



**LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES
HARBOR-UCLA MEDICAL CENTER**

SUBJECT: FUND-RAISING EVENTS

POLICY NO. 125

CATEGORY: Administration	EFFECTIVE DATE: 1/83
POLICY CONTACT: Keisha Belmaster	UPDATE/REVISION DATE: 7/21
REVIEWED BY COMMITTEE(S):	

PURPOSE:

To provide the necessary steps and guidelines for fund-raising activities at Harbor-UCLA Medical Center in accordance with the Department of Health Services (DHS) Guidelines.

POLICY:

All hospital activities/events must be approved in writing by Hospital Administration and the Volunteer Program Director or designee. Requests must be submitted in writing to the Volunteer Office (See attached forms).

PROCEDURE:

Per DHS Policy No 146, all approved fund-raising activities at Harbor-UCLA shall adhere to the following criteria:

1. Vendor sales must be held in areas that do not interfere with service to patients or visitors.
2. Only one group at a time may conduct a fund-raising event in specified areas in the hospital. Areas will be booked per availability. Designated areas for fundraising are as follows:
 - Information lobby
 - Elevator lobby
 - Parlow plaza
 - Surgery/Emergency (SE) atrium and SE plaza
3. Such sales will be conducted for no more than two weeks of any one-month period.
4. After requests to conduct fund-raising activities have been approved (from the above-mentioned names), a form is then completed and referred to the Volunteer Department for space approval.
 - a. The form must be completed with all necessary information (indicating the nature of the group holding the event, safety measures, set-up time, etc.).
 - b. Profits from sales must be documented as to how they will be used.
 - c. Designated outside vendors solicited to participate in fundraising activities must agree to show proof of insurance (to indemnify, defend and hold the County from any liability) by providing proof at a minimum of \$1,000,000. Special event insurance is available for purchase upon request.

The attached form should be used for these requests.

REVISED: 8/89, 7/95, 2/96, 12/98, 8/14, 8/17

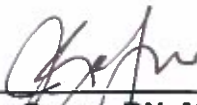
REVIEWED: 8/89, 9/89, 10/92, 7/95, 2/96, 12/98, 2/02, 12/04, 8/07, 8/11, 8/14, 8/17, 7/21

APPROVED BY: 

 Anish Mahajan, MD
 Chief Executive Officer



 Anish Mahajan, MD
 Chief Medical Officer



 Joy LaGrone, RN, MSN
 Interim Chief Nursing Officer

**Harbor-UCLA Medical Center
USAGE OF FACILITY FOR FUNDRAISER/EVENTS FORM**

Today's Date: _____

Requestor: _____
Name Phone No./Extension

Date of Event: _____ Time of Event: _____ Set-up: _____

Organization: () Harbor – UCLA () Other: _____

Type of Event (please check one):

- () County-sponsored/Charitable Giving () Hospital Approved Event
() Employee Relations () Vendors () Other: _____

Frequency: () One-time () Monthly () Quarterly () Other: _____

Location:

- () Lobby Elevator Area () Parlow Plaza Area () Information Lobby Area
() SE Atrium () SE Plaza

Number of Tables/Chairs (based on the requested area):

() Tables _____ () Chairs _____

Purpose of Event/Activity: _____

How will profit be used: _____

Proof of Insurance for Outside Vendor:

- () Yes () No

----- **Volunteer Service Office Use Only** -----

Event Approved: () Yes () No

Explanation (if needed): _____

CEO Permit Received: () Yes () No () N/A

Approved By: _____ Date: _____
Volunteer Director or Designee

**Harbor-UCLA Medical Center
USAGE OF FACILITY FOR FUNDRAISER/EVENTS FORM**

Event Guidelines

All hospital activities/events at Harbor-UCLA Medical Center must be approved in writing by Hospital Administration or Designee, and must comply with the following Hospital Event Guidelines:

Set-Up

- Plan to set up at least 20 minutes before the event to ensure an on-time start!
- Set-up is approved per the Event/Activities Usage Form; any other arrangements will not be permitted.
- All County-provided tables and chairs must be requested at the time the event is scheduled and/or approved by the Volunteers Services Office (VSO).
- Table appearance must be neat and orderly. Displays and handouts must be appropriate.
- Posters and banners should be affixed, so as not to damage the walls.

Table Etiquette

- There will be no eating or drinking at the table at any time. Please take lunch and/or breaks as appropriate.

Safety Measures

- All are asked to please ensure safety measures are taken:
 - No electrical cords exposed.
 - Extra materials and boxes are to be stored neatly in a corner and/or under the table.
 - No sharp objects should protrude from the tabletop.

End of Event

- Please ensure all events end at the scheduled time per the Event/Activity Form.
- Ensure the area is left clean when leaving at the end of the event.
- Please ensure chairs are neatly placed against the table or folded against the wall.

I have read and agree to comply with these event guidelines.

Organization

Representative

Date

Eventguide1.doc

