

# Procedures and Standards for Charitable Solicitations in the City of Los Angeles

## Procedures

**Before:** *At Least* 15 days before the start of a fund raising campaign or special event, a “Notice of Intention” must be filed with the Los Angeles Police Commission, Charitable Services Section. The Notice, completed and supported by various other documents as specified, including articles of incorporation, bylaws and tax exemption letters, must be faxed or mailed to: 100 West First Street, Room 147, Los Angeles, CA 90012. If you have any questions regarding the NOI call (213) 996-1260 and ask to speak with an investigator or e-mail to [PCCharity@lapd.online](mailto:PCCharity@lapd.online). After investigation, an **Information Card** is issued. The Information Card contains important facts to be considered by a prospective donor in determining the desirability of making a contribution. **No solicitation shall be started until an Information Card has been issued.**

**During:** Each solicitor must possess and display upon request a copy of the Information Card to all persons solicited. Mail appeals must contain a replica of the Information Card or the information contained on the card. The Information Card **must** be displayed at the site of special events.

**After:** **A REPORT OF RESULTS OF ACTIVITY** showing receipts, expenditures, and distribution of net proceeds must be filed within 30 days of the termination of the fund-raising campaign or within 30 days after the special event.