



*CITY OF BEVERLY HILLS
CHARITABLE SOLICITATIONS COMMISSION*

Under Article 8, Section 4-3-801 of the Beverly Hills Municipal Code (BHMC), no person shall carry on any fundraising event or activity for any charitable purpose in the City of Beverly Hills, or conduct charitable solicitations in the City of Beverly Hills for events or activities to be held outside of Beverly Hills, without a charitable solicitation permit. This requirement applies even if your organization holds an information card from the Charitable Services Section of the City of Los Angeles.

Attached is an application to request such a permit. You can also apply for the permit online @ <http://www.beverlyhills.org/solicitationpermits>. **Failure to apply for a charitable solicitations permit could subject your organization to finances or other civil penalties per Beverly Hills Municipal Code § 1-3-301.**

Please include a cover letter with the application using your organization's letterhead and a brief summary of your intended activity. Include the name of your organization, when and where the fundraiser will take place, and the method of solicitation. Please indicate the beneficiaries of the proceeds.

The Charitable Solicitations Commission meets on the second Wednesday of each month. Your application must be received one week prior to the meeting in order to be placed on the agenda.

An application for permit to solicit in the City of Beverly Hills shall be filed at least 15 days prior to the effective date of the permit requested. The completed application can be mailed, emailed, or faxed to us. Please do not mail the original application to us if the same has already been emailed or faxed to us. The permit will be sent to you by regular mail and email.

Please note that the BHMC requires all solicitations by mail to include a copy of the solicitation permit within the solicitation materials. Additionally, the Commission's practice is to publicize charities that have repeatedly recorded net proceeds of less than 50% of total receipts from fundraising events.

Within sixty (60) days of the expiration of the permit, the permittee shall file a complete and detailed report of the information required by subsection A of this section with the city. Such report shall be a public record and be available for public inspection.

Should you have any questions concerning this application, please contact the Commission's secretary at solicitationpermits@beverlyhills.org or 310.285.2102.