



## **BOROUGH OF SHREWSBURY**

419 SYCAMORE AVENUE  
PHONE 732-741-4200 FAX 732-741-6549

**TO:** Solicitors and Canvassers

**FROM:** Office of the Municipal Clerk, Borough of Shrewsbury

With regard to your request to solicit door-to-door in the Borough of Shrewsbury, Please be aware that charitable nonprofit organizations are exempt from payment of license fees provided they can comply with the following:

- 1) Supply a copy of Tax Exempt Status (on government letterhead)
- 2) Supply a copy of the by-laws (of your organization)
- 3) List names of all volunteers who will canvass/solicit in the Borough of Shrewsbury.
- 4) Supply a copy of the last complete Financial Statement of the organization.
- 5) Abide by the stipulations noted within our Solicitation Code of Conduct

Upon receipt of the above documents and the completion of the attached form, the application will be reviewed by the Clerk's office. If approved, the Clerk will sign the application. A copy of the signed approval must be carried with each canvasser and presented to any and all residents, borough employees or members of our police dept. that request to see it.

If you have any questions, please do not hesitate to call our offices at 732-741-4200 x108.



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**APPLICATION FOR PERMIT – CHARITABLE NON-PROFIT ORGANIZATIONS**

**Application of:**

(Full Name of Organization)

**Address:**

**Phone:**

**Fax:**

**Date and Time of Event:**

(Please note Door-to-door solicitation hours are from 9:00am to 9:00pm)

**Location:**

(If soliciting outside of a businesses the permission of the property owner must be obtained)

**Name(s) of person(s) soliciting (list can be attached) - PRINT EACH NAME IN FULL:**

**License Plate numbers of cars being used:**

Included with this application, must be attached the following:

- 1) Copy of Tax Exempt (non-profit) Status (On government Letterhead)
- 2) Copy of the By-Laws (Of your organization)
- 3) Full names of each volunteer involved in this event
- 4) Copy of the last complete Financial Statement of the Organization

Applicant has read and agrees to the soliciting Borough Codes of Conduct attached herein

**Person Responsible for Event:**

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Phone contact #

**Approval by Municipal Official:**

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date approved