



Town Hall – 119 East 7th Street, Bloomsburg, PA 17815-1999 •
Phone 570-784-4155 • Fax 570-317-2408 • www.bloompd.com

Request for “Canning or other Solicitation”

Dear Friend:

The Town of Bloomsburg regulates “*canning*” and other *open solicitations* for funds. All persons or organizations who request to perform these activities must submit a letter including the following information:

1. The request to solicit must be submitted to the Chief of Police on your organizations “official letterhead” with a contact name and telephone for you & your advisor. Listing or placing an electronic link or site on a letter is not a substitute for this information.
2. You must be a non-profit organization 501 (c) 3 to solicit without a transient sales permit. Attach your 501 (c) 3 exemption certificate to your request. If you are selling a product door to door, you need a transient sales permit; this permit must be obtained from the town’s code enforcement office.
3. You must describe **what** you wish to do, **who** will perform the solicitation, **where** you are requesting to solicit funds and the **date** and **time** you wish to solicit.
4. The letter must state that you and your organization agree to fully indemnify and hold harmless the Town of Bloomsburg and all town employees and that you assume all liability for damages and injuries that may occur.
5. Participants *cannot stand on the street* to solicit funds from passing motorists, see Title 75, Section 3545 (2) of the Pennsylvania Vehicle Code. A violation of state laws or local ordinances will *void* your permission to “can” or solicit.
6. Within 72 hours of completing the event, you must provide the Police Department proof of the amount of funds you collected and proof that you provided the funds to the non-profit organization you were soliciting on behalf of. Failure to comply will void any future requests.
7. The request for canning or soliciting must be received by the Chief of Police one (1) week prior to the event. You will be contacted if your request is approved, *please provide a valid email address*.
8. **All requests for “canning” & soliciting funds must benefit local (Town of Bloomsburg) organizations.** Since the flood of 2011, many non-profits are still struggling and need your help.

The Bloomsburg Police Department wants your event to be a safe and prosperous event, should you have any questions, please contact me at (570) 784-4155.

Sincerely,

Roger F. Van Loan
Chief of Police