



Ethics Guidelines for the Consolidated Charitable Campaign

First and foremost, thank you for caring passionately about our students and the greater Los Angeles community at-large. LAUSD is fortunate to have generous employees who are willing to extend their time and monies in support of the individuals and organizations which are helped through the annual “Sharing Brings Hope” Consolidated Charitable Campaign.

Since staff are giving of themselves with such a spirit of generosity, we want to minimize the chance for any missteps so that good intentions do not inadvertently create a negative outcome. To assist you in planning your fundraising activities, please be sure to follow the safeguards below:

- **Avoid soliciting donations from your vendors** – As a general rule, solicitations should NOT create in the minds of reasonable, objective, fair-minded observers an appearance of impropriety. It is however permissible for a consultant to make a donation to the campaign as long as the contribution is made voluntarily and without prompting.
- **Manage potential conflicts** – Steer clear of promoting any private business interests of staff members or their relatives during fundraising efforts that use district resources since such situations can create conflict of interest concerns.
- **Respect existing laws and LAUSD policies** – Remember that consistent with our federally-mandated Drug-free and Alcohol-free workplace policy, there should NOT be any “sales” of controlled-substances on district property (even if the intent is only to raise monies for a noble cause).
- **Beware of the requirements for holding “raffles” as fundraisers** – Note especially that under California Penal Code Section 320, there are very specific rules about how raffles need to be conducted (including registration and reporting requirements). Moreover, only eligible organizations such as nonprofit organizations are allowed to *sell* raffle tickets.
- **Use minimal LAUSD work time** – Be sure to honor the voluntary spirit behind the Campaign by limiting staff time on fundraising activities.
- **Be as transparent as possible in your fundraising communications** – Provide transparency in emails and flyers through the inclusion of a statement along the following lines: *“ETHICS PROCLAIMER: XX percent of proceeds from the event will be used to support the organizations that benefit from the Consolidated Charitable Campaign. All support for this event should be construed as a purely voluntary act taken in the spirit of generosity.”*
- **Maintain thorough financial records** – To demonstrate the integrity of your team’s fundraising efforts, be sure to have complete and accurate records of all contributions and expenses.

The safeguards outlined above seek to offer quick guidance based on the recurring issues and questions that have arisen in the past about the Campaign. If you still have any questions about a proposed fundraising concept, please consult the Campaign Chair at (213) 241-6989, or feel free to contact the Ethics Office.

Thank you for your spirit of generosity!