

**BALTIMORE CITY ETHICS BOARD**  
626 City Hall  
Baltimore, Maryland 21202  
Phone: 410-396-4730 Fax: 410-396-8483  
<http://ethics.baltimorecity.gov>

**GOVERNMENTAL/CHARITABLE SOLICITATIONS –  
APPLICATION FOR APPROVAL**

**NAME OF BENEFITTED PROGRAM / CHARITY:** College Signing Day

**PART A. SPONSORING AGENCY**

Name Mayor's Office of Children & Family Success  
Address 100 N. Holliday Street, Suite 345  
Baltimore, MD 21201  
Contact Person / Coordinator Kyron Banks  
Telephone (443) 717-2001 Email Kyron.Banks@Baltimorecity.gov

**PART B. PURPOSE OF PROPOSED SOLICITATION**

**I. Identify the specific governmental or charitable program, function, or activity for which solicitations will be made:**

Solicitations will be made to cover cost and all related expenses for College Signing Day.

**II. Describe the specific purposes to which contributions and other receipts will be applied:**

Contributions will be used to secure the venue, food, transportation, and other expenses for College Signing Day. In addition, contributions may also be used to support students through the process of applying for and attending college.

**III. Select the appropriate range for the aggregate value of the contributions sought:**

- \$500,000 or more
- between \$150,000 and \$500,000
- between \$50,000 and \$150,000
- between \$5,000 and \$50,000
- less than \$5,000

**PART C. CITY ENDORSEMENT**

By: \_\_\_ Board of Estimates \_\_\_ Designee of B/E: \_\_\_\_\_

Date and Manner of Endorsement: \_\_\_\_\_

**Attach Copy of Written Endorsement**

**PART D. WHEN AND HOW SOLICITATION TO BE CONDUCTED**

**I. Proposed starting date of solicitation efforts:** February 12, 2020

**II. Proposed ending date of solicitation efforts:** December 31, 2020

**III. Describe the categories of persons to be solicited and by whom and how those solicitations will be made:**

Solicitations will be made through direct contact. Donations will vary between monetary and in-kind.

Corporations, Organizations, Foundations and Individual donors will be solicited. There will be no direct exchange of funds, all payments will be made directly to Baltimore Civic Fund.

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\_\_\_\_\_  
\_\_\_\_\_

**IV. Identify all *public servants* who will be soliciting contributions:**

Tisha Edwards, Executive Director – Mayor ' s Office of Children and Family Success

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**V. Describe measures to be taken to ensure that the solicitation (i) will be directed at a broad range of donors and (ii) will not specially target *controlled donors*:**

There will be a donate page on the website as well as other ways allowing for a broad range of donors to contribute.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**VI. Describe measures to be taken to avoid any suggestion that contributors might receive special access or favored treatment from any agency or public servant of the City:**  
Mayor's Office of Children and Family Success  
will ensure that messaging is made clear in ALL solicitation communications.

**PART E. PERSON RESPONSIBLE FOR CUSTODY, ACCOUNTING, AND DISTRIBUTION OF DONATIONS**

Name Hyesook Chung, Baltimore Civic Fund

Address 7. E. Redwood Street, 9th Floor  
Baltimore, MD 21202

Telephone ( ) \_\_\_\_\_

**PART F. SIGNATURE AND AFFIRMATION**

I affirm under the penalties of perjury that the contents of this Application and of all accompanying attachments are true to the best of my knowledge, information, and belief.

Date: January 23, 2020

FOR: MOCFS  
{Type/Print Name of Sponsoring Agency}

BY: T Edwards  
{Signature}

Tisha Edwards, Executive Director  
{Type/Print Name and Title}

\_\_\_\_\_  
{Type/Print Office Address}

\_\_\_\_\_  
{Type/Print Office Telephone Number}

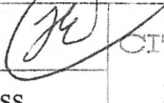

\_\_\_\_\_  
{Type/Print Email Address}

APPROVED BY THE BOARD OF ESTIMATES

Joan M. Hall  
Clerk

Date

FEB 05 2020

<b>FROM</b>	NAME & TITLE	Tisha Edwards, Executive Director Agency Contact: Kyron Banks 443-717-2001	 CITY of <b>BALTIMORE</b> <b>MEMO</b>	
	AGENCY NAME & ADDRESS	Mayor's Office of Children and Family Success 100 Holliday Street, Baltimore, MD 21202		
	SUBJECT	Application to Solicit Charitable Donations for College Signing Day		

**TO** Honorable President and Members of the Board of Estimates

DATE: January 22, 2020

**ACTION REQUESTED OF THE BOARD OF ESTIMATES:**

The Board is requested to endorse a Governmental/Charitable Solicitation Application for submission to the Board of Ethics of Baltimore City to allow MOCFS' Executive Director, Tisha Edwards, to solicit donations from local individuals, businesses, civic leaders, the foundation community and the general public to support College Signing Day.

**AMOUNT AND SOURCE OF FUNDS:**

No general funds are involved in this transaction.

**BACKGROUND/EXPLANATION:**

Donations will be solicited from Baltimore businesses, civic leaders, the foundation community and the general population. A potential donor list will be comprised of individuals and corporate entities that contribute to the economic, social, and cultural vitality of Baltimore City. Most of the individual and corporate entities fitting that description are not controlled donors. However, those potential donors who are controlled donors with respect to the City Council or the Board of Estimates will not be targeted or singled out in any way and will be solicited, if at all, in the same manner as the other potential donors from February 12, 2020 through December 31, 2020. College Signing Day is an annual celebration event of young people being accepted into college in the same manner that we celebrate athletes being drafted into a professional league.

Baltimore City Code, Article 8, §6-26 prohibits solicitation or facilitating the solicitation of a gift. An exception was enacted in 2005 to permit certain solicitations that are for the benefit of an official governmental program or activity, or a City-endorsed charitable function or activity. Ethics regulation 96.26B sets out the standards for approval, which includes the requirement that the program, function, or activity to benefit from the proposed solicitation must be endorsed by the Board of Estimates or its designee.

**MBE/WBE PARTICIPATION:**

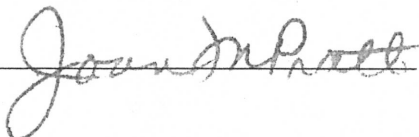
N/A

**MBE/WBE PARTICIPATION:**

Not applicable.

**APPROVED BY THE BOARD OF ESTIMATES:**

Clerk



Date

FEB 05 2020