

GENERAL OFFICE MEMORANDUM 19-091

TO: ALL DISTRICT ATTORNEY PERSONNEL

FROM:  JOSEPH P. ESPOSITO
Chief Deputy District Attorney

SUBJECT: LOS ANGELES COUNTY DISTRICT ATTORNEY'S OFFICE –
FUNDRAISING CAMPAIGN PROGRAM GUIDELINES

DATE: SEPTEMBER 4, 2019

The Need for Charitable Giving

Los Angeles County oversees two annual County-wide fundraising events: The Charitable Giving Campaign (CGC) and the March of Dimes (MOD). Both campaigns support local non-profit charitable organizations that provide a broad range of health and human care services to its residents. Seven Fund Distribution Agencies (FDA) have been approved by the County Board of Supervisors as recipients of funds raised by CGC and MOD: Asian Pacific Community Fund, Brotherhood Crusade, Community Health Charities, EarthShare California, United Latinx Fund, United Way of Greater Los Angeles, and Variety, the Children's Charity. Please click on this link [FDA](#) to obtain more information about these agencies and many others.

If you are interested in contributing throughout the year to our Holiday Giving Drive supporting victims of crime during the holiday season, you may wish to consider a contribution to the California Community Foundation (CCF), which has a District Attorney Victim Assistance Fund (DAVAF). If you wish to donate to this fund, please click on this link [CCF/DAVAF](#). You must specify on the form and on your check/money order that the funds are for the California Community Foundation/District Attorney Victim Assistance Fund. Please submit these funds to your Departmental Charitable Giving Coordinator.

Departmental Fundraising Guidelines

The District Attorney's Office may hold departmental fundraisers not pertaining to the CGC or the MOD, such as holiday parties or team building fundraisers. The following rules apply to holding Departmental Fundraisers:

- All fundraising events shall be approved by the Bureau Director or Captain prior to the event.
- **Any Departmental fundraiser held on County facilities and County time shall submit 15 percent of the net profit to the Los Angeles County Workplace and Community Programs (WCP).** Along with the 15 percent contribution, employees shall submit a Departmental Fundraising Receipt (see attached sample). The 15 percent contribution

can be made in cash or by check. Checks should be made payable to the Los Angeles County Volunteer Fund (LACVF).

Disallowed Fundraising Activities

The following events and activities are not appropriate or are unsafe when associated with the County of Los Angeles and are prohibited as part of the CGC. These include:

- **Outside Vendor Sales/Pre-Sale Order Exception:** County Code prohibits vendors from promoting, soliciting, or selling products and/or merchandise on County owned, managed, controlled, or leased facilities. However, selling food from outside vendors through *pre-sale orders* is acceptable. Prior to the event, fundraising coordinators can take orders and payments for items sold at a local food establishment of their choosing. Coordinators and their team must then deliver food items to the worksite for distribution.
- **Alcoholic Beverages:** County policy prohibits the use, possession, sale, or being under the influence of illegal drugs, including alcohol, by employees or contract personnel. The placement of alcoholic beverages in gift baskets and inclusion of alcohol items in silent auctions, bake sales, and opportunity drawings is strictly prohibited.
- **Gambling Activities:** County policy prohibits such activities including, but not limited to: Turn-Around Bus Trips, Casino Nights, Gambling Activities, and Day at the Races.

For more information about charitable giving, please refer to the Los Angeles County Board Policy and Workplace Giving Program Standards link: [WGP Standards](#).

If you have any additional questions, please contact Ashley Ceron, Departmental Charitable Giving Coordinator, at (213) 257-2733, ACeron@da.lacounty.gov or Raymond Carson, Records and Employee Benefits Supervisor, at (213) 257-2737, RCarson@da.lacounty.gov.

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Attachment

DEPARTMENTAL RECEIPT FOR MONEY TURNED INTO WORKPLACE AND COMMUNITY PROGRAMS

Department Name:

Coordinator (Messenger) Delivering the Money:

Date Delivering Money to WPC:

Departmental Section/Unit (Optional):	Fundraiser Description:	Fundraiser Date (Optional):	Amount \$
TOTAL:			

Received by (WPC):

Date: