

**OLIVE VIEW-UCLA MEDICAL CENTER
POLICY & PROCEDURE**

**NUMBER: 103
VERSION: 3**

SUBJECT/TITLE: FUND RAISING EVENTS

POLICY: All fund-raising activities conducted on Olive View-UCLA Medical Center premises must be approved in writing by the Chief Executive Officer or designee and shall comply with the Los Angeles County Anti-Solicitation Ordinance. Although such activities may provide identifiable benefits to the organization and its constituents, they are secondary to the goals and mission of the organization.

The following criteria will be used to evaluate requests to conduct fund raising activities on the hospital campus:

1. The site for vendor sales will be determined by Hospital Administration and will be in an area(s) that does not interfere with services to patients.
2. Vendors shall have a business license and a return policy. The return policy must be included in the signed agreement with the vendor and kept on file by the respective coordinating organization.
3. All non-contract food sales must be approved by the food services contractor.
4. Requests for fundraising must be submitted to Hospital Administration 15 business days in advance of the date of the fund raising activity.

PURPOSE: To allow fund raising events at Olive View-UCLA Medical Center under prescribed guidelines.

DEPARTMENTS: All

DEFINITIONS:

PROCEDURE:

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References: Los Angeles County Ordinance No. 2292, Anti-Solicitation Ordinance, as amended	
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