



**LOS ANGELES  
FIRE  
DEPARTMENT  
FOUNDATION**

1700 Stadium Way Suite 100 | Los Angeles CA 90012  
(310) 552-4139 | [supportlafdf.org](http://supportlafdf.org)

## Host an Event to Support the LAFD

Thank you for your interest in holding an event to support your Los Angeles Fire Department.

As a 501(c)(3) non-profit organization, we rely on the generosity of community supporters like you to increase awareness of the great work of the LAFD and to help raise funds for needed equipment, technology, and programs. Your interest and support make a difference.

### Getting Started

Read the brief guidelines below and the Frequently Asked Questions. Once you have reviewed these, email [info@supportlafdf.org](mailto:info@supportlafdf.org) to receive an application. Please allow 72 hours after submitting your application to receive a response from the Los Angeles Fire Department Foundation. If you have any questions, feel free to give us a call at (310) 552- 4139.

If your application is approved, there will be additional information provided.

### Guidelines

#### Use of Name and Logo

1. The event should complement LAFDF's mission, vision, and values. We will deny applications we feel do not do so.
2. The use of our name, "Los Angeles Fire Department Foundation" or "LAFD Foundation" and logo for publicity of any kind must be given written permission by LAFDF staff.
3. You may not imply that the event is hosted or co-hosted by LAFDF or that LAFDF is involved as anything other than as the beneficiary. For example, you should not call an event "Los Angeles Fire Department Foundation' Swimathon." Instead, you may use the following language, "Smith School Swimathon, benefiting the Los Angeles Fire Department Foundation."

#### Event Operations

1. LAFDF will not plan or provide staffing for the event on your behalf but will help by sharing best practices and templates.
2. Since we rely on our donor base to give year-round, the LAFDF will not solicit our donors, LAFD members, and staff on behalf of your event.

## **Financial and Legal Information**

1. To provide your donors with important information concerning their contribution, all promotional materials must clearly state the percentage of proceeds (from gross or net proceeds) and/or the portion of the ticket price that will benefit LAFDF.
2. You may not keep or use any portion of the proceeds as profit or compensation for organizing the event.
3. You may not hire a professional fundraiser, telemarketer, and/or enter into any other fundraising agreement with a third party without our knowledge and prior written approval.
4. Because LAFDF is not the event host, your event's revenues and expenses cannot flow through LAFDF's accounts. Accordingly, unless your application specified a different percentage and was approved, 100% of net proceeds (gross revenues minus expenses) from the event must be donated to LAFDF. Similarly, you cannot set up a temporary bank account in LAFDF's name.
5. LAFDF may receive funds from other similar promotions. Our acceptance of your application creates no exclusive rights for you.
6. You are responsible for obtaining and filing all applicable government permits, licenses, and/or applications. You also agree to carry out your event so as not to do or allow any of the prohibited acts and practices described in the California Nonprofit Integrity Act (Government Code section 12599.6(f)).
7. If you wish to incorporate a bingo, raffle, 50/50 draw, casino-type activity, or any other games of chance into your event, you must explicitly state so in your application along with the expected net proceeds to be generated. We reserve the right to evaluate and approve the incorporation of such gaming activities into your event on a case-by case basis. You are responsible for obtaining and filing the proper permit or license for such gaming activities, which are strictly governed by state and federal guidelines.
8. Events must comply with all federal, state, and local laws governing charitable fundraising and gift reporting. We may only issue gift receipts for checks/money orders made out to "Los Angeles Fire Department Foundation." If your donors send their contributions directly to LAFDF, you must inform us of the value of any goods or services the donor received in return for the contribution. LAFDF will issue gift thank-you letters for in-kind donations if you provide complete information for all applicable donors.
9. You may be required to obtain your own liability insurance to cover the event and all other insurance including premises liability and worker's compensation. You agree to indemnify and hold harmless LAFDF and its officers, directors, employees, and agents from any and every claim, demand, lawsuit and payment related to or caused by your event.
10. LAFDF will not insure your event. LAFDF and its officers, directors, employees, and agents are not responsible for the cost, planning or staffing of your event. LAFDF will not assume any legal or financial liability associated with your event nor will we indemnify you, nor any party involved in your event, for any damage, expense, or other costs arising from or in any manner related to your event. LAFDF is not liable for any personal injuries or damage to property occurring during your event and we cannot assume any type of liability for the event.

## **Frequently Asked Questions (FAQs)**

### **Q: I attended an event. May I deduct the cost of my ticket?**

A: You may only deduct anything above the fair market value of your ticket. For example, if you paid \$50 to attend an event, and in return you received \$25 in fair market value goods (food, beverages, gift bag, etc.), then you may deduct the remaining balance. For more specific information, we recommend contacting a certified tax professional or visit [www.irs.gov](http://www.irs.gov) for more information.

### **Q: I donated an item to the Los Angeles Fire Department. Is it tax-deductible?**

A: It is possible that items donated to the LAFD are tax-deductible. For more personalized information, we recommend contacting your tax advisor or visit [www.irs.gov](http://www.irs.gov) for more information.

### **Q: Can I have fire station members at my event?**

A: You are welcome to invite firefighters who are off duty during the event. For the LAFD members on-duty, their presence cannot be guaranteed but can be approved on a case-by-case basis. To apply for this visit <https://www.lafd.org/about/about-lafd/public-relations>. Note: If the location is a bar or brewery, members cannot be dressed in their uniforms.

### **Q: Do you have any collateral materials I can hand out at my event?**

A: Based on availability, we may be able to provide a small quantity of materials for you to distribute. Please contact the foundation at 310-552-4139 to discuss your needs.

### **Q: Can I use the Fire Foundation's logo?**

A: The Los Angeles Fire Department Foundation logo may only be used by permission. If permission is granted, the logo may not be altered in any way. Please contact the foundation at 310-552-4139 to discuss your needs.

### **Q: Can I volunteer at events?**

A: While we typically only host 2-3 events per year, we are always looking to add new volunteers to assist with events. In interested in joining our volunteer list, please email [info@supportlafd.org](mailto:info@supportlafd.org).

### **Q: What are the events coming up that I can participate in?**

A: Please email [info@supportlafd.org](mailto:info@supportlafd.org) to reach our team for more information.

### **Q: Can I have an event to raise money for a particular fire station?**

A: Yes! Our Adopt-A-Fire-Station program is designed to support individual fire stations. Please visit <https://supportlafd.org/our-work/adopt-a-fire-station/> to learn more about this program.

### **Q: Can I use the foundation's tax ID for my fundraising event?**

A: You may use the foundation's tax ID if sponsors and donors are making donations **directly** to the Los Angeles Fire Department Foundation. For individual donors at the event, this can be done either via our PayPal or forwarding a check to us.