

ADMINISTRATIVE POLICY AND PROCEDURE

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Subject: SOLICITING AND FUNDRAISING

Policy No.: A116

Supersedes: February 23, 2016

Review Date: January 17, 2023

Origin Date: January 1, 1982

Revision Date:

PURPOSE:

To implement the provisions of the Los Angeles County Code that ensure that patients and staff are not subject to solicitation or unapproved fundraising activities while at Rancho Los Amigos National Rehabilitation Center (RLANRC).

POLICY:

Hospital patients, because of restrictions to their normal functioning, are a captive audience. Due to their impaired physical condition, possible emotional reactions, and their generalized trust in all RLANRC activities, they are vulnerable to solicitation. To protect these individuals, as well as staff and hospital processes, the following policy will be enforced:

DEFINITIONS:

For purposes of this policy, "solicit" means any request, offer, enticement, or action which seeks to provide employment, or money, or the sale of a good or service, or which seeks to purchase or obtain employment, goods, or the contribution of money.

The term "solicitation activity" means any action taken in connection with an effort to solicit.

Basic Rule:

It is unlawful for any person, firm, or corporation to solicit in any manner on the campus of RLANRC, except under the circumstances described below. Violations of this prohibition are infractions of a County Ordinance and are punishable by a fine.

Solicitation activities by employees on campus are also prohibited except as provided below. Employee violations are subject to disciplinary action.

No employee shall solicit, for a private vendor or operator, the patronage of any county patients or clients, nor refer any patients or clients for treatment or services other than as required by the employee's regularly assigned duties.

Fundraising activities are included in this prohibition. Benefits for any person or group, such as sales of candy, kitchenware, greeting cards, cosmetics, craft articles, etc. are not permitted, except as authorized below.

Exceptions:

The following types of solicitation are permitted under the circumstance set forth:

Revised: 7/13

Reviewed: 7/13, 2/16, 1/23

Approved By:

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Persons who have business with RLANRC or the County may solicit appropriate County employees or officers in the ordinary course of business.

However, only representatives of authorized insurance agencies are allowed to enter RLANRC grounds for the purpose of soliciting employee enrollments. An authorized insurance agent is one who has filed appropriate agreements with the Chief Administrative Office and has been placed on an authorized list by DHS Human Resources Management. This list is held in RLANRC's Human Resources Office.

County employees, who, as part of their work assignment, are required to distribute literature and/or process enrollment documents for County-administered group insurance programs, are also permitted to solicit in connection with their work assignment.

Fundraising activities by a County employee, such as the display or sale of goods, which are County sponsored, are permitted, so long as prior written approval of his/her Department Head and RLANRC's Chief Executive Officer or his/her designee is obtained.

PROCEDURE:

An employee shall obtain approval by submitting a "Request for Approval to Solicit on County Property" (Attachment I) and an "Application for Permit: -Facility Use" (Attachment II) to his/her Department Head. If the Department Head approves the request, he/she shall forward it to the Chief Executive Officer, or his/her designee, for final approval.

In granting approval, the following guidelines will be followed:

- Activities must be held in areas, which do not interfere with services to patients.
- Only one group at a time may conduct a fundraising activity and fundraising activities may not exceed two weeks in any 30-day period. To assure compliance, the event must be coordinated on a fundraising activity calendar administered by the Department of Volunteer Services.
- Participating outside vendors must agree to indemnify and hold harmless the County from claims or liability related to the activity, by providing proof of insurance of at least \$1,000,000.
- The application process must be completed and forwarded to DHS Facilities Management 30 days in advance of any one-day event, or 40 days in advance of any event lasting more than one day.

The importance of employee action on solicitation activities is emphasized. Immediate reports are required from all employees having knowledge of solicitation activities, including attempts to solicit. Solicitation activities concerning insurance must be reported to the Human Resources Office. Other solicitation activities should be reported by employees to their supervisor.

REFERENCES:

County Code Sections 13.15.010, 13.16.010, 13.16.020, 13.16.030
DHS Policy No. 742 - Solicitation by DHS Employees
DHS Policy No. 146 - Fundraising Events

COUNTY OF LOS ANGELES – DEPARTMENT OF HEALTH SERVICES

REQUEST FOR APPROVAL TO SOLICIT ON COUNTY PROPERTY

NAME:	EMPLOYEE NO.:
TYPE OF SOLICITATION: (Organization to benefit from proceeds, items to be sold, etc.)	
DATE(S) AND TIME(S) OF SOLICITATION: _____	
LOCATION OF SOLICITATION: _____	
APPROVED BY: _____ DATE: _____ (Signature of Supervisor/Manager)	

DHS Policy 742 Att 1

ATTACHMENT: Application for Permit-Facility Use



County of Los Angeles
CHIEF EXECUTIVE OFFICE
 REAL ESTATE DIVISION - PERMIT SECTION
 222 South Hill Street, 3 Floor • Los Angeles, California 90012
 SACHI A. HAMAI
 Chief Executive Officer

APPLICATION FOR PERMIT - FACILITY USE

1. Who is requesting the Permit (please print)		
Organization:		
Person who will sign the Permit:		
Title of Person who will sign the Permit:		
Address:		
City:	State:	Zip:
Telephone Number:	Fax Number:	
E-mail Address:		

2. WHAT is the nature of the event or purpose for the permit:
3. HOW many attendee are expected:
4. WHERE is the County property located that you intend to use (exact location & address)
5. WHEN do you wish to use the property for the above event/purpose (date & hours)
6. AUTHORIZATION who approved this event (County department, contact person, & telephone #)
7. FEE AMOUNT \$ DEPOSIT AMOUNT (if applicable) \$
8. INSURANCE an "additional insured" endorsement in the amount of at least \$1.0 million dollars must be received by this office prior to your event. Your insurance agent should prepare the endorsement naming "The County of Los Angeles" 222 South Hill Street, Los Angeles, CA as an additional insured.

NOTES:
<p>a. Any person or group using County property is required to pay a fee, provide insurance and execute the permit agreement. The Permittee agrees to pay any additional charges i.e., cleaning, security, utilities, etc., A DEPOSIT MAY BE REQUIRED.</p> <p>b. Minimum \$1,000,000 insurance is required (permit can cover more than any day if insurance covers the same period). You may be able to obtain Special Events insurance - call 1.800.420.0555 or on the web at www.2sparta.com</p> <p>c. The permit must not be altered in any way; if there are errors, alert the office - DO NOT CHANGE THE PERMIT.</p> <p>d. Audio and/or other equipment is not arranged by this office.</p> <p>e. This application does not constitute a reservation or permit to use County property.</p> <p>f. The County requires a 30-day notification prior to issuing a permit and space availability.</p>

APPLICANT'S SIGNATURE:	Date:
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Fax application to: 213.217.4971, Attention: Permit Coordinator