. The charitable organization shall file with the director of business license a copy of its identification badge or pin or card and maintain at the organization office a list of those soliciting and canvassing for the organization. The list of solicitors and canvassers may be inspected by licensing or police officials.

(b) Each solicitor, charitable promoter or canvasser performing a soliciting or canvassing function for a charitable organization, society or association shall wear the identification badge or pin or card issued by the charitable organization upon the upper front portion of the body at all times when in contact with the public while soliciting, selling or canvassing for the charitable organization (phone activities exempt). (Ord. 1191 § 6, 1990: Ord. 1161 § 10, 1989)

6.58.110 Unlawful activity. It is unlawful to use a person as a charitable solicitor, charitable canvasser, or charitable promoter for door-to-door soliciting if such person has been convicted of a felony for the commission of a violent crime within five years of the date of solicitation. However, a person convicted of a felony for the commission of a violent crime within the five years of the date of solicitation may solicit in public places or by phone. (Ord. 1191 § 7, 1990: Ord. 1161 § 11, 1989)

(2) The solicitation of funds for charitable purposes by a person when such solicitation occurs on premises owned or controlled by the person soliciting funds;

(3) The solicitation of funds for charitable purposes by governmental agencies or under their control. (Ord. 1191 § 8, 1990: Ord. 1161 § 12, 1989)

6.58.130 Transfer of certificate of registration and identification card. No certificate of registration or identification card issued hereunder is transferable to any other person. (Ord. 1161 § 13, 1989)

6.58.140 Penalty. Any person, firm or corporation violating any of the provisions of this chapter shall upon conviction thereof be punished by a fine of not more than one thousand dollars and/or imprisonment in the county jail for not more than six months, or any combination of such fine and imprisonment. Each violation shall constitute a separate offense. (Ord. 1191 § 9, 1990: Ord. 1161 § 14, 1989)

6.58.150 Public records. All statements filed with the director pursuant to this chapter are public records and shall be available for inspection by members of the public during regular business hours and copies may be obtained at the cost of one dollar per page to reimburse the county for the cost of filing and copying service. (Ord. 1161 § 15, 1989)

6.58.160 Revocation—Notice of hearing. In addition to the grounds set forth in Chapter 6.04, certificate of registration and identification cards issued for charitable solicitations may be revoked by the license board, after notice and hearing, for any of the following causes:

(a) Any fraud, misrepresentation or false statement contained in the registration statement;

(b) Any fraud, misrepresentation or false statement made in connection with the charitable solicitation or required financial statements;

(c) Any violation of this chapter or state law regulating charitable solicitations;

(d) Conducting the business registered under this chapter in an unlawful manner or in such a manner as to constitute a breach of the peace or to constitute a menace to the health, safety or general welfare of the public.

Notice of hearing for revocation of a certificate of registration or identification card shall be given in writing, setting forth specifically the grounds of the complaint and the time and place of hearing. Such notice shall be mailed, postage prepaid, to the licensee at his last known address, at least five days prior to the date set for the hearing.

In the event that a certificate of registration is revoked, the county shall, within five days following such revocation, file or cause to be filed in the district court a petition for judicial examination of the validity of the revocation of the certificate of registration as provided by NRS 43.100. The county shall exert every reasonable effort to have this issue heard on its merits without delay, and as soon as legally possible. (Ord. 1191 § 10, 1990: Ord. 1161 § 16, 1989)