

# LOS ANGELES GENERAL MEDICAL CENTER POLICY

Subject:  <b>FUND-RAISING EVENTS</b>	Original Issue Date: 1/09/07	Policy # <b>177</b>
	Supersedes: 3/14/17	Effective Date: 10/21/22
Policy Owner(s): Public Information Officer Executive Sponsor(s): Chief Executive Officer		
Departments Consulted: Support Services Hospital Administration Financial Management Office of Risk Management	Reviewed & approved by: Attending Staff Association Executive Committee Senior Executive Officer	Approved by: (Signature on File) Chief Executive Officer  (Signature on File) Chief Executive Officer

**PURPOSE**

To allow Los Angeles General Medical Center-sponsored fund-raising events to occur under prescribed guidelines approved by the Board of Supervisors.

**POLICY**

The Los Angeles General Medical Center Chief Executive Officer, or his/her designee, shall approve in writing all fund-raising events/activities. All approved fund-raising activities must directly benefit the Medical Center and/or patients. Fund-raising events must meet approved regulatory requirements, (e.g., fire and safety codes).

**DEFINITION**

Fund-Raising event is any event or activity in which items are sold and/or money is being solicited for charitable organizations, individuals or medical center departments.

**PROCEDURE**

1. Requests for internal/external approval and space reservations to conduct fund-raising activities must be submitted to the Public Information Officer at least 30 working days prior to the event.
2. Approved activities must occur in areas that do not interfere with patient care services and with minimal disruption to the work force.
3. Fund-raising events in a Los Angeles General Medical Center facility will be limited to one event per group/organization at a time, including County-approved events (March of Dimes, Charitable Giving Campaign, etc.). Each event shall be restricted to a two-consecutive -day period-per month.
4. The Los Angeles General Medical Center is not responsible for the security of vendor merchandise, unless authorized by administration.

5. Approved events will be advertised in the following manner: Flyers, e-mail broadcasts, and/or posters at the event location. All postings shall be approved by the Public Information Officer and shall be posted only in authorized Event Posting locations.
6. Posting is not allowed on walls, benches, signs, or other areas not specifically designated for promotional materials. These items will be removed.
7. Advertising/Promotional merchandise on easels is prohibited from being displayed in any corridor of the healthcare facilities. Easels are prohibited as obstructions by fire code.
8. The following completed forms shall be submitted to the Public Information Officer:
  - “Request for Approval of Fund-Raising Event Form” (See Attachment I, I-A and I-B).
  - “Request for Room/Space Reservations Form” of event location. (See Attachment II). [Reservation requests may be submitted in October for the upcoming year].
  - A copy of the “Vendor Agreement”. The agreement must include the statement, “Vendor must agree to indemnify, defend, and hold harmless Los Angeles General Medical Center, The County of Los Angeles and its Special Districts, elected and appointed Officers, employees and agents, from and against any and all liability, including but not limited to demands, claims, actions, fees, cost and expenses including attorney and expert witness fees, arising from or connected with vendor’s act and/or omissions arising from and/or relating to this agreement” (See Attachment III).
  - Fundraising Financial Report (See Attachment IV)
9. All vendors must provide proof of general liability insurance certificate at a minimum of \$1,000,000 and a permit to use County facility as required by DHS Policy #146.
10. All vendors must agree to donate a County defined percentage (%) of their gross sales or pre-determined fee to the Los Angeles General Medical Center Foundation or CARES, as stated on the Vendor Agreement.
11. Each vendor must display the approved “Vendor Agreement Form” in a prominent location at the event site for the duration of the event.
12. The sponsoring group/organization or medical center department shall be responsible for ensuring that only vendors with an approved agreement are present at the event.
13. All Monies collected/received from hospital approved fundraising events/activities should be deposited to either CARES or the Los Angeles General Medical Center Foundation.
14. The Fund-Raising Financial Report (Attachment IV) shall be completed, along with Attachment IV-A, and both forms shall be returned to the Public Information Office within ten days of the event’s conclusion.

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15. Only the policy attachments are accepted. Recreated, altered, or modified forms will not be accepted.

**REFERENCES**

DHS Policy No. 146 – FUNDRAISING EVENTS  
DHS Policy No. 742 – “Solicitation by DHS Employees  
Los Angeles County Codes Chapter 13.16 Soliciting on County Property  
Los Angeles General Medical Center Policy No. 136 – Posting of Written Information, Notices, and Flyers

**ATTACHMENTS**

Fundraising Policy Attachments I, IA, IB, II and diagrams, III, IV, and IV-A

**REVISION DATES**

October 09, 2008; February 11, 2014; March 14, 2017; October 21, 2022