

**SOLICITATION AND DISTRIBUTION REGISTRATION FORM
COUNTY OF GEAUGA**

In accordance with the *Solicitation* policy of the Board of County Commissioners, any employee, non-employee, or organization intending to solicit for sale or donation, offer employee benefit-related services, organize or solicit employees for membership, or distribute literature, must provide the following information, on this form, signed and dated. Employees are available only during their non-work time, as designated on this form.

1. Name of individual(s) or organization

2. Business address and mailing address

3. Telephone number(s) _____
4. Fax number _____
5. Type of Enterprise _____ Charitable
 _____ Insurance
 _____ Employee Association
 _____ Other, Describe:

6. List of names of all individuals wishing to access the premises

7. Indicate date(s), time(s) and the designated area(s) requested

8. Provide a brief description of the solicitation activity

9. Attach a copy of all notices to be posted to this form. Notices must contain the name of the person or organization, a statement of purpose, date, hour and designated area where the person or organization will be available, and may only be posted in areas designated by the County Administrator.

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Signature of Individual Making the Request

Date of Request

Printed Name of Individual Making the Request