

Township of Egg Harbor  
Office of the Township Clerk  
3515 Bargaintown Road  
Egg Harbor Township NJ  
609-926-4085

CHARITABLE ROADWAY SOLICITATION APPLICATION

**Classification (Purpose) of Organizations**

**Type 1**

1. Provides Volunteer Emergency Services

**Type 2**

1. Provides services to the residents of Egg Harbor Township
  - a. Fund-raising efforts offset the need for public funding through the Township/School District (budget)
  - b. Programs and/or activities conducted on real property owned by the Township or the Board of Education and utilize property/apparatus owned by the Township or Board of Education

**Type 3**

1. Provides service to residents of Egg Harbor Township and located (headquartered) in the Township.
  - a. Not supported by Items a and b in Type 2

**Approval and Lottery Process**

1. Application must be submitted forty-five (45) days prior to the requested occasion
2. If more than one occasion is being requested, a separate application is required
3. Applications filed between January 1<sup>st</sup> and March 15<sup>th</sup> of any year will be considered based upon their classification (Type 2, 2, 3)
4. On or before March 31<sup>st</sup> a lottery will be conducted by the Township Clerk when a duplicate/conflict occurs:
  - a. Type 1 organizations will be considered **first** and take preference over Type 2 and Type 3
  - b. Type 2 and Type 3 organizations will be considered, thereafter: Type 2 will take preference over Type 3
5. Applications filed on or after March 16 will be considered on a first come, first serve basis. If a conflict occurs with an application previously approved an alternate date will be established in consultation with the organization and the Township clerk.
6. No applications are to be filed prior to the end of one year for the following year.

**NOTE** – A duplicate in date and/or location will be considered a conflict.

The Township will endeavor to be fair and consistent in reviewing and approving all applications.

# Township of Egg Harbor

Office of the Township Clerk  
3515 Bargaintown Road  
Egg Harbor Township NJ  
609-926-4085

## CHARITABLE ROADWAY SOLICITATION APPLICATION

Organization Name \_\_\_\_\_  
Organization Address \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Telephone Number \_\_\_\_\_  
Purpose of funds collected \_\_\_\_\_

## INDIVIDUAL RESPONSIBLE FOR FUNDS COLLECTED

Name \_\_\_\_\_  
Address \_\_\_\_\_

## LOCATION, DATES AND TIMES (LIMITED 9:00 AM TO 4:00 PM)

LOCATION \_\_\_\_\_  
DATE \_\_\_\_\_  
TIME \_\_\_\_\_  
RAINDATE \_\_\_\_\_  
TIME \_\_\_\_\_

**REQUIRED DOCUMENTATION CHECKLIST AND  
OVERVIEW OF RESTRICTIONS AND REQUIREMENTS IS ATTACHED**

1. In no event shall any charitable organization requesting authorization use any individual under the age of 18 years.
2. Furthermore, no charitable organization shall conduct solicitation activities on municipal roadways.

\_\_\_\_\_  
Organization Representative Signature

\_\_\_\_\_  
Date

**Atlantic County will allow charitable organizations for charitable purposes ONLY and volunteer fire companies/volunteer rescue squads to solicit on county roads.**

**For Police Department Use Only**

\_\_\_\_\_ **Granted**      \_\_\_\_\_ **Rejected**      \_\_\_\_\_ **Modify**

Comments:

---

---

---

\_\_\_\_\_  
Police Chief or designee

\_\_\_\_\_  
Date

---

**For Office Use Only**

**Checklist**

- Application \_\_\_\_\_
- Safety Letter \_\_\_\_\_
- Sketch \_\_\_\_\_
- Hold Harmless \_\_\_\_\_
- Certificate of Insurance \_\_\_\_\_
- Application to PD \_\_\_\_\_
- PD Reply \_\_\_\_\_
- CO Reg \_\_\_\_\_
- Freeholder \_\_\_\_\_
- To Administration \_\_\_\_\_
- Approved (Res #) \_\_\_\_\_
- Denied \_\_\_\_\_

## REQUIRED DOCUMENTATION

- Statement of proposed safety regulations including: safety devices, training of participants, outline of procedures to be used to ensure the safety of the members of the charitable organization and public traversing the roadways and/or highways located in the Township of Egg Harbor
- Authorization from the Atlantic County Board of Chosen Freeholders must be secured after passage of Egg Harbor Township's resolution granting conditional approval. In order to expedite the approval process you may contact the Atlantic County Board of Chosen Freeholders Chairman at 609-645-5928 of your intended event simultaneously with the submission of your application to Egg Harbor Township.
- Copy of State Charitable Organization Registration letter/certificate (initial submission) as evidence of tax exempt status. To apply for or check charitable organization number, you may contact 973-504-6215

### Registration number for all subsequent applications

Registration Number \_\_\_\_\_

Fiscal Year (Beginning Date and Ending Date) \_\_\_\_\_

- Certificate of Insurance evidencing \$1 million general liability coverage and naming the Township of Egg Harbor and Atlantic County as additional insureds
- Executed Hold Harmless and Indemnification Agreement (attached)
- A sketch is required to be attached to the application clearly indicating the type and location of solicitation

## RESTRICTIONS

The frequency of charitable roadway solicitations shall be limited as follows:

1. A maximum of two days and no holidays or holiday weekends will be approved within a one-year period (January through December)
2. Only one location per occasion
3. Only two charitable roadway solicitations shall be permitted per weekend throughout Egg Harbor Township

**SOLICITATIONS**

*Organization Sponsoring Solicitation* \_\_\_\_\_

*Address* \_\_\_\_\_

*Date(s) of Solicitation* \_\_\_\_\_

*Time of Solicitation* From: \_\_\_\_\_ To: \_\_\_\_\_

*County Roadways involved in Solicitation* \_\_\_\_\_

*Conditions* **Applicant to save Atlantic County harmless from any accident or injury resulting from the above event**

I hereby agree to comply with "Guidelines for Roadway Soliciting on Atlantic County Roadways."

\_\_\_\_\_  
Print Name

→ \_\_\_\_\_  
Signature

\_\_\_\_\_  
Date of Application

\_\_\_\_\_  
Title

\_\_\_\_\_  
Telephone

**SKETCH REQUIRED TO BE ATTACHED TO APPLICATION  
CLEARLY INDICATING THE TYPE AND LOCATION FO SOLICITATION**

Municipal Use Only

Approved \_\_\_\_\_ Conditions \_\_\_\_\_

Denied \_\_\_\_\_ Reasons \_\_\_\_\_

\_\_\_\_\_  
Print Name

→ \_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

**Township of Egg Harbor**

**INDEMNITY AND HOLD HARMLESS AGREEMENT**

\_\_\_\_\_, hereinafter Organization, agrees to indemnify and hold harmless the Township of Egg Harbor and/or the Atlantic County Municipal Joint Insurance Fund, and their agents, employees, from and against all claims, damages, losses, and expenses, including reasonable attorney's fees in case it shall be necessary to file an action, arising out of performance of the work herein or the use of municipal facilities which is (1) for bodily injury, illness or death, or for property damage, including loss of use, and (2) caused in whole or in part by negligent act or omission, or that of a subcontractor of Organization or that of anyone employed by them or for whose acts contractor or subcontractor may be liable.

This indemnification and agreement shall apply in all instances whether the Township of Egg Harbor and/or the Atlantic County Municipal Joint Insurance Fund is made a direct party to the initial action or claim or is subsequently made a party to the action by third-party in pleading or is made a party to a collateral action arising, in whole or part, from any of the issues emanating from the original cause of action or claim.

**Description of Event** \_\_\_\_\_

**Date of Event** \_\_\_\_\_

**Signature of Organization Representative** → 

**Title** \_\_\_\_\_

**Date** \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

[seal]