



**BALTIMORE CITY ETHICS BOARD**

635 City Hall  
100 N. Holliday Street  
Baltimore, Maryland 21202  
(410) 396-7986  
ethics@baltimorecity.gov

**GOVERNMENTAL/CHARITABLE SOLICITATIONS – ACTIVITY REPORT**

**DIRECTIONS AND GENERAL INFORMATION**

**NOTE: *Bold-italicized terms* are defined at the end of these Directions.**

**I. WHO MUST REPORT**

Periodic Activity Reports must be filed by any *sponsoring agency* that obtained approval from the Ethics Board to solicit donations for the benefit of a governmental or charitable function, program, or activity.

**II. WHEN AND WHERE TO REPORT**

These Reports must be filed with the Ethics Board, 635 City Hall, as follows:

1. If the activity continues for more than 60 days, Interim Reports must be filed at least once every 2 months while the activity is ongoing.
2. A Final, Cumulative Report must be filed within 30 days after all solicitations have been made and anticipated donations received.

## DEFINITIONS OF TERMS

All defined terms are indicated by *bold italics*.

### “Agency”/ “City agency”.

#### (a) *General*.

“Agency” or “City agency” means any department, board, commission, council, authority, committee, office, or other unit of City government.

#### (b) *Inclusions*.

“Agency” or “City agency” includes:

- (1) Baltimore City Parking Authority.
- (2) Baltimore Development Corporation.
- (3) Baltimore Police Department.
- (4) Board of Liquor License Commissioners for Baltimore City.
- (5) Civilian Review Board of Baltimore City.
- (6) Enoch Pratt Free Library of Baltimore City.
- (7) Housing Authority of Baltimore City.
- (8) Local Development Council, South Baltimore Video Lottery Terminal.
- (9) Pimlico Community Development Authority.
- (10) Any individual not embraced in a unit of City government who exercises authority comparable to that of the head of a unit of City government.

### “Controlled donor”.

“Controlled donor” means any *person* that:

- (1) does or seeks to do business of any kind, regardless of amount:
  - (i) with an *agency*; or
  - (ii) with another *person* in connection with or in furtherance of that other *person’s* contract with an *agency*;

(2) engages in an activity that is regulated or controlled by an *agency*;

(3) is a lobbyist with respect to matters within the jurisdiction of an *agency*;

(4) has a financial interest that might be substantially and materially affected, in a manner distinguishable from the public generally, by the performance or nonperformance of the official duties of an *agency*; or

(5) is an owner, partner, officer, director, trustee, employee, or agent of any person described in items (1) through (4).

### “Person”.

“Person” means:

- (1) an individual;
- (2) a partnership, firm, association, corporation, or other entity of any kind;
- (3) a receiver, trustee, guardian, personal representative, fiduciary, or representative of any kind; and
- (4) except as used in Subtitle 9 {“Enforcement”} of this article for the imposition of criminal penalties, a governmental entity or an instrumentality or unit of a governmental entity.

### “Sponsoring agency”.

“Sponsoring agency” means:

- (1) the City *agency* that, under Ethics Code § 6-26(b) and Board Regulation R 06.26, seeks to conduct a solicitation for an official governmental program or activity or for a charitable function or activity; or
- (2) if more than one City *agency* is involved, the *agency* designated to coordinate the solicitation.



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**GOVERNMENTAL/CHARITABLE SOLICITATIONS – ACTIVITY  
REPORT**

**NAME OF BENEFITTED PROGRAM / CHARITY:** \_\_\_\_\_

**Reporting Period:** \_\_\_\_\_, 20\_\_\_\_ through \_\_\_\_\_, 20\_\_\_\_.

**Date Received for Filing (to be completed only by Ethics Board)** \_\_\_\_\_

**PART I. TYPE OF REPORT**

- Interim Report on Ongoing Activity
- Final, Cumulative Report for Completed Activity

**PART II. CHANGES IN REGISTRATION INFORMATION**

**II-A. *Sponsoring Agency***

Has there been any change in the information previously given in Part A of the Application for Approval?  No  Yes

If yes, please explain:

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**II-B. Purpose of Solicitation**

Has there been any change in the information previously given in Part B of the Application for Approval?    \_\_\_No    \_\_\_Yes

If yes, please explain:

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**II-C. City Endorsement**

Has there been any change in the information previously given in Part C of the Application for Approval?    \_\_\_No    \_\_\_Yes

If yes, please explain:

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**II-D. When and How Solicitation Conducted**

Has there been any change in the information previously given in Part D of the Application for Approval?    \_\_\_No    \_\_\_Yes

If yes, please explain:

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**II-E. Person Responsible for Custody, Accounting, and Distribution of Donations**

Has there been any change in the information previously given in Part E of the Application for Approval?    \_\_\_No    \_\_\_Yes

If yes, please explain:

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**PART III. DONATIONS RECEIVED**

Aggregate amount or value of all donations received during this Reporting Period: \$ \_\_\_\_\_

**PART IV. IDENTITY OF CONTRIBUTORS**

List here, or on a separate attachment, (i) the names and, if known, addresses of all persons or entities who contributed during this Reporting Period and (ii) the amount or value of their respective donations:

Name and Address	Donation
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
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**PART VI. EXPENDITURES**

Provide here, or on a separate attachment, an accounting of how all donations and other income have been expended:

<b>Purpose</b>	<b>Amount</b>
	\$
	\$
	\$
	\$
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	\$
	\$
	\$
	\$
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	\$
	\$

**PART VII. SIGNATURE AND AFFIRMATION**

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

Date: \_\_\_\_\_

FOR: \_\_\_\_\_

*{Type/Print Name of **Sponsoring Agency**}*

BY: \_\_\_\_\_

*{Signature}*

\_\_\_\_\_  
*{Type/Print Name and Title}*

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

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

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