



INTEROFFICE CORRESPONDENCE
Los Angeles Unified School District
Office of the Building

Fundraising Guidelines and Reminders

Various divisions are gearing up to raise funds for individual department holiday parties, charitable campaigns, or other purposes. Please ensure that fundraising efforts do not exceed limitations set forth in **Bulletin 5661.0** titled *“LAUSD Ethics Guide for Holiday and Social Events”* **prior to scheduling a fundraising event.**

In addition, the following rules and regulations establish protocols for fundraising events within the Beaudry building:

CHARITABLE FUNDRAISING APPROVED BY THE DISTRICT

- ❖ Currently, the Consolidated Charitable Campaign and Homeless Education Program fundraising are the only two charitable fundraisers approved by the District for promotion to all District staff within the Beaudry building.
- ❖ Rules for organizing charitable fundraising events and the method of handling funds are to be strictly followed.
- ❖ The “Sharing Brings Hope” logo should be included on all flyers that advertise events for charitable fundraising within Beaudry in support of the Consolidated Charitable Campaign.
- ❖ Flyers to promote approved events will be distributed in the Office of the Building’s monthly communication, provided that guidelines, for distributing flyers within Headquarters, are followed.

FUNDRAISING FOR HOLIDAYS AND SOCIAL EVENTS

- ❖ Deliveries of pre-ordered items are **ONLY** allowed for:
 1. District business (i.e. office supplies) not fundraising supplies or
 2. Sale or consumption by department staff as a part of a holiday or social event (i.e. Porto’s, pizza, etc.)
- ❖ Fundraising for holiday and social events should be limited to the department involved.
- ❖ Flyers should **NOT** be distributed outside of the department for holiday or social event fundraising.
- ❖ Flyers should identify the purpose for which funds are being raised (i.e. department holiday party).
- ❖ Please adhere to the building rules regarding the posting/distribution of flyers.
- ❖ The activity of selling the goods should be confined to the department’s occupied area. Care should be taken to avoid setting up sale or distribution stations that interfere with the path of travel or in violation of fire department regulations.
- ❖ No vendors shall be invited to sell items within the building for fundraisers.
- ❖ Departments are not precluded from selling to someone who walks into the department during the sale period. The visitor should be made aware of the purpose of the fundraiser and where the proceeds will go.
- ❖ As indicated in **Bulletin 5661.0**, use of District staff time during business hours should be **limited**.

FUNDRAISERS BENEFITTING SCHOOLS, SCHOLARSHIPS OR SCHOOL PROGRAMS

- ❖ Generally, such efforts should follow the rules above.
- ❖ If approved by the Office of the Superintendent, broader efforts may be allowed.

NOTE: For special events not covered by the regulations above, department heads should seek guidance from the Ethics Office.

GENERAL VENDOR GUIDELINES

- ❖ Third party vendors are not allowed in the building for the purposes of selling food or merchandise for any reason.
- ❖ Food trucks serving food on the street for the benefit of fundraisers should be licensed, permitted, insured and meet health department regulations.
- ❖ No vendors should be solicited to sell food or merchandise on the sidewalks or in the vicinity of Headquarters.

“A” LEVEL CAFETERIA USE

Use of the A-level cafeteria dining area is subject to advance reservations only. To request the use of the A-level dining room, please:

- ❖ Complete the *A-Level Cafeteria Use Request Form*
- ❖ Contact the Office of the Building well in advance at (213) 241-1320 to confirm availability of the dining area ***prior to confirming the event date and preparing an event flyer.***

Upon confirming space availability, an area will be designated for the event so as not to interfere with the regular use of the facility for meals and other District-sponsored events and meetings.

Thank you for adhering to the above mentioned fundraising reminders. Please contact the Office of the Building at (213) 241-1320 with any questions.

RELATED RESOURCES:

Bulletin 5661.0 LAUSD Ethics Guide for Holiday and Social Events
Flyer Distribution Guidelines (Oct. 2019)



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TITLE: LAUSD Ethics Guide for Holiday and Social Events

NUMBER: BUL-5661.0

ISSUER: David R. Holmquist, General Counsel
Office of the General Counsel

DATE: December 5, 2011

ROUTING
 Administrators
 All Employees
 Division Heads
 Local District
 Superintendents
 Directors
 Operation Coords.
 Principals
 Supervisors

POLICY: This bulletin provides proactive guidance for supervisors and employees to ensure that holiday and other social events adhere to legal and ethics standards as well as maintaining the public’s trust.

MAJOR CHANGES: This bulletin has been updated to include information clarifying the prohibited use of “raffles,” as defined by California Penal Code Section 320, as a fundraising activity by LAUSD officials.

GUIDELINES: The following guidelines apply:

I. PURPOSE

Public trust and confidence in LAUSD requires that *all* employees work to ensure that public funds and school district resources are used in a responsible and appropriate manner during all occasions, including holiday and other social events.

Even as we plan and participate in holiday, appreciation and other social events that build team camaraderie or provide recognition for a job well done, we must remember that our expenditure of public monies and time is always under scrutiny for propriety and cost.

This guide assists you in addressing the topics below:

- Use of LAUSD Time
- Use of LAUSD Resources
- Fundraising
- Financial Records
- Gifts
- Contractor Employees
- Holiday Greeting Cards
- Holiday Displays
- Vendor-Related Parties or other External Events

If there is a topic or situation that is not addressed by this policy, please seek guidance from the LAUSD resources listed under “Assistance” on the last page of this Bulletin.



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II. RESPONSIBILITIES AND SAFEGUARDS

A. Use of LAUSD Time

Using limited time for the occasional team building event (for example a birthday celebration in the office or a luncheon at a restaurant) is generally acceptable. However, preparation for these events sometimes creates a problem if the planning requires employees to spend considerable time away from their LAUSD duties. While supervisors may permit *limited* use of work time for team building events, care must be taken to ensure that event planning does not become a main part of anyone's duties.

Example of what is acceptable:

- ☛ Making a few telephone calls during the day, requesting faxes from restaurants, having a couple of short planning discussions in the office, and making visits to a couple of restaurants during lunch would generally be considered permissible.

B. Use of LAUSD Resources

The occasional and limited use of LAUSD resources (i.e. computers, copiers and email) to prepare for a holiday or social event approved by management is permissible as long as it does not interfere with work or create the appearance of impropriety. Of course, no special invitations, announcements, or other similar items should be ordered using any LAUSD funds.

C. Fundraising

An office or unit may choose to raise money from among its own members for a holiday or social event to defray costs, if it has the approval of senior management. Listed below are a few key guidelines to consider when fundraising for a social event:

- Use minimal LAUSD work time;
- Don't solicit contributions, donations or door prizes from outside sources such as vendors; and
- If you are asking for contributions from fellow employees for items such as food and refreshments or even donations to charitable causes (e.g. food for the homeless, gifts for needy children, etc.), please be sure to communicate that participation and contributions are *entirely voluntary* and that employees have the option to contribute less, or not at all.

Raffles as Fundraisers

- ☛ Simply defined, a "raffle" is a fundraising opportunity where participants pay for a chance to win a prize through the purchase of a ticket. Under California Penal Code Section 320, there are very specific rules about how raffles must be conducted, including registration and reporting requirements. Only eligible organizations, such as qualified private



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nonprofit organizations are allowed to *sell* raffle tickets. LAUSD is not a qualified organization. Staff may hold “drawings” or “opportunity drawings” when there is an indiscriminate distribution of tickets, participants are not expected to purchase tickets for a chance to win and participants are not instructed to make a specific monetary donation to obtain a ticket. Drawings are best utilized as an incentive for attendance or participation at an event. Violation of California Penal Code Section 320 could result in a misdemeanor.

D. **Financial Records**

To demonstrate the integrity of holiday and social events, employees involved in planning should maintain complete and accurate records of all contributions and receipts.

E. **Gifts**

Gift giving and receiving should not give the perception of partiality or favoritism. Our LAUSD gift limit is \$100 (cumulative retail value) from a single source in a calendar year. Gifts are acceptable, only so long as they do not give the impression that LAUSD employees are being improperly influenced. Examples of gifts include but are not limited to: meals, tickets, goodie baskets, or anything else that provides a personal benefit different than what is available to the public. Some additional guidelines apply:

1. *Gifts between Employees*

Employees may certainly exchange gifts; however it is best if gifts exchanged between employees are of similar value. Pre-established limits of gift values ensure that all employees have the same expectations and prevent more senior employees from being put in uncomfortable positions due to subordinates giving them expensive gifts. Senior employees should avoid appearances of favoritism and stay away from selective gift giving to subordinates.

2. *Gifts from Others*

As a general rule, LAUSD employees should not, directly or indirectly, solicit any gifts from vendors, lobbyists, parents or others, particularly those with whom LAUSD is conducting or considering conducting business. Additionally, the LAUSD Contractor Code of Conduct states that contractors cannot “offer, give, or promise to offer or give, directly or indirectly any money, gift or gratuity” to anyone involved with procuring their services. And finally, Board Rule 1271 directs teachers and other school staff to refrain from accepting any gift of material value from a student or parent.

Unsolicited gifts which are allowable should be accepted only when there is a clear understanding that nothing is being exchanged for the gift and



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the relevant reporting requirements are met. If there is ever a doubt about the intent or expectations relating to a gift, employees are encouraged to decline the gift or to suggest to the giver that they make a contribution to LAUSD instead under the allowable guidelines.

It is also always a good idea to check with your senior management to see if there are any additional guidelines or concerns they would like to have addressed with respect to gifts.

3. *Dealing with Gifts Transparently*

Whether a gift is accepted or rejected, it's important to create transparency around the exchange. This can be done very simply, whether verbally or in writing.

Examples of Easy Communications for Dealing with Gifts Transparently:

- **Accepting a Gift:** “Thank you for your thoughtful gesture. I just want to be sure that you know that no gift is necessary. We pride ourselves in doing our work without receiving anything extra. Thank you for your kindness and for keeping within LAUSD’s gift policies.”
- **Refusing a Gift:** “Thank you for your kind gesture. Unfortunately, I cannot personally accept it because it is not in keeping with LAUSD’s gift policies. I will: a) return it to you, b) donate it to charity, or c) place it in our lounge (since it is perishable) to be shared with others, so that there is no violation of the gift limit.” [In cases where you are sharing perishable items with others due to items exceeding the gift limit, be sure to tell the giver NOT to send such gifts again in the future].

4. *Fulfilling Reporting Requirements*

LAUSD employees who are Form 700 – Statement of Economic Interest filers need to remember that they are obligated by state mandate to disclose any gift(s) from a single source which exceeds a cumulative \$50 value in a calendar year.

Example of Form 700 Gift Disclosure:

- During the year, you receive a \$25 dinner from a nonprofit that works with you followed by a \$30 sweatshirt for the holidays from the same nonprofit. Both items are to be disclosed on your Form 700.

5. *Gift to an Agency*

When gifts are made to LAUSD as a whole rather than to individuals (e.g. tickets, passes, etc.) for official agency business, other state rules and



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disclosure requirements may apply. In such situations, you should consult the Ethics Office at: (213) 241-3330 for further guidance.

F. **Contractor Employees**

Contractor employees (i.e. consultants) may attend holiday or social events, so long as there is no cost to LAUSD for the contractor employee's participation. Other considerations:

- Contractors cannot be reimbursed for any time that they are not providing a direct service. If they would like to attend holiday or social events during working hours, their employer must bear the cost of their attendance. A contractor employee's time off and the nature of the time off (leave, personal day, or administrative absence) are between the contractor and its employees. Accordingly, a contractor must decide if, and under what conditions, their employees may participate.
- Contractor employees may be asked to pay for their same share of costs at holiday or social events held during off-duty events, but they should not be solicited for other contributions. Additionally, they should not be tasked with aiding in the organization or planning of holiday or other social events.

G. **Holiday Greetings Cards**

Unless authorized by the Board of Education, LAUSD funds should not be used to purchase holiday greeting cards. Subordinates should not be given the task of preparing or addressing holiday greeting cards. Moreover, official resources including paper, printers, envelopes and postage should not be used for holiday greeting cards. The distribution of holiday cards should be considered a personal rather than official function.

H. **Holiday Displays or Decorations**

All employees should be very careful to respect fellow employees and other cultures and faiths. Employees who wish to create a festive atmosphere should be sensitive and mindful to ensure that decorations are not perceived as offensive or as endorsing one religion over another. In general, it is wise to use secular decorations rather than decorations with religious symbolism.

I. **Vendor-Related Parties or other External Events**

LAUSD employees may only accept invitations to external events, if: (1) there would be no impression that an LAUSD employee is being improperly influenced, (2) the gift of food, beverage, and/or entertainment is in keeping with our gift policies (you can determine this by asking vendors to make clear the value of their gift), and (3) employees have the approval of their senior management.



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AUTHORITY This is a policy of the Los Angeles Unified School District which is informed by existing laws, including but not limited to: the California Constitution (Article XVI § 6); Drug-Free Workplace Act of 1988 (41 USC § 701 et seq.); California Government Code Sections 87200-87210; and 2 Cal. Code Reg. Section 18944.2

**RELATED
RESOURCES:** www.lausd.net/ethics

BUL 4981.0, Holiday Displays and Programs, Office of the Chief Operating Officer, 12-04-2009

BUL 4983.0, Guidelines for Teaching about Religions, Office of the Chief Operating Officer, 12-04-2009

ASSISTANCE: For assistance or further information, please contact any of the following LAUSD resources:

- Local Superintendent or Division Head
- Local District Operations Coordinator
- LAUSD Ethics Office at (213) 241-3330