

**LESLIE CARTER, DEPUTY CHIEF OF STAFF AND DIRECTOR OF ADMINISTRATION**

**OFFICE OF THE MAYOR  
CITY HALL, ROOM 250  
GOVERNMENTAL/CHARITABLE SOLICITATION APPLICATION**

October 6, 2022

The Honorable President and  
Members of the Board of Estimates

Contact Person: Marva Williams  
Telephone Number: 443-615-3363  
Marvad.Williams@baltimorecity.gov

**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 for Marva Williams to solicit businesses, organizations and donors for donations of goods and services and financial support to help fund the planning and event costs for the Mayor's Toys for Tots Collection/City Hall Tree Lighting. The period of the campaign will be effective upon Board approval through December 30, 2022.

**AMOUNT OF MONEY AND SOURCE OF FUNDS:**

No general funds are involved in this transaction.

**BACKGROUND AND EXPLANATION:**

The Mayor's Toys for Tots Collection/City Hall Tree Lighting will be held in December 2022. Specific collection dates to be determined. For more than 70 years, Toys for Tots run by the U.S. Marine Corps Reserve has provided happiness and hope to disadvantaged children during each holiday season with toys, books and other gifts. During the City Hall Tree Lighting, guests will bring their toy donations while enjoying holiday festivities, music and light refreshments and the U.S. Marines will attend to pick up the toy donations. Funds will support expenses including marketing, toys, food and entertainment.

Baltimore City Code Article 8, Section 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 be benefited and the proposed solicitation campaign must be endorsed by the Board of Estimates or its designee.

Attachment

APPROVED BY THE BOARD OF ESTIMATES:

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

**Clerk, Board of Estimates**

*By Celeste.Amato at 2:40:17 PM, 11/2/2022*

Date

Clerk



**BALTIMORE CITY ETHICS BOARD**

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

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

NAME OF BENEFITTED PROGRAM / CHARITY: Mayor's Toys for Tots Collection/City Hall Tree Lighting

**PART A. SPONSORING AGENCY**

Name Mayor's Office

Address City Hall, 100 Holliday St Rm 250

Contact Person / Coordinator Marva Williams

Telephone 443-615-3363 Email marvad.williams@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:**

Mayor's Toys for Tots Collection/City Hall Tree Lighting

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

To cover the expenses associated with the event: food, toys, entertainment, and marketing

**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:  X  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:** October 19, 2022
- II. Proposed ending date of solicitation efforts:** December 30, 2022

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

Business community and Non-profit organizations via emails, letters, phone calls, meetings and events.

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

Marva Williams

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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*:**

Marva Williams will solicit business and non-profits to raise funds specifically for this event.  
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\_\_\_\_\_  
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**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:**


The function and the operation of the office does not provide the opportunity to make decisions for favored treatment from public events or agencies. No favoritism or special treatment will be given to any donors or businesses solicited.  
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**PART E. Fiscal Sponsor PERSON RESPONSIBLE FOR CUSTODY, ACCOUNTING, AND DISTRIBUTION OF DONATIONS)**

Note: This individual may not be employed by the *Sponsoring Agency*.

Name Leslie Carter

Address City Hall, 100 Holliday St Rm 250

Telephone 410-404-4143 Email leslie.carter@baltimorecity.gov 

**I. Disclose the person or persons within the distributing entity who will be responsible for fund distribution and accounting.**

Leslie Carter, Deputy Chief of Staff and Director of Administration, is responsible for fund distribution, reviewing and approving all disbursement and accounting.  
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\_\_\_\_\_

**II. Describe how the funds will be held pending distributions, e.g., held in a trust or other dedicated account, in a general account, co-mingled with other funds, etc.**

The Mayor's Office Administration Office will hold the funds in a general account and keep records of all supporting documentation given for donations.  
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**III. What measures will be taken by the distributing entity to ensure that the donations will actually be used for the intended purpose?**

The Mayor's Office Administration Office keeps records of all supporting documentation given for donations. All disbursements from the accounts are initiated by an invoice approved by the Deputy Chief of Staff and Director of Administration. All payments must align to the stated purpose.

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**IV. What measures are in place to account for the donations? In the event that donations exceed the charitable need, please state how the additional funds will be allocated or dispersed.**

Donations are recorded by the Administration Office. The funds remain in the account to be used in accordance with the scope of the program.

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**V. Please provide details about the measures that will be taken by the distributing entity to ensure to ensure that controlled donors will not receive preferential treatment.**

All disbursements need authorization by the Deputy Chief of Staff and Director of Administration.

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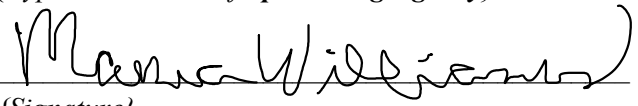
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**PART F. SIGNATURE AND AFFIRMATION**

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: 10-6-22

FOR: Mayor's Office  
*{Type/Print Name of Sponsoring Agency}*

BY:   
*{Signature}*

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


City Hall, 100 N. Holliday St. Rm 250  
*{Type/Print Office Address}*

443-615-3363

*{Type/Print Office Telephone Number}*

marvad.williams@baltimorecity.gov  
*{Type/Print Email Address}*

APPROVED BY THE BOARD OF ESTIMATES

  
By Celeste.Amato at 2:43:25 PM, 11/2/2022

Clerk \_\_\_\_\_ Date \_\_\_\_\_