

CITY OF CROSSVILLE, TENNESSEE
SOLICITATION PERMIT APPLICATION

For Department Use Only:
Date Received: <u>8/26/16</u>
Date Issued: _____
Permit #: _____

1. Name of person or organization United Fund of Cumberland County, Inc.
Address of headquarters of application: 348 Taylor Street Suite 101 Crossville TN 38555

2. Name of applicant's principal officers and managers (if any):

President	<u>Amanda Elmore</u>	Address	<u>PO Box 1370 Crossville TN 38555</u>
Vice-Pres.	<u>Glenda Bond</u>	Address	<u>3503 Hwy 70 E Crossville TN 38555</u>
Secretary	<u>Pat Whittenburg</u>	Address	<u>81 Ridgewood Dr Crossville TN 38555</u>
Manager	<u>Ex. Director Holly Neal</u>	Address	<u>28 Hampton Square Crossville TN 38555</u>
Directors:	<u>See attachment</u>	Address	_____
	_____	Address	_____
	_____	Address	_____
Other:	(Name)	Address	_____
	_____	Address	_____

3. Have you attached to this application a true and correct copy of the resolution (if any) authorizing the applicant to undertake the proposed solicitation covered by the application? Yes No X

4. The purpose for which the solicitation is to be made is the following: to raise money and awareness to help meet the needs of people in Crossville and Cumberland County. This campaign will help us assist 33 501 C agencies in 2017.

5. The total amount of funds to be raised is estimated to be: \$400,000

6. The receipts from the solicitation will be used or disposed of as follows: (Attach a statement if more space is needed.) see attachment 2017 funding spread sheet

7. The need for the contributions to be solicited is as follows: (This statement must be specific, supported by reasons, and if available, figures---an attached statement can be used.) see attachment 2017 funding spreadsheet and budget.

8. The following person(s) will disburse the receipts of this solicitation. (Give name, address, and title)
Holly Neal 28 Hampton Sq Crossville TN 38555 Executive Director

9. The following person(s) will be in direct charge of conducting the solicitation: (Give name, address, and title)
Holly Neal 28 Hampton Sq Crossville TN 38555 Executive Director, Amanda Elmore PO Box 1370 Crossville TN 38557 Co- President, Glenda Bond 3503 Hwy 70 E Crossville TN 38555 Co-President and Sarah Hazelton 113 Lakeshire Dr Crossville TN 38558 2nd VP & Co-Campaign Chairperson

10. The following promoters are connected, or will be connected with the solicitations: (Give name, address, and title)
see attachment of Board Members and Sara Drake 14 Wren Ct Fairfield Glade TN 38558 Fairfield Glade Door-to-Door Chairperson. All will be involved and all are volunteers

11. The method or methods to be used in conducting the solicitations are as follows: (Explain on attached sheet, if necessary)
Personal contact, direct mail, telephone, radio/TV, newspapers, Internet and special events. All conducted by volunteers and Executive Director.

12. The proposed dates for the beginning and ending of the solicitations are:
Beginning Date August 2016 Ending Date August 2017

13. The estimated total cost of the entire solicitation campaign is \$2,000 advertising, \$3,000 campaign expense., Special Events Expenses \$11,000

14. The wages, fees, commissions, expenses or emoluments to be expended or paid to any person in connection with such solicitation, and the name and addresses of all such persons are the following: N/A

15. A full statement of the character and extent of the charitable work being done by the applicant with the City of Crossville is as follows: (explain on attached sheet if more space is needed.)
see attached flyer

16. Will the actual cost of the solicitation exceed 25% of the total amount to be raised? Yes No X

17. Does applicant certify that if a permit is granted, it will not be used or represented in any way as an endorsement of the City of Crossville or by any department or officer thereof? Yes X No

18. The following is additional information believed by applicant to be useful to the Board in determining the

kind and character of the proposed solicitation: I am glad to provide any additional information that may be needed to complete this process.

19. Is applicant a non-profit exempt organization under 501(c)(3) of the Internal Revenue Code (26 U.S.C. 501(c))? Yes X No

REQUIRED ATTACHMENTS:

A statement giving the terms and contents of all agreements, both oral and written, with all agents, solicitors, promoters, managers, or conductors in connection with the proposed solicitation covered in this applications. Not Applicable

A financial statement for the last preceding fiscal year of all funds collected for charitable purposes by the applicant, giving the amount of money raised, together with the cost of raising it and the final distribution thereof.

THE STATEMENTS MADE IN THIS APPLICATION ARE TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF.

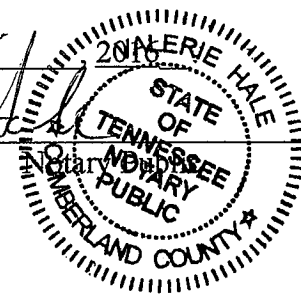
(This application must be signed by the individual/owner, or by a partner, or by an officer of the corporation.)

BY: Holly Neal 7/31/16 8-26-16
Signature of representative Date

Holly Neal, Executive Director
Typed or written name, address, and title

Sworn and subscribed to before me, this 26th day of August Valerie Hale

My Commission Expires: 6/7/20



Mail/deliver to: Sally Oglesby, City Clerk, City of Crossville, 392 N. Main, Crossville, TN 38555

	A	B	C	D
1	UNITED FUND OF CUMBERLAND COUNTY BUDGET			
2		2016 Approved	2017 Approved	
3	INCOME			
4	EARNED INTEREST	\$ 700.00	\$ 700.00	
5	RENT INCOME	\$ 13,200.00	\$ 13,200.00	
6	CAMPAIGN REVENUE			
7	TOTAL INCOME			
8	OPERATING EXPENSES			
9	ACCOUNTING	\$ (3,875.00)	\$ (3,875.00)	
10	ADVERTISING	\$ (2,000.00)	\$ (2,000.00)	
11	AUDIT	\$ (3,500.00)	\$ (3,500.00)	
12	BANK SERVICE CHARGES (credit ca	\$ (1,000.00)	\$ (1,000.00)	
13	CAMPAIGN EXPENSES	\$ (5,500.00)	\$ (3,000.00)	
14	CONTINGENCY	\$ (9,000.00)	\$ (9,000.00)	
15	CONTRACT LABOR		\$ (700.00)	
16	DEPRECIATION	\$ (8,500.00)	\$ (8,500.00)	
17	DUES & SUBSCRIPTIONS/LICENSE	\$ (400.00)	\$ (400.00)	
18	INSURANCE	\$ (3,200.00)	\$ (3,300.00)	
19	INTEREST & PRINCIPLE EXPENSE	\$ (10,092.00)	\$ (10,092.00)	
20	LAWN MAINTENANCE	\$ (2,000.00)	\$ (2,000.00)	
21	MISCELLANEOUS	\$ (100.00)	\$ (100.00)	
22	PAYROLL TAXES FICA TAXES @.076	\$ (1,600.00)	\$ (1,600.00)	
23	POSTAGE & DELIVERY	\$ (1,400.00)	\$ (1,200.00)	
24	REPAIRS & MAINTENANCE	\$ (4,000.00)	\$ (4,000.00)	
25	SPECIAL EVENT EXPENSES	\$ (9,500.00)	\$ (11,000.00)	
26	SUPPLIES & OFFICE EXPENSE	\$ (1,500.00)	\$ (1,500.00)	
27	TELEPHONE	\$ (1,150.00)	\$ (1,150.00)	
28	TRAINING & EDUCATION	\$ (850.00)	\$ (850.00)	
29	TRAVEL (MILEAGE)	\$ (500.00)	\$ (500.00)	
30	UTILITIES	\$ (2,360.00)	\$ (2,360.00)	
31	(25) WAGES	\$ (20,340.00)	\$ (20,950.00)	3% increase
32				
33	TOTAL OPERATIONAL BUDGET	\$ (92,367.00)	\$ (92,577.00)	reduction of \$210
34	ALLOCATIONS	\$ (304,024.00)	\$ (305,393.68)	
35	TOTAL OPERATIONAL BUDGET+ AL	\$ (396,391.00)	\$ (397,970.68)	
36	Total budget minus items that are not c	\$ 17,500.00	\$ 17,500.00	
37	Minus income expected from rent and	\$ 13,900.00	\$ 13,900.00	
38	ACTUAL TO RAISE	\$ (364,991.00)	\$ (366,570.68)	
39	CAMPAIGN GOAL	\$ 400,000.00		

A	B	H	J	L
1	2016 United Fund Board of Directors			
2	F name	L Name	Address	City
3	Don	Alexander(E N)	PO Box 425	Crossville
4	Carla	Arwood	1536 Genesis Rd	Crossville
5	Tiffany	Atkinson	204 Wild Rose Dr	Crossville
6	Arthur	Beck E	2034 Keno Dr	Crossville
7	Glenda	Bond (Co-President/Campaign) E N	3503 Hwy 70 E	Crossville
8	Philip	Burnett	300 Thurman Ave	Crossville
9	Jeff	Cooper	48 Crestview Dr	Crossville
10	Ashley	DeRossett (Treasurer) E N	34 South Main Street	Crossville
11	Kathy	Dillon E	2131 Ona Rd	Crossville
12	Christy	Dolinich	1112 Fred Ford Rd	Crossville
13	Larry	Doster (Honorary)	64 N Main St	Crossville
14	Sara	Drake	14 Wren Ct	FFG
15	Amanda	Elmore (Co-President/Campaign) E N	PO Box 1370	Crossville
16	Barry	Field	77 Cother St	Crossville
17	Sarah	Hazelton (2nd VP) E N	113 Lakeshire Dr	Fairfield G
18	Janice	Hamby	PO Box 3466	Crossville
19	Bill	Heinsch	PO Box 315	Crossville
20	Jeanene	Houston	151 Sweeney Dr	Crossville
21	Bill	Oglesby (Honorary)	PO Box 3907	Crossville
22	Pat	Roper	5677 Peavine Rd Ste 1C	Crossville
23	Joe	Salvato	PO Box 2981	Crossville
24	Pauline	Sherrer E N	125 West Ave	Crossville
25	McKinley	Tabor	PO Box 2582	Crossville
26	Cindy	Turner N	2135 Ona Rd	Crossville
27	Jim	Waters	451 Cook Rd	Crossville
28	Ben	Whitson	1386 N Main St	Crossville
29	Pat	Whittenburg (Secretary) E	81 Ridgewood Dr	Crossville
30	Carmen	Wyatt (Immediate Past Pres) E N	PO Box 1430	Crossville
31	Holly	Neal (Ex Director)	28 Hampton Square	Crossville
32	E (Executive Committee) N (Nominating Committee)			

UNITED FUND 2017 APPROVED BUDGET & ALLOCATIONS	2017 APPROVED
4-C's Foundation(Cumberland County Cultural Community)	\$ 3,500.00
Avalon Center:	\$ 15,000.00
Azalea Gardens	\$ 9,000.00
Boy Scouts of America	\$ 5,000.00
Bread of Life	\$ 15,000.00
Cumberland Adult Reading Council	\$ 10,000.00
Cumberland Children's Center-House of Hope	\$ 14,372.00
Cumberland County Christian Women's Job Corps	\$ 5,000.00
CC Cardiac/Pulmonary Rehab Alumni	\$ 4,000.00
CC Imagination Library	\$ 5,000.00
CC TAD Center	\$ 9,000.00
CC Volunteer Emergency Rescue Squad	\$ 15,500.00
CHA Resident Council	\$ 8,500.00
Christian Counseling Center of CC	\$ 14,000.00
Crab Orchard Care Center	\$ 4,000.00
Creative Compassion, Inc.**	\$ 15,000.00
Cumberland Good Samaritans Inc.	\$ 5,000.00
Fair Park Senior Center	\$ 15,000.00
Helping Hands Ministry on Peavine Rd	\$ 2,000.00
Hilltoppers, Inc.	\$ 28,000.00
Kids on the Rise	\$ 20,000.00
LBJ&C Development Head Start	\$ 5,700.00
LBJ&C Foster Grandparent	\$ 4,000.00
Oakmont Apartment Complex	\$ 9,000.00
Second Harvest Food Bank of East TN	\$ 15,000.00
Tennessee 4-H Club Foundation, Inc. Cumberland County	\$ 1,900.00

Tennessee Poison Center	\$	1,000.00
The Arc of Cumberland County	\$	7,000.00
The Exchange /Holland J. Stephens	\$	12,000.00
The Place of Refuge	\$	4,000.00
UCHRA	\$	10,921.68
Visually Impaired Support Group	\$	5,500.00
Youth Achievement Foundation Inc.	\$	7,500.00
TOTAL ALLOCATIONS	\$	305,393.68
Cooperating Agency (no funding)		
CC Habitat for Humanity		
Operating Expenses	\$	92,577.00
TOTAL BUDGET	\$	397,970.68
GOAL	\$	400,000.00

Home Away From Home	PO Box 425 348 Taylor Street Suite	Crossville	TN	38557	\$17,000.00
Kids on the Rise LBJ&C Foster	#102	Crossville	TN	38555	\$20,000.00
Grandparent LBJ&C Development	240 Carlen Dr	Cookeville	TN	38501	\$4,000.00
Head Start	1150 Chocolate Dr	Cookeville	TN	38501	\$5,800.00
NAMI	PO Box 772	Crossville	TN	38557	\$2,000.00
Oakmont Apartment Complex	PO Box 425	Crossville	TN	38557	\$9,000.00
Rural Health Clinic	9400 Sparta Hwy	Crossville	TN	38572	\$10,000.00
Second Harvest Food Bank of East TN	136 Harvest Lane	Maryville	TN	37801	\$15,000.00
Senior Living Fnd/WyndRidge	PO Box 709 501 Oxford House	Crossville	TN	38557	\$3,000.00
Tennessee Poison Center	1161 21st Ave S	Nashville	TN	37232	\$1,000.00
The Arc of Cumberland County	PO Box 389	Crossville	TN	38557	\$6,500.00
The Exchange /Holland J. Stephens	616 B North Church ST	Livingston	TN	38570	\$12,000.00
The Place of Refuge	164 Oak Rd 73 Methodist	Crossville	TN	38555	\$3,500.00
UCHRA	Campground Loop	Crossville	TN	38555	\$10,920.00
UT/TSU CC 4-H	PO Box 483	Crossville	TN	38557	\$1,900.00
Visually Impaired Support Group	110 Greenbrier Loop	FFG	TN	38558	\$5,300.00
Youth Achievement Foundation Inc.	838 Rickie Lane	Crossville	TN	38555	\$2,500.00
Allocation Total					\$303,371.16