



# 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](mailto: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](mailto: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 Gillet, Technical Services Assistant: 217-347-0774 x5326, [sgillet@effinghamil.com](mailto:sgillet@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](mailto: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](http://www.effinghamil.com)