



Administrative Regulations

Number AR8-11
Issue 1

Subject: Policy Regarding sponsorship of Fund Raising Events Held to Benefit Programs and Activities with City Departments.

I. PURPOSE:

The purpose of this regulation is to define previously informal policy with respect to sponsorship of fund raising events held to benefit programs and activities associated with City departments.

II. SCOPE:

This regulation is applicable to all City departments and offices directly responsible to the City Manager. It is also being distributed to elected offices and semi-autonomous departments for informational purposes.

III. POLICY:

City departments are not authorized to sponsor fund raising events which are designed to benefit programs and activities conducted by their respective departments. Such fund raising- events can only be sponsored by private support groups

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V. PROCEDURES:

A support group desiring to hold a fund-raising event on behalf of a City department should first obtain the approval of the concerned department head before proceeding with plans for the event. When the department head approves the event, he/she shall inform the sponsoring support group that it is necessary for them to obtain a charitable/philanthropic permit for fund- raising purposes in accordance with Section 6252 of the Municipal Code. Application forms for this permit, which ultimately is issued by the City Manager's office, may be obtained from the Police Department.