



**CITY OF HENDERSON, KENTUCKY  
CHARITABLE / NON-PROFIT  
BUCKET SHAKE SOLICITATION REGISTRATION / PERMIT**

Sponsoring Agency:	Phone:	
Agency Address:	State:	Zip Code:
Contact Person/Applicant:	Title:	Phone:
Federal Tax ID:	KY Tax ID:	
Kentucky Attorney General Registration:	Tax Exempt No:	
Insurer:	Coverage Level:	

***(Charitable bucket shakes shall be limited to the hours of 2:00 pm to 6:00 pm on Fridays; 10:00 am to 2:00 pm on Saturdays and 10:00 am to 2:00 pm on city-celebrated holidays. In no event shall such charitable solicitations be conducted after sunset on any day.)***

Date(s) Requested:			
Locations Requested:	Fifth & Elm	(OR)	12th & Elm
<i>(please mark all that apply)</i>	Washington & Main		
	Sand Lane & Main		
	Clay & Letcher		
	Green River Road & Watson Lane		
	Clay & Atkinson		

I attest the above information is true and correct to the best of my knowledge. I fully understand that falsification of this application will result in a revocation of the permit without refund of fee, and could result in the filing of criminal charges. I have been provided with a copy of Chapter 18, Article III, of the Henderson Code of Ordinances regarding solicitation procedures. I further understand that only the approved locations and times are permitted; that all participants must be a minimum of 18 years of age; and all participants must wear a reflective vest or other approved protective gear. Barrels will be provided by the City of Henderson Public Works department and it is your organizations responsibility to roll the barrels back out of the street upon event completion. In case of inclement weather, City of Henderson may cancel a bucket shake, and allow you to reschedule to another available date.

Date: \_\_\_\_\_

Signature of Applicant

*(Do not write below this line)*

Request made for a Friday (limited to hours of 2:00 p.m. to 6:00 p.m.)  
 Request made for a Saturday, and/or city-celebrated holiday (limited to hours of 10:00 a.m. to 2:00 p.m.)  
 Proof of General Liability Insurance naming City as additional insured provided (\$ 500,000 / \$ 1,000,000)  
 Date(s) do not conflict with other bucket shake permits issued (only one organization per day)  
 Total number of permit days issued to agency this calendar year \_\_\_\_\_ (maximum four)

List date(s) from previous permit(s): \_\_\_\_\_

Number of days for this permit: \_\_\_\_\_ @ \$12.00 per day

Approved by:

City Clerk:

Fee: \$

Receipt Number:

Date:

City of Henderson - Code of Ordinances  
**CHAPTER 18, PEDDLERS AND SOLICITORS**  
**ARTICLE III. CHARITABLE SOLICITATIONS**

**DIVISION 1. GENERALLY**

**Section 18-46. Definition:** As used in this article, the term "charitable solicitations campaign" shall mean any course of conduct whereby any person, organization, society, association, corporation or any agent, member or representative thereof (hereafter in this article called "solicitor") shall solicit property or financial assistance of any kind or sell or offer to sell any article, tag, service, emblem, publication, ticket, advertisement, subscription or any thing of value on the plea or representation that such sale or solicitation or that proceeds therefrom are for a charitable, educational, patriotic, religious or philanthropic purpose.

**Section 18-47. Credentials:** All solicitors to whom permits have been issued under this article shall furnish proper credentials to their agents and members for such charitable solicitations campaign. Such credentials shall include the name of the permit holder, the date, a statement describing the holder's chief executive officer, and the name and signature of the agent to whom such credentials are issued and the specific period of time during which the agent is authorized to solicit on behalf of the permit holder. The credentials shall also state prominently whether or not the contribution will be tax deductible to the donor.

**Section 18-49. Nonliability of employees:** All of the regulations provided for in this article are hereby declared to be governmental and for the benefit of the general public. Any member of the board of commissioners, or any city official or employee, or any person charged with the enforcement of this article, acting for the city in the discharge of his duties, shall not thereby render himself personally liable, and he is hereby relieved from all personal liability for any damage that may accrue to persons or property as a result of any act required or permitted in the discharge of his duties. Any suit brought against any such official or employee because of such act performed by him in the enforcement of any provision of this chapter shall be defended by the city attorney until the final adjudication of the proceedings.

**DIVISION 2. PERMIT**

**Section 18-56. Required; exemption:** It shall be unlawful to conduct any charitable solicitations campaign on the streets or in any public place or by house to house canvass in the city unless the person conducting same and responsible therefor shall first have obtained a permit in compliance with the terms of this article; provided, however, that the provisions hereof shall not apply to any solicitor that has an income tax exemption from the Internal Revenue Service for charitable, religious or educational purposes, when it solicits from its own members or from its own assemblies.

**Section 18-57. Registration form:** Prior to conducting a subject charitable solicitations campaign, or campaigns, a solicitation registration form must be completed in full and filed with the city clerk and the police department not less than **five (5) business days** prior to initiation of the campaign, or campaigns. A solicitor may utilize the form for more than one subject charitable solicitations campaign except any campaign utilizing a professional agency or professional solicitor, whereby the professional retains at least fifty (50) percent of gross funds raised, shall require a separate registration. Such form shall contain the format as kept on file in the clerk's office.

**Section 18-58. Issuance; fee; term:** Upon completion in full of the form and submission thereof prior to the minimum **five (5) business days** period, and upon payment to the city clerk of a **twelve dollar (\$12.00)** registration fee, the city clerk shall issue a permit to conduct a charitable solicitations campaign, or campaigns, for the period and in the manner set forth in the submitted form. Such period shall not exceed twelve (12) consecutive months.

**Section 18-59. Transfer:** The permit shall be personal to the solicitor and shall not be assigned or transferred.

**Section 18-60. Responsibility for acts under permit:** The recipient of a permit for a charitable solicitations campaign shall be responsible for the acts of his authorized representatives in connection with such campaign.

**Section 18-61. Forms and permits as public records:** All forms and permits issued under this division shall be public records.

**Section 18-62. Charitable solicitation bucket shakes:**

- (a) Charitable organizations wishing to use a bucket shake as a means of solicitation must seek and obtain a charitable solicitation permit.
- (b) No such permit shall be issued unless the charitable organization provides proof that it has in force general liability insurance in the minimum amounts of \$500,000 / \$1,000,000 naming the City of Henderson as an additional insured.
- (c) No person shall stand or walk upon a road or highway for the purpose of soliciting contributions unless that person is at least 18 years of age and is wearing a safety vest containing reflective material.
- (d) Charitable solicitations by bucket shakes shall be limited to the hours of 2:00 p.m. to 6:00 p.m. on Fridays, 10:00 a.m. to 2:00 p.m. on Saturdays, and 10:00 a.m. to 2:00 p.m. on city-celebrated holidays. In no event shall such charitable solicitations be conducted after sunset on any day.
- (e) The city of Henderson does not have the authority to allow bucket shakes to be conducted on state or federal highways and shall be allowed only at certain specified locations within the City to be designated from time to time by resolution of the Board of Commissioners.
- (f) Charitable organizations shall be limited to four (4) solicitation permits for bucket shakes per calendar year. Each permit shall be valid for one (1) day of solicitation.
- (g) In times of inclement weather, City of Henderson may cancel a bucket shake, and allow the charitable organization to reschedule its bucket shake to another available date.

**City of Henderson  
Bucket Shake Safety Regulations:**

- ✓ Each participant must be at least 18 years of age;
- ✓ Each participant must wear a reflective safety vest or equivalent reflective gear;
- ✓ Barrels will be provided by the City's Public Works department and it is the organization's responsibility to place the barrels in the center of the roadway near the intersection so that traffic can freely flow through the intersection;
- ✓ Barrels are to be returned to the curb after the event.
- ✓ Please adhere to the Permitted locations and times; however, the event must end by 6:00 p.m. or sunset, whichever is earlier.

If these safety precautions are not adhered to, the Police department may terminate the event.