



# LOS ANGELES POLICE COMMISSION COMMISSION INVESTIGATION DIVISION

CHARITABLE SERVICES SECTION

## **Stay compliant**

*SOLICITING DONATIONS IN THE CITY OF LOS ANGELES*

Lieutenant Scott Moffitt  
Commanding Officer



# CSS OUTREACH

## What is a charity?

A charity is an organization established to provide help and raise money for those in need or to support causes for the public good, operating on a non-profit based on government guidelines.

## What else can you do?

**SLOW DOWN - THINK, LOOK, LISTEN and VERIFY!**

Avoid giving on emotions. Do your research and give wisely. Beware of charitable organizations that sound alike! If the organizations have similar names, check with the respective agencies.

- ✓ Verify the identity of the solicitors. Ask to see their Information Card and contact the charity they claim to represent.
- ✓ Protect Your Identity! Do not give your credit card or financial information over the telephone.
- ✓ To remove your name from telephone and mailing lists, contact the National Do Not Call Registry, or call the organization directly (see Resources section on this pamphlet).
- ✓ If money is tight, consider in-kind donations (items) or volunteer your time.
- ✓ Do Not Send Cash in the mail. Instead, use a check or a credit card to make payments payable to the nonprofit organization, not to an individual. Request a receipt.

Avoid 'Instant' charity websites. When a crisis occurs, turn to established charities. Should you feel you in danger during a charitable solicitation, contact the police if it is appropriate.

Sources: Federal Trade Commission; Charity Navigator; California Attorney General

## About

The Give Wisely Campaign's goal is to assist the public in making informed donation decisions.

## Information Cards

Information cards are available for individual soliciting agencies and must be included in all solicitations. The card is available at [lapdonline.org](http://lapdonline.org).

## Resources

The following resources are available to assist charities and donors:

- LA Police Commission, Charitable Services Section  
Email: [pcclarity@lapdonline.org](mailto:pcclarity@lapdonline.org)  
Or visit: [lapdonline.org/police-commission/cid](http://lapdonline.org/police-commission/cid)
- Los Angeles Police Department  
Community Liaison/Crime Prevention Unit  
(213)485-3134
- California Attorney General  
(800)952-5225 or (213)897-2000  
Or visit: [ags.ca.gov/charities](http://ags.ca.gov/charities)
- California Secretary of State  
(213)897-3062  
Or visit: [sos.ca.gov](http://sos.ca.gov)
- California Franchise Tax Board, Entity Status Letter  
(213)897-3062  
Or visit: [ftb.ca.gov](http://ftb.ca.gov)
- Better Business Bureau  
(909)825-7280  
Or visit: [bbb.org](http://bbb.org)
- GuideStar  
(757)229-4631  
Or visit: [guidestar.org](http://guidestar.org)
- National Do Not Call Registry  
(888)382-1222  
Or visit: [donotcall.gov](http://donotcall.gov)
- National Fraud Information Center  
(800)876-7060  
Or visit: [fraud.org](http://fraud.org)
- Wise Giving Alliance  
(703)276-0100  
Or visit: [give.org](http://give.org)
- AARP  
(888)687-2277  
Or visit: [aarp.org](http://aarp.org)

Commission Investigation Division  
Charitable Services Section  
100 W 1st Street, Los Angeles, CA 90012  
Email: [pcclarity@lapdonline.org](mailto:pcclarity@lapdonline.org)

## GIVE WISELY



A GUIDE TO CHARITABLE GIVING IN LOS ANGELES

Los Angeles Police Commission  
Charitable Services Section

[LAPDONLINE.ORG/POLICE-COMMISSION/CID](http://LAPDONLINE.ORG/POLICE-COMMISSION/CID)

LOS ANGELES POLICE COMMISSION  
Charitable Services Section  
100 W. 1st Street, Rm 147  
Los Angeles, CA 90012  
(213) 996-1260

INFORMATION for CHARITABLE ORGANIZATIONS OPERATING IN THE CITY OF LOS ANGELES



[lapdonline.org/police-commission/cid/charitable-services-section](http://lapdonline.org/police-commission/cid/charitable-services-section)

Is your charitable organization legally compliant to solicit donations in Los Angeles?

The Commission Investigation Division (CID) is the regulatory arm of the Los Angeles Police Commission. The Charitable Services Section (CSS) of CID is responsible for the regulation of any charity that solicits contributions within the City of Los Angeles.

Event organizers must submit a "Notice of Intent" to the CSS at least 15 days before a public event.

[lapdonline.org](http://lapdonline.org) - Charitable Services



- ✓ Stay Compliant.
- ✓ Safeguard Your Mission.
- ✓ Build Trust and Confidence with Your Donors.





CSS

## CHARITABLE SERVICES SECTION (CSS)



**Regulates** and monitors charitable activities, Bingo Gaming Enforcement, and Senior Bingo in the City of Los Angeles.



**Enforces** compliance with Chapter 4, Articles 4 and 4.5 of the Los Angeles Municipal Code and Ordinance No. 185,605.



**Promotes** collaboration and encourages constituents to report suspicious or illegal activity related to charitable events and non-profit organizations.



GUIDED BY  
ORDINANCE &  
MUNICIPAL CODE

## L.A.M.C. Section 44.00

**“Charitable”** defined as:

philanthropic, social service, benevolent, patriotic, and religious [agency] whether they are actual or purported - ANY 501(c)3

*Contributions may include food, clothing, money, property and the loan of money or property.*







# Types of Appeals (solicitations)

*but not limited to...*

Types of fundraising/soliciting activities that require an Information Card by the LA Police Commission, Charitable Services Section [LAMC Article 4, Sec 44.04]

## GENERAL APPEAL *(annual campaigns)*

- Must include a description of the activities planned for the year related to the general appeal
  
- **Solicit Funds (Mail, In-person, By phone, Ads, etc.)**
- **Solicit Food or Toy Drives**
- Sales - food, service, merch, or rummage sales
- **Coin Containers**
- Media - Newspaper, Online, Email, Radio/TV
- LAX
- Paid Solicitors
- Payroll Deduction
- Store Front

## SPECIAL EVENTS *(one time/special events)*

- File a Notice of Intention (**NOI**) for each separate special event.
- A separate NOI for any charitable solicitation activity that is not included in the annual NOI requires filing
  
- Auctions
- Barbeque / Picnic
- Concerts
- **Gala Dinners / Luncheon / Brunches**
- Raffles, Drawing & Sweepstakes
- Fair / Carnivals / Bazaars
- Food & Wine (or other alcohol) Tasting
- **Golf / Tennis / Other Tournaments**
- Poker / Casino Night / Gaming
- **-A-thon, M/K Run**

*The Department determines between special events vs. general appeals [LAMC Sec. 44.04]*

# Types of Appeals (solicitations)



## SPECIAL EVENTS

*(typically one time/special events)*

- Auctions
- Barbeque / Picnic
- Concerts
- Gala Dinners / Luncheon / Brunches
- Raffles, Drawing & Sweepstakes
- Fair / Carnivals / Bazaars
- Food & Wine (or other alcohol) Tasting
- Golf / Tennis / Other Tournaments
- **Poker / Casino Night / Gaming**
- -A-thon, M/K Run

## Casino / Poker / Gaming Night

- Register activity with Police Commission Charitable Services
- Register with DOJ Bureau of Gambling Control  
([oag.ca.gov/gambling/charitable](http://oag.ca.gov/gambling/charitable))

## Bingo - Special Charitable Event

- Register NOI application of fundraising activity with Police Commission Charitable Services
- Requires a City of LA Bingo 'License' (different application!)
- Additional documents
- Separate fee \$50
- File at least 60 days prior to event
- List of Bingo Suppliers on our website

Failure to obtain an Information Card prior to a fundraising event and/or campaign is a misdemeanor and could result in prosecution for violation of Los Angeles Municipal code (LAMC) Section 44.00 For more information, contact Charitable Services: [pccharity@lapd.online](mailto:pccharity@lapd.online).

# Types of Appeals (solicitations)



## SPECIAL EVENTS

*(typically one time/special events)*

- Auctions
- Barbeque / Picnic
- Concerts
- Gala Dinners / Luncheon / Brunches
- Raffles, Drawing & Sweepstakes
- Fair / Carnivals / Bazaars
- Food & Wine (or other alcohol) Tasting
- Golf / Tennis / Other Tournaments
- Poker / Casino Night / Gaming
- -A-thon, M/K Run

## Raffles ONLY

- Register 'raffle' with State **DOJ** ([oag.ca.gov/charities/raffles](http://oag.ca.gov/charities/raffles))
- **CA Penal Code 320.5** applies (registration, reporting, conduct, prizes, raffle materials)

## Raffles Combined with Other Activities

- Register activity with Police Commission Charitable Services
- Register 'raffle' with State DOJ ([oag.ca.gov/charities/raffles](http://oag.ca.gov/charities/raffles))
- CA Penal Code 320.5

Failure to obtain an Information Card prior to a fundraising event and/or campaign is a misdemeanor and could result in prosecution for violation of Los Angeles Municipal code (LAMC) Section 44.00 For more information, contact Charitable Services: [pccharity@lapd.online](mailto:pccharity@lapd.online).



# Types of Appeals (solicitations)



## EXEMPTIONS

- If made upon a “self-person” on own property, not advertised
- Any request for donations to help a **specific person**, where the person asking for donations claims that **all the money** collected will go directly to that person, and it actually does go to them (no deductions, no expenses!) example, someone’s funeral
- An organization soliciting from its “own members” at the time of solicitation, solely from member pool, example, station-fund, union members

[LAMC Sec. 44.12]

## Outreach flyer

Los Angeles Police Commission | Commission Investigation Division | Charitable Services Section  
100 West 1st Street, Room 147, Los Angeles, CA 90012 | Tel (213) 996-1260 | Fax (213) 996-1279

### Types of Appeals (Solicitations)

# fundraiser

Types of fundraising/soliciting activities\* that require an Information Card by the Los Angeles Police Commission, Charitable Services Section.

GENERAL APPEALS <i>(typically annual campaigns)</i>	SPECIAL EVENTS <i>(typically one time/special events)</i>
<ul style="list-style-type: none"><li>• Solicit Funds (Mail, In-person, By phone, Ads, etc.)</li><li>• Solicit Food or Toy Drives</li><li>• Solicit Members (not fees/dues)</li><li>• Sales - food, service, merchandise, or rummage sales</li><li>• Coin Containers</li><li>• Media - Newspaper, Online, Email, Radio/TV</li><li>• LAX Solicitors; Commercial Fundraisers</li><li>• Paid Solicitors</li><li>• Payroll Deduction</li><li>• Store Front</li></ul>	<ul style="list-style-type: none"><li>• Auctions</li><li>• Barbeques / Picnics</li><li>• Concerts</li><li>• Gala Dinners / Luncheon / Brunches</li><li>• Raffles, Drawing &amp; Sweepstakes**</li><li>• Fair / Carnivals / Bazaars</li><li>• Food &amp; Wine (or other alcohol) Tasting</li><li>• Golf / Tennis / Other Tournaments</li><li>• Poker / Casino Night / Gaming**</li><li>• Walk/Run-A-thons, or K/M Runs</li></ul>

*\*examples of events but not limited to*  
*\*\*may require additional State permits*

**ABOUT GENERAL AND SPECIAL APPEALS, LAMC ARTICLE 4, SEC 44.04**  
File a Notice of Intention (NOI) for each separate special event. A NOI may be filed on an annual basis. If an annual NOI is filed, it must include a description of the activities planned for the year related to the general appeal of the person filing the NOI. A separate NOI for any charitable solicitation activity that is not included in the annual NOI requires filing. The Department can determine between special events versus activities related to ongoing general appeals to assist in informing the public on the various types of charitable solicitation activities.

**Failure to obtain an Information Card prior to a fundraising event and/or campaign is a misdemeanor and could result in prosecution for violation of Los Angeles Municipal code (LAMC) Section 44.00 For more information, contact Charitable Services Section.**

"PC Charity" [pccharity@lapd.online](mailto:pccharity@lapd.online) (213) 996-1260 [lapdonline.org](http://lapdonline.org) (search: Charitable Services)

CHARITABLE ORGANIZATIONS MUST BE IN GOOD STANDING WITH STATE AGENCIES:  
DEPT OF JUSTICE/OFFICE OF THE ATTORNEY GENERAL; SECRETARY OF STATE & FRANCHISE TAX BOARD

Listed on LAPD website:

[lapdonline.org/police-commission/cid/charitable-services-section](http://lapdonline.org/police-commission/cid/charitable-services-section)





# APPLICATION / REGISTRATION PROCESS

## New vs. Existing Organizations

**New** – first time registering/applying with Charitable Services Section (need founding documents, e.g.: articles of inc., bylaws, IRS letter, FTB letter, Dept of Justice/OAG)

**Existing** – completed prior registration with the Charitable Services Section (CSS) of the Los Angeles Police Commission in the past (founding docs not needed unless updated +)

Los Angeles Police Commission | Commission Investigation Division | Charitable Services Section  
 100 West 1st Street, Room 147, Los Angeles, CA | Tel (213) 996-1260 | Fax (213) 996-1279

**CITY OF LOS ANGELES**  
**NOTICE OF INTENTION APPLICATION CHECKLIST**  
*(In accordance to LAMC, Section 44.10)*

This helpful Charitable Services Section (CSS) checklist is intended for **first time Notice of Intention (NOI) filers** or for **existing agencies with updates** on previously submitted documents. Ensure all sections requiring signatures, initials, dates, and fees are filled out. Incomplete fields and/or missing fee will render the application incomplete and cause delays. As of April 18, 2024, the cost for an Information Card processing fee is **\$42**.

**New** **Existing**

COMPLETE (✓)	FORM, DOCUMENT OR OTHER	ON FILE AT CSS (✓)
<input type="checkbox"/>	* Organization's founding documents are required from organizations if filing for the first time.	<input type="checkbox"/>
<input type="checkbox"/>	All fields of the Notice of Intention (NOI) Application must be complete	<input type="checkbox"/>
<input type="checkbox"/>	The application must be signed by two current officers of the organization	<input type="checkbox"/>
<input type="checkbox"/>	Copy of the Articles of Incorporation, constitution or other rules of operation, including for unincorporated associations (All amendments must be included.)*	<input type="checkbox"/>
<input type="checkbox"/>	Copy of Bylaws*	<input type="checkbox"/>
<input type="checkbox"/>	Copy of Internal Revenue Service Exemption Letter*	<input type="checkbox"/>
<input type="checkbox"/>	Copy of Current Year California State Franchise Tax Exemption Letter (ftb.ca.gov/file)	<input type="checkbox"/>
<input type="checkbox"/>	California Office of the Attorney General, Registry of Charities and Fundraisers Registration Number (oag.ca.gov/charities)	<input type="checkbox"/>
<input type="checkbox"/>	A written statement/letter of authority from the organization, if the solicitation is on behalf of any other organization. The provided document must be authorized and signed by two officers and must state "granting permission to use the organization's name."	<input type="checkbox"/>
<input type="checkbox"/>	Information Card processing fee of \$42 made payable to "City of Los Angeles." Payments must be in the form of check or money order only. Mail or drop off with NOI.	<input type="checkbox"/>
<input type="checkbox"/>	Detailed proposed budget	<input type="checkbox"/>
<input type="checkbox"/>	Name(s) of person(s) or any current agent or employee(s) engaging in solicitation of funds	<input type="checkbox"/>
Upon request of the Charitable Services Section: a Statement of Accomplishment for the prior calendar year, Names of all authorized signers, and Name and address of the bank where the organization's account(s) is/are held.		

To submit a completed NOI application and all required documents with payment, mail to or drop off at:  
**Charitable Services Section**  
 Los Angeles Police Commission  
 100 W. 1st Street, Room 147  
 Los Angeles, CA 90012

For questions about this checklist, or to verify the status of your NOI application, contact us at:  
 Email: [pccharity@lapd.online](mailto:pccharity@lapd.online)  
 Phone: (213) 996-1260





# NOTICE OF INTENTION (NOI)

File at least 15 days prior\* to start of campaign or event

Los Angeles Police Commission | Commission Investigation Division | Charitable Services Section  
 100 West 1st Street, Room 147, Los Angeles, CA | Tel (213) 996-1260 | Fax (213) 996-1279

### CITY OF LOS ANGELES NOTICE OF INTENTION TO SOLICIT CHARITABLE CONTRIBUTIONS

Please type or print and completely answer all questions on this form, leaving no fields blank. Answer "No" or "None" in fields where appropriate, additional information may be provided on separate sheet if needed. Los Angeles Municipal Code (LAMC), Chapter IV, Article 4, Sections 44.04 and 44.09 require that this Notice of Intention form be filed at least 15 days prior to the beginning of your solicitation activities, and no entity or person shall solicit any charitable contribution unless an Information Card has been issued by the Los Angeles Police Commission. Non-compliance violation of this LAMC as a misdemeanor.

A \$42 fee must accompany this application. Make checks or money orders payable to "City of Los Angeles".

**ABOUT ORGANIZATION**

Name of Organization (as registered with the IRS): \_\_\_\_\_  
 Business Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_ Employer Identification Number (EIN): \_\_\_\_\_  
 Contact Number: \_\_\_\_\_ CA Charities and Fundraisers Registration No. \_\_\_\_\_  
 Email: \_\_\_\_\_ Org. Website: \_\_\_\_\_

**ABOUT ACTIVITY**

Describe type of appeal (solicitation) event/campaign and title of activity if available: \_\_\_\_\_  
 Event Venue Name (if applicable): \_\_\_\_\_ Solicitation Dates, From: \_\_\_\_\_ To: \_\_\_\_\_  
 Event Venue Address (if applicable): \_\_\_\_\_ Event Date (if applicable): \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Estimated Goal Amount: \_\_\_\_\_

**SOLICITATION DETAILS**

Type of solicitations/donations to be solicited (check all that apply):  Monetary  In-kind goods  In-kind services  Other  
 Specify Purpose and Use To Which The Proceeds Will Apply: \_\_\_\_\_

Is a different organization benefiting from this solicitation?  Yes  No  
 If this solicitation is conducted on behalf of another organization, attach details (name, address, phone number, and enclose a copy of the authorization letter from said organization(s)).

**METHOD OF SOLICITATION** (Check all that apply)

Box Office/Ticket Sales  Door-to-Door/Personal Approach  Fundraising Platform  Online/Email/Social  
 Phone/Telemarketing  Postal Mail  Radio/TV  Storefronts/Poster/Flyers  Volunteer Solicitors  
 Newspaper/Bulletins  Other \_\_\_\_\_  Paid Solicitors/Commercial Fundraisers (requires permit)\*

\*If the paid solicitors/commercial fundraisers box is checked, attach details with the name, address, and phone number of the paid solicitors/commercial fundraisers and enclose a copy of their valid registration permit or license (LAMC Sec 44.14.h)

**Itemize all anticipated expenditures related to this solicitation or activity:**

Advertising/Publicity Costs	\$ _____	Postage	\$ _____
Decorations/Favors	\$ _____	Printing	\$ _____
Entertainment (DJ/Band/Orchestra)	\$ _____	Prizes	\$ _____
Equipment Purchase/Rental	\$ _____	Reservation/Venue Fee (\$ _____ per person)	\$ _____
Food/Meals	\$ _____	Transportation	\$ _____
Information Card Processing Fee	\$ _____	Paid Solicitors/Promoters	\$ _____
Other Permits/License Fees	\$ _____	Other: _____	\$ _____
Merchandise/Goods (to sell)	\$ _____		
		<b>Estimated Total Expenditures</b>	\$ _____

**For Charitable Services Section Use Only**

Date received: \_\_\_\_\_ Org #: \_\_\_\_\_ AG/DOJ   
 Check #: \_\_\_\_\_ Assigned To: \_\_\_\_\_ Boardmembers   
 Check Amt: \$ \_\_\_\_\_ FTB

Agency Verification Status Verified By: \_\_\_\_\_

Revised - 04/2024 NOI Application - Page 1

Los Angeles Police Commission | Commission Investigation Division | Charitable Services Section  
 100 West 1st Street, Room 147, Los Angeles, CA | Tel (213) 996-1260 | Fax (213) 996-1279

### CITY OF LOS ANGELES NOTICE OF INTENTION TO SOLICIT CHARITABLE CONTRIBUTIONS

Page 2

**ADDITIONAL INFORMATION**

**REQUIRED DOCUMENTS**

Include the following documents with the completed page 1 of this form.

	Attached	Previously Submitted
a. Processing Fee of \$42.00 via check or money order made payable to: City of Los Angeles.	<input type="checkbox"/>	<input type="checkbox"/>
b. A current List of Partners/Officers/Directors/Trustees/or Association Members, whichever is applicable.	<input type="checkbox"/>	<input type="checkbox"/>
c. A copy of registration filed with CA Secretary of State Office, including Articles of Incorporation and Bylaws, if entity is incorporated.*	<input type="checkbox"/>	<input type="checkbox"/>
d. A copy of registration filed with CA Attorney General's Office, showing current registry status. *	<input type="checkbox"/>	<input type="checkbox"/>
e. A copy of tax exemption determination letter from CA Franchise Tax Board and US Internal Revenue Service. *	<input type="checkbox"/>	<input type="checkbox"/>

(\*Documents in c, d, and e above are required only for first-time filer or if a change in the entity's prior year organizational structure or status occurred.)

**MAY BE REQUIRED UPON REQUEST**

a. Statement of accomplishments for the last calendar year.  
 b. Detailed proposed budget.  
 c. The name and location of the bank account.  
 d. The name(s) and title(s) of all person(s) authorized to sign checks.  
 e. The name(s) of person(s) or any current agent(s) or employee(s) engaging in the solicitation of funds.

**ACKNOWLEDGEMENTS AND SIGNATURES: OFFICERS/DIRECTORS/TRUSTEES OF THE ORGANIZATION - MUST SIGN THIS FORM**

Has any of the entity's current officer, director, trustee, partner, agent or employee ever been convicted of a felony or a misdemeanor involving moral turpitude within the past seven (7) years?  Yes  No  
 If yes, attach a list identifying all individual(s) by name, title, the nature of the offense, the State where the conviction occurred, and the year of the conviction.

I/We, the undersigned, declare under penalty of perjury that (1) the foregoing content in this Notice of Intention form is true, correct, and complete, including accompanying documents; that (2) I/We have read and before authorizing anyone to solicit on behalf of the entity, will require them to be familiar with the provisions of the Los Angeles Municipal Code (LAMC) Chapter IV, Article 4, Philanthropy (Article available upon request); that (3) I/We will submit a completed Report of Results (ROR) of Activity form signed by two officers/directors/trustees to the Charitable Service Section of the Los Angeles Police Commission, within 30 days after the completion of this solicitation/fundraising activity (LAMC, Article 4, Sec 44.10).

The signature of two current board member(s) of the organization is required to execute this form.

_____	_____	_____	_____	_____
Print Board Member Name and Title	Signature	Today's Date	Contact Number	Email Address
_____	_____	_____	_____	_____
Print Board Member Name and Title	Signature	Today's Date	Contact Number	Email Address

**IDENTIFY THE PERSON WHO OVERSEES THIS SOLICITATION/FUNDRAISING CAMPAIGN (WHOSE NAME WILL BE LISTED ON THE INFORMATION CARD)**

\*\*\*\*\* THE INFORMATION CARD WILL BE E-MAILED TO THE PERSON IN CHARGE OF THE APPEAL UNLESS OTHERWISE NOTIFIED. \*\*\*\*\*

_____	_____	_____	_____	_____
Person In Charge, Print Name and Title	Signature	Today's Date	Contact Number	Email Address

Los Angeles Police Commission, Commission Investigation Division, Charitable Services Section  
[lapdonline.org/policy-commission/cid/charitable-services-section](http://lapdonline.org/policy-commission/cid/charitable-services-section) | [pccharity@lapd.online](mailto:pccharity@lapd.online)

Revised - 04/2024

\*with NOI fee & in good standing with State agencies





## STATE

### Charitable organizations must be in good standing with state agencies:

- Department of Justice / Office of the Attorney General \*  
[oag.ca.gov/charities](http://oag.ca.gov/charities) \*DOJ can take up to 60-90 days for updating status
- Secretary of State  
[bizfileonline.sos.ca.gov](http://bizfileonline.sos.ca.gov)
- Franchise Tax Board  
[ftb.ca.gov](http://ftb.ca.gov)



# INFO CARD (IC)

Must be on display, carried, or available upon request

For information about this appeal, call [REDACTED]

- THIS IS NOT AN ENDORSEMENT - FOR PUBLIC INFORMATION ONLY -

**INFORMATION CARD NO.** [REDACTED]

Issued Pursuant to Los Angeles Municipal Code, Chapter IV, Article 4, Philanthropy

Person in charge of appeal: [REDACTED]  
Telephone number: [REDACTED]

✓ Activity: [REDACTED]

✓ Solicitation Dates: [REDACTED]

✓ Purpose: [REDACTED]

✓ Previous Activity: [REDACTED] activity collected a total of \$ [REDACTED], of which \$ [REDACTED] was applied to expenses and \$ [REDACTED] was used for charitable purposes.

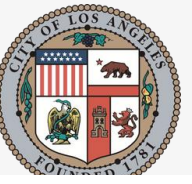

**DOOR-TO-DOOR SOLICITATION RESTRICTED TO THE HOURS OF 8 A.M. – 8 P.M.**  
*This Information Card must be displayed or presented to all prospective donors and should not be altered in any manner.*

Cardholder registered with the Los Angeles Police Commission  
Charitable Services Section, Commission Investigation Division  
Telephone: (213) 996-1260  
Email Address: [pccharity@lapdonline](mailto:pccharity@lapdonline)  
Web Site: [www.lapdonline.org](http://www.lapdonline.org)

Date Issued: [REDACTED]

**SCOTT MOFFITT**  
Commanding Officer  
Commission Investigation Division

Sample "Information Card"

Los Angeles Police Commission | Commission Investigation Division | Charitable Services Section  
100 West 1st Street, Room 147, Los Angeles, CA | Tel (213) 996-1260 | Fax (213) 996-1279

**CITY OF LOS ANGELES**  
**NOTICE OF INTENTION**  
TO SOLICIT CHARITABLE CONTRIBUTIONS

Page 2

**ADDITIONAL INFORMATION**

**REQUIRED DOCUMENTS**  
Include the following documents with the completed page 1 of this form.

	<b>Check Items Below:</b>
<small>Organization's founding documents are required from organizations filing for the first time.</small>	Attached    Previously Submitted
a. Processing Fee of \$42.00 via check or money order made payable to: City of Los Angeles.	<input type="checkbox"/> <input type="checkbox"/>
b. A current List of Partners/Officers/Directors/Trustees/Association Members, whichever is applicable.	<input type="checkbox"/> <input type="checkbox"/>
c. A copy of registration filed with CA Secretary of State Office, including Articles of Incorporation and Bylaws, if entity is incorporated.*	<input type="checkbox"/> <input type="checkbox"/>
d. A copy of registration filed with CA Attorney General's Office, showing current registry status.*	<input type="checkbox"/> <input type="checkbox"/>
e. A copy of tax exemption determination letter from CA Franchise Tax Board and US Internal Revenue Service.*	<input type="checkbox"/> <input type="checkbox"/>

(\*Documents in c, d, and e above are required only for first-time filer or if a change in the entity's prior year organizational structure or status occurred.)

**MAY BE REQUIRED UPON REQUEST**

- Statement of accomplishments for the last calendar year.
- Detailed proposed budget.
- The name and location of the bank account.
- The name(s) and title(s) of all person(s) authorized to sign checks.
- The name(s) of person(s) or any current agent(s) or employee(s) engaging in the solicitation of funds.

**ACKNOWLEDGEMENTS AND SIGNATURES: OFFICERS/DIRECTORS/TRUSTEES OF THE ORGANIZATION - MUST SIGN THIS FORM**

Has any of the entity's current officer, director, trustee, partner, agent or employee ever been convicted of a felony or a misdemeanor involving moral turpitude within the past seven (7) years?  Yes  No

If yes, attach a list identifying all individual(s) by name, title, the nature of the offense, the State where the conviction occurred, and the year of the conviction.

I/We, the undersigned, declare under penalty of perjury that (1) the foregoing content in this Notice of Intention form is true, correct, and complete, including accompanying documents; that (2) I/We have read and before authorizing anyone to solicit on behalf of the entity, will require them to be familiar with the provisions of the Los Angeles Municipal Code (LAMC) Chapter IV, Article 4, Philanthropy (Article available upon request); that (3) I/We will submit a completed Report of Results (ROR) of Activity form signed by two officers/directors/trustees to the Charitable Services Section of the Los Angeles Police Commission, within 30 days after the completion of this solicitation/fundraising activity (LAMC, Article 4, Sec. 44.10).

The signature of two current board member(s) of the organization is required to execute this form.

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<small>Print Board Member Name and Title</small>	<small>Signature</small>	<small>Today's Date</small>	<small>Contact Number</small>	<small>Email Address</small>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<small>Print Board Member Name and Title</small>	<small>Signature</small>	<small>Today's Date</small>	<small>Contact Number</small>	<small>Email Address</small>

\*\*\*\* THE INFORMATION CARD WILL BE E-MAILED TO THE PERSON IN CHARGE OF THE APPEAL UNLESS OTHERWISE NOTIFIED. \*\*\*\*

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<small>Person In Charge, Print Name and Title</small>	<small>Signature</small>	<small>Today's Date</small>	<small>Contact Number</small>	<small>Email Address</small>

Los Angeles Police Commission, Commission Investigation Division, Charitable Services Section  
[lapdonline.org/police-commission/cid/charitable-services-section](http://lapdonline.org/police-commission/cid/charitable-services-section) | [pccharity@lapdonline](mailto:pccharity@lapdonline)

Revised: 04/2014



# Post-event Activity

- Report of Results due 30 days AFTER conclusion of event or fundraising campaign [LAMC Sec 44.10]
- Bingo Income and Expense on the 15th of the month following the bingo gaming [City of LA Bingo Rules and Regulations, Rule 23]



## Report of Results (RORs)

Los Angeles Police Commission · Commission Investigation Division · Charitable Services Section  
100 West 1st Street, Los Angeles, CA 90012 · (213) 996-1260 · (213) 996-1279 Fax

**CITY OF LOS ANGELES  
REPORT OF RESULTS OF ACTIVITY**

Date Received: \_\_\_\_\_  
Verified By: \_\_\_\_\_  
Organization No: \_\_\_\_\_  
Card No: \_\_\_\_\_

**Due Date:** \_\_\_\_\_

Name of Organization: \_\_\_\_\_  
Address of Organization: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Contact No: \_\_\_\_\_

Type of Activity: \_\_\_\_\_ Date held from: \_\_\_\_\_ To: \_\_\_\_\_

**RECEIPTS:**

Admission Sales	Returns From Sales	TOTAL RECEIPTS	\$0.00
Cash Contributions	Sale of Advertising	LESS APPLICABLE TAXES	
Membership Fees	Ticket Sales	GRAND TOTAL RECEIPTS	
Pledges	Other Sources (Itemized)		

**FUND-RAISING EXPENSES:**

Salaries, Wages, Commissions (To Whom)	Music	
Rentals/Purchase of Equipment	Prizes	
Printing, Postage, Stationery	Other (list & itemize below)	
Telephone, Television or Radio Time		
Advertising/Publicity Costs		
Decorations, Favors, Costumes, Uniforms		
Cost of Merchandise, Food, etc. for Resale		
Information Card Processing Fee		
Reservation Charges		
	<b>FUND-RAISING EXPENSES TOTAL</b>	\$0.00

**NET AMOUNT REMAINING FOR CHARITABLE PURPOSES** .....

**DISTRIBUTION OF FUNDS:**

Funds Distributed To: \_\_\_\_\_  
Amount Released: \_\_\_\_\_ Date Released: \_\_\_\_\_

*This report must be signed by TWO Officers of the organization and filed with Charitable Services Section, Los Angeles Police Commission, within 30 days after the close of the solicitation.*

_____	_____	_____	_____
Type or Print Name	Signature of Officer	Date	Contact Number
_____	_____	_____	_____
Type or Print Name	Signature of Officer	Date	Contact Number

70-20.05 (09/2023)

## Bingo Income & Expense Statement (I/Es)

Los Angeles Police Commission · Commission Investigation Division · Charitable Services Section  
100 West 1st Street, Los Angeles, CA 90012 · (213) 996-1260 · (213) 996-1279 Fax

**CITY OF LOS ANGELES  
BINGO GAMING  
INCOME AND EXPENSE STATEMENT**

Month: \_\_\_\_\_ Year: \_\_\_\_\_  
Organization Name: \_\_\_\_\_  
Business Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Contact Number: \_\_\_\_\_ Email: \_\_\_\_\_

**BINGO SALES**

Electronic Units	\$ _____
Paper Card Sales	\$ _____
Pull Tab Sales	\$ _____
Other Sales (Daubers, Markers, etc.)	\$ _____
<b>Total Sales</b>	\$ 0

**CASH PRIZES AWARDED**

Hard Cards	\$ _____
Paper Cards	\$ _____
Pull Tabs	\$ _____
<b>Total Prizes Awarded</b>	\$ 0

**BINGO SALES (minus) PRIZES** \$ \_\_\_\_\_

**BINGO EXPENSES**

Percentage License Fee	\$ _____
Rent - Premise and/or Equipment	\$ _____
Utilities (Prorated to Bingo Use)	\$ _____
Supplies (Paper Cards, Daubers, Markers, Electronic Units, etc)	\$ _____
Advertising/Promotion Expense	\$ _____
Clean-Up Expense	\$ _____
Security	\$ _____
Other (Itemized on the sheet provided)	\$ _____
<b>Total Bingo Expense</b>	\$ 0

**NET PROFIT - AVAILABLE FOR CHARITY** \$ \_\_\_\_\_

**DISBURSEMENT OF FUNDS FOR CHARITABLE PURPOSES** (Itemized on the sheet provided)

Sent To: \_\_\_\_\_  
Amount Sent: \_\_\_\_\_ Date Released: \_\_\_\_\_

**COMPUTATION OF MONTHLY BINGO LICENSE FEE**

TOTAL PRIZE PAYOUTS	\$ _____
LESS EXEMPTION OF	\$ 2,000
AMOUNT SUBJECT TO FEES	\$ _____
FEE (0.922%)	\$ _____

This form shall be filed with Charitable Services Section on the 15th of every month providing information for the prior month. Failure to file by the due date may result in the revocation of the issued Bingo License. Failure to pay the required fee may also result in the suspension and/or revocation of the issued Bingo License. Attach a check or money order for the fee amount made payable to the CITY OF LOS ANGELES.

The report must be signed by TWO OFFICERS of the organization in order to be executed, and confirm the statements and information provided are true and correct.

_____	_____	_____	_____
Organization Officer - Signature	Print Name	Title	Date
_____	_____	_____	_____
Organization Officer - Signature	Print Name	Title	Date

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## SUMMARY

### CHARITABLE SERVICES

Regulates and monitors all Charitable activities, Bingo Gaming Enforcement, and investigations related to non-profit organizations throughout the City of Los Angeles.

### REGISTRATION

All charitable fundraising in the City of Los Angeles requires filing for an Information Card, (exemptions or additional permits may apply)

- *Apply/register all public charitable fundraising activity as soon as you know that you are going to have a charitable campaign or event.*

### REPORTS

Filing of **Report of Results (ROR)** must be within 30 days after completion of your fundraising campaign or event [LAMC Sec 44.10]

### AUDITS

- All-related activity is subject to audits
- Use sound accounting principles on reporting practices to address potential financial audits [LAMC Sec 44.02]







## Contact Us



“PC Charity” *\*(best)*  
pccharity@lapd.online



(213) 996-1260



lapdonline.org  
(search: Charitable Services)

### **Mail or Drop Off (black box in lobby):**

Los Angeles Police Commission, CID - Charitable Services  
100 W. 1st Street, Room 147  
Los Angeles, CA 90012