



**DEPARTMENT OF MENTAL HEALTH  
POLICY/PROCEDURE**

SUBJECT <b>WORKPLACE CHARITABLE GIVING POLICY</b>	POLICY NO. <b>609.06</b>	EFFECTIVE DATE <b>08/15/2004</b>	PAGE <b>1 of 3</b>
APPROVED BY:  <i>Dirg Saith</i>  Director	SUPERSEDES <b>609.6</b> <b>08/15/2004</b>	ORIGINAL ISSUE DATE	DISTRIBUTION LEVEL(S) <b>1</b>

**PURPOSE**

- 1.1 To provide policy, procedures, and guidelines for the Department of Mental Health (DMH) Workplace Charitable Giving Program.

**POLICY**

- 2.1 The DMH Workplace Charitable Giving Program will follow the mandates set forth by the Board of Supervisors Workplace Charitable Giving Standards and the Chief Administrative Office Los Angeles County Employees Charitable Giving Campaign Coordinator Handbook.

**MISSION**

- 3.1 The County's Campaign Mission is to support local non-profit charitable organizations that provide a broad range of health and human care services to residents of Los Angeles County and that reflect the cultural and ethnic diversity of the region and the underserved areas impacting the status of men, women, and children. It is also the County's Campaign Mission to administer a voluntary cost effective program that maximizes employee donor choices and dollar distribution to agencies providing direct services to local residents in Los Angeles County communities.

**AUTHORIZATION**

- 4.1 The County of Los Angeles Board of Supervisors authorizes the use of County funds and property by County departments, within each department's approved budget allocation, in connection with the County's Workplace Giving Program and Campaign for:
  - 4.1.1 Direct solicitation of employees, on a voluntary basis, by County and/or representatives of Fund Distribution Agencies (designated by the Board



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of Supervisors) during working hours, before or after official working hours, during breaks or lunch hours, and during other non-working hours. Attendance at, or participation in, work time solicitation of employees is strictly voluntary.

- 4.1.2 Assignment of County officers and employees, on a voluntary basis, to attend or assist in the administration of Program activities during working hours.
- 4.1.3 Employees to be notified, in writing, of the opportunity to participate in charitable giving activities through the Workplace Giving Program and of the Board's policy that all participation in the Program is strictly voluntary and has significant and broad union and community support.

## **DMH WORKPLACE CHARITABLE GIVING COMMITTEE**

- 5.1 DMH will maintain a Workplace Charitable Giving Committee, consisting of a Charitable Giving Coordinator, Secretary, Treasurer, Union Representative and a member of DMH Executive Management.

## **FUNDRAISING**

- 6.1 The DMH Workplace Charitable Giving Committee will coordinate all DMH fundraising.
- 6.2 Prior to initiation of any fundraising effort in DMH, written permission must be obtained from the DMH Workplace Charitable Giving Committee via a "Request for Authorization" form (Attachment I). After the fundraising effort, an updated form must be filed with the DMH Workplace Charitable Giving Committee to certify the results.
- 6.3 DMH will monitor and ensure that all donations are only used consistent with the expressed wishes of the donor and documentation will be maintained on the nature of those wishes.
- 6.4 Monies from fundraising efforts to benefit DMH clients must be placed in the DMH Director's Donation Trust Fund.



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- 6.5 Fundraising efforts involving inventory (books, bake sales, etc.) will include the tally of inventory before and after events, with the monies raised reconciled to the reduction of inventory. All receipts for expenditures will be kept and reconciled to the total monies raised.
- 6.6 All monies will be handled by at least two persons. A system of logs, deposits, receipts, and transmittals to charities will be used. A ledger will be maintained to account for all Workplace Charitable Giving activity. A DMH Executive Staff member will review and approve the ledger reconciliation.
- 6.7 The DMH Workplace Charitable Giving Committee will work with the DMH Accounting Division to coordinate the safe handling of all monies raised before they are distributed to the Board of Supervisors' designated Fund Distribution Agencies.

**AUTHORITY**

Los Angeles County Board of Supervisors Policy #3.010, "Workplace Charitable Giving Standard"  
 Board Order, 6/2/1998, Synopsis 79  
 Government Code 1157.2  
 Internal Revenue Code, Section 501(c) (e)  
 Senate Bill 1256 (Chapter 452, Statutes of 1991)  
 Chief Administrative Office Los Angeles County Employees Charitable Giving Campaign Coordinator Handbook  
 Los Angeles County Auditor-Controller Audit Recommendations, 2003

**ATTACHMENT**

Attachment I Request for Authorization form

**REVIEW DATE**

This policy shall be reviewed on or before August 1, 2009