

FOR YOUR INFORMATION

FYI FYI FYI FYI FYI FYI FYI FYI FYI FYI

Issue 18-08

Date: 02/26/18

CHARITABLE GIVING 15% DONATION COUNTY POLICY

This FYI is to remind all DCFS Staff of the **Charitable Giving 15% Donation County Policy**, specifically as it relates to the March of Dimes (MOD) and Charitable Giving (CG) Campaigns.

In accordance with County policies and procedures, and as further stated in the County of Los Angeles Department of Human Resources MOD Handbook - Section II, Article B, Paragraph III, "***miscellaneous fundraisers not pertaining to the March of Dimes (MOD) Campaign or Charitable Giving Campaign (CGC), such as holiday parties, are required to donate 15 percent of the profits per fundraiser to the MOD Campaign or CGC depending on the time of the fundraiser event.***"

As such, DCFS offices may conduct departmental fundraisers in order to offer employees with various opportunities to participate and reach their fundraising goal during the MOD and CG Campaigns. In addition, departmental fundraiser activities may include, but are not limited to, the following:

- Office Snack Shop/Merchandise Store;
- Office Committee and Fundraising Events;
- Blue Jeans Days;
- Auction/Buy it Now Events;
- Discount Offers;
- Food/Bake Sales; and
- Opportunity Drawings.

Note:

- All events must have pertinent information properly posted to ensure staff are aware of the event requirements and the items/activities that are available during the fundraising campaign.
- All correspondence being distributed for fundraiser events must include a tagline stating that a portion of the proceeds will benefit the Charitable Giving/March of Dimes Campaign.
- **All fundraisers that occur are required to donate 15% of the profits to the Charitable Giving/March of Dimes Campaign.**
- All fundraisers that use County property and time are only authorized in connection with the County's Workplace Giving Program and campaigns.
- County Code Chapter 13.16 prohibits outside vendors from promoting, soliciting or selling products and/or merchandise on County owned, managed, controlled or leased facilities.
- Food Sales are prohibited by outside vendors on County premises, except for pre-sale orders that are distributed by the coordinator and their team.

All monies should be turned in quarterly during the Campaigns (March, June, September and December).

If you have any questions or require further assistance, please send an e-mail to: KuoJ@dcfs.lacounty.gov



If you have any questions regarding this release please e-mail your question to:

Policy@dcfs.lacounty.gov

(right click to open footer section and access link)