

**CITY OF CROSSVILLE, TENNESSEE**  
**SOLICITATION PERMIT APPLICATION**

For Department Use Only:
Date Received: <u>7/31/15</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 Amanda Elmore Address PO Box 1370 Crossville TN 38555  
Vice-Pres. Glenda Bond Address 3503 Hwy 70 E Crossville TN 38555  
Secretary Pat Whittenburg Address 81 Ridgewood Dr Crossville TN 38555  
Manager Ex. Director Holly Neal Address 28 Hampton Square Crossville TN 38555  
Directors: See attachment 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 35 501 C agencies in 2016.

5. The total amount of funds to be raised is estimated to be: \$375,000

6. The receipts from the solicitation will be used or disposed of as follows: (Attach a statement if more space is needed.) see attachment 2016 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 2016 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

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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 President, Glenda Bond 3503 Hwy 70 E Crossville TN 38555 VP & Co-Campaign Chairperson and Kevin Swafford PO Box 4027 Crossville TN 38557 2<sup>nd</sup> VP & Co-Campaign Chairperson

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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

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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 events. All conducted by volunteers and Executive Director.

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12. The proposed dates for the beginning and ending of the solicitations are:  
Beginning Date August 2015 Ending Date August 2016

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13. The estimated total cost of the entire solicitation campaign is \$400 advertising, \$6,500 campaign expense., Special Events Expenses \$9,500

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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

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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

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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 happy 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 7/31/15  
Signature of representative Date

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

Sworn and subscribed to before me, this 31<sup>st</sup> day of August, 2015.

Sally Oglesby  
Notary Public

My Commission Expires: 1/3/2017

Mail/deliver to: Sally Oglesby, City Clerk, City of Crossville, 302 N. Main, Crossville, TN 38555

