



FUNDRAISERS ON CITY STREETS

APPLICANT CHECKLIST AND INSTRUCTIONS

To help your organization have a successful event, please utilize this checklist to complete the application process. If you have any questions, please contact one of the representatives below for assistance.

Step 1 – OFFICE OF THE MAYOR – Effingham City Hall

Contact: Jane Kemper, Mayor’s Assistant: 217-342-5300 x5308, jkemper@effinghamil.com

	Pick up a Fundraising on City Streets Packet
	Reserve dates, times, and locations
	Review checklist and fill in timeline to complete tasks

Step 1b – IDOT (Only applicable for State Highways)

Contact: IDOT: Traffic Control, 400 W. Wabash Ave, Effingham, 217-342-3951

	Take packet to IDOT and get approval for State Highways
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Step 2 – INSURANCE AND SAFETY – Effingham City Hall

Contact: Amy Vogel, Human Resources Assistant: 217-342-5300 x5301, avogel@effinghamil.com

	Present Certificate of Liability Insurance for review
	Confirm that you received Safety Guidelines
	Determine how many safety vests will be needed
	Arrange time and day to pick up safety vests

Step 3 – RECORDS DEPARTMENT – Effingham City Police Department

Contact: Sandi Rich, Technical Services Assistant: 217-347-0774 x5326, srich@effinghamil.com

	Present completed Participant List; review with Records personnel
	Give entire original packet to Records (request copy if needed)

Step 4 – INSURANCE AND SAFETY – Effingham City Hall

Contact: Amy Vogel, Human Resources Assistant: 217-342-5300 x5301, avogel@effinghamil.com

	Sign out traffic safety vests
	After event, return traffic safety vests and sign them in

City of Effingham, 201 E. Jefferson Avenue, Effingham, Illinois 62401 * 217-342-5300 * www.effinghamil.com