

Procedures and Standards for Charitable Solicitations in the City of Los Angeles

Procedures

Before: **At Least** 15 days before the start of a fund raising campaign or special event, a “Notice of Intention” must be filed with the Los Angeles Police Commission, Charitable Services Section. The Notice, completed and supported by various other documents as specified, including articles of incorporation, bylaws and tax exemption letters, must be faxed or mailed to 200 North Spring Street, Room 1513, Los Angeles, CA 90012. If you have any questions regarding the Notice call (213) 978-1144 and ask to speak with an investigator or e-mail at pccharity@lapd.lacity.org. After investigation, an **Information Card** is issued. The Information Card contains important facts to be considered by a prospective donor in determining the desirability of making a contribution. **No solicitation shall be started until an Information Card has been issued.**

During: Each solicitor must possess and display upon request a copy of the Information Card to all persons solicited. Mail appeals must contain a replica of the Information Card or the information contained on the card. The Information Card must be displayed at the site of special events.

After: A **REPORT OF RESULTS OF ACTIVITY** showing receipts, expenditures, and distribution of net proceeds must be filed within 30 days of the termination of the fund-raising campaign or within 30 days after the special event.

STANDARDS

Charitable Services Section Los Angeles Police Commission Commission Investigation Division

1. Fund-Raising Costs

Fund-raising costs shall not exceed twenty (20) percent of total receipts.

Note: Fund-raising costs for a special event such as a dinner and fashion show may exceed 20 percent, but in no case should they exceed 50 percent. Further, **all** fund-raising activities of the organization should be conducted so that **total** fund-raising costs for the budget period do not exceed 20 percent.

2. General Administration and Management Costs

General administration and management costs not allocable to a charitable program or activity should not exceed 10 percent of total receipts accumulated during the budget period.

3. Publicly Supported Program Services

The charitable organization receiving public contributions shall use those contributions in the program(s) that (1) benefits the public, (2) for which the public donated funds, and (3) for which the organization holds tax-exempt status.

4. Program Management

A charitable organization shall be under the full control of a board of directors or trustees.

5. Financial Interest of Officers

- (a) No member of the board of directors or trustees may be compensated for services rendered.
- (b) The compensated administrative head of the charitable organization may not serve as a director or trustee.
- (c) No monies of the organization are on loan, directly or indirectly, to any of the organization's officers, directors, or employees.

6. Accounting Records

All financial records shall be kept in accordance with generally accepted principles and standards for nonprofit organizations.

7. Applicable Laws

The organization may not violate any law that could be directly related to charitable solicitations or expenditures of solicited funds.

8. Children

No child under age 10 shall solicit unless accompanied by a responsible person age 18 or older who shall at all times keep such child within seeing and hearing range. No child under 16 years of age may solicit charitable contributions between the hours of sunset and 9 a.m.

9. Door-to-Door Solicitation

There shall be no door-to-door charitable solicitations between the hours of 8 p.m. and 8 a.m.

10. Unordered Merchandise

Unordered merchandise is not to be mailed or sent with a charitable appeal.

11. Method of Solicitation

Any oral or written charitable solicitation must include a copy of the Information Card or the data and information set forth on the Information Card.

Telephonic solicitations must include the data and information set forth on the Information Card. Additionally, the person who consents or is willing to make a contribution based on a telephonic solicitation must be given an authentic copy of the Information Card upon request.

12. Reproduction of Information Card

Only **authentic** reproductions of the Information Card shall be made by an organization. Any change in the Information Card is illegal unless made by the Commission. Reproduction of the Information Card must be clearly legible.