

MAKING STRIDES AGAINST BREAST CANCER

FUNDRAISING GUIDELINES

OVERVIEW

Thank you for taking the time to fundraise for an important cause! This Fundraising Guideline is a list of approved and prohibited fundraising activities, and is designed to provide general guidelines of the do's and don'ts of fundraising during work hours and/or on workplace locations. If you have a fundraising idea that is not on this list, please contact your Department's fundraising coordinator to obtain permission before moving forward with your event.

Fundraising efforts for the Making Strides Against Breast Cancer event are not included in the LA County Charitable Campaigns (March of Dimes (MOD) or Charitable Giving (CGC)), therefore, DPH is **required** to donate 15 percent of all profits per fundraiser.

APPROVED ACTIVITIES

The following is a short list of approved fundraising activities:

- **Blue Jeans for Giving**
- **Craft Sales**
- **Discount Offers**
- **Food/Bake Sales***
- **Opportunity Drawings**
- **White Elephant Sales:** A White Elephant Sale is a collection of used items being sold, much like a yard sale or garage sale, often as a fund-raiser for a cause.

All event flyers should be posted with advanced notice, and should include the date, time, location, prices, and a contact name and number/email address for your fundraising event. All flyers should be approved by your program's designated executive-level staff, and include the statement, "15 percent of profits will go to the LA County Charitable Giving Campaign."

Please note this list is not exhaustive. Contact your department's fundraising coordinator if you have questions about a potential fundraising activity.

** All food/bake items **must** be pre-packaged. This is to aid with the prevention of the spread of the COVID-19 virus.*

PROHIBITED ACTIVITIES

The following is a list of prohibited fundraising activities:

- **Alcoholic beverages** in gift baskets, silent auctions, bake sales, and opportunity drawings is strictly prohibited.
- **Selling of food by outside vendors on County premises (except for pre-sale orders)**
- **Turn-Around Bus Trips**
- **Casino Nights**

- **Gambling Activities**
- **Day at the Races**

Please note this list is not exhaustive. Contact your department's fundraising coordinator if you have questions about a potential fundraising activity.

MORE INFORMATION

- On-site (County facilities) fundraising activities for ACS **are required to donate 15 percent (15%) of the profits per on-site fundraiser**. The proceeds for these events will be donated to Charitable Giving (CGC). {This is because ACS is not included in DPH Charitable Giving Campaign (March of Dimes (MOD) or Charitable Giving (CGC)}. Please make sure to keep your own financial records.
- Selling of food by outside vendors on County premises (except for pre-sale orders): There is no selling of food by outside vendors on County premises, except for pre-sale orders. A pre-sale order is a previously ordered food item (example: Porto's, tamales, pizza and salads, baked goods) that are ordered from local food establishments, delivered to the worksite, and distributed by the coordinator and his/her team, NOT the vendor/restaurant staff. **All food needs to be pre-packaged.**
- For fundraising events held at County facilities: Approval to use the location should be obtained in advance from the building manager. For County-leased, managed or controlled facilities, approval should be obtained from the building and/or property owner.
- Cash and checks must be secured in a safe, or a locked box in a locked file cabinet or locked desk drawer where they are kept out of sight of unauthorized persons at all times.
- To receive departmental fundraising guidance, please contact your departmental Fundraising Coordinator (via your HR department).

DPH Fundraising Coordinators:

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