

**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 –  
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, 626 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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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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_







**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>
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

**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}*