



Request to Solicit - Form A

Project for which gifts will be solicited:	
Background information on project:	
Amount of money to be raised:	
In-kind donations sought:	
How the gifts will be used to aid or facilitate the project or otherwise carry out the department's responsibilities, functions, or activities:	
Staff conducting the solicitations:	

Entities or persons sought to be solicited and status of entity:

Entity or Person	Lobbyist	Lobbyist Principal	Interested Person	Other Pending City Business

Submitted By: (Department Head)		Date:	
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Office of Public Service Use Only - Office of Public Service to file original with City Clerk, Copy to Department

Approved through Date:

Denied