

Los Angeles Police Commission  
Commission Investigation Division  
100 West First Street, Room 147  
Los Angeles, CA 90012  
(213) 996-1260  
(213) 996-1279 (Fax)  
Email: PCCharity@lapd.lacity.org

# City of Los Angeles

## NOTICE OF INTENTION TO SOLICIT CHARITABLE CONTRIBUTIONS

For office use only: Received _____
Assigned to _____
Org. # _____

### Instructions:

1. Complete the form then send to Delmy Reyes.
2. Complete a check request for the processing fee.

**IMPORTANT:** THIS FORM MUST BE **COMPLETED IN DETAIL** AND FILED WITH CHARITABLE SERVICES SECTION AT LEAST **FIFTEEN (15)** BUSINESS DAYS PRIOR TO SOLICITATION WHICH IS NOT TO BE STARTED UNTIL AN INFORMATION CARD IS ISSUED. Read the **IMPORTANT INFORMATION ON PAGE 2 CAREFULLY**. Non-compliance with or violation of Article 4, Chapter IV, Los Angeles Municipal Code is a misdemeanor.

1 a. ORGANIZATION (Show complete name as registered with IRS) <b>Community Partners FBO Project Name</b>		b. California Charitable Trust Number
2. ADDRESS (Street) (City) (State) (Zip Code) <b>1000 N. Alameda St., Suite 240 Los Angeles, CA 90012</b>		Phone <b>213-346-3233</b>
3 a. State kind of Appeal, Entertainment, Activity or Sale  <b>Name of Activity</b>	b. Indicate kind of donation that will be solicited  <b>List which apply: Cash, tickets, sponsorships, donations, etc.</b>	
c. Location of activity (venue name or address) <b>Event venue address</b>	d. Inclusive dates of solicitation From <b>Start Date</b> To <b>End Date</b>	
e. Dates to be held <b>Event date</b>	f. Indicate Goal Set <b>Fundraising Goal Dollar Amount i.e. \$5,000.00</b>	

4. State specific purpose and use to which proceeds will be applied.

**Describe purpose of project and event.**

5. Name and address of organization benefiting from solicitation.

**Same as above**

6. Solicitation by: (Check applicable categories)

- Box Office Sales   
  Radio/TV   
  Paid Solicitors   
  Mail   
  Volunteer Solicitors   
  Newspaper  
 Telemarketing   
  Storefronts/Door-to-Door   
  Other (Specify) **Select all that apply**

7. Will percentages, commissions, salaries, or other compensations be payable to commercial/professional fundraisers?  Yes  No  
To solicitors?  Yes  No

If yes, what is the name of the Commercial Fundraiser? \_\_\_\_\_

8. Itemize anticipated expenditures connected with this solicitation or activity: <b>List event costs</b>	
Printing	\$ <u>50</u>
Postage	<u>50</u>
Stationery	_____
Telephone	_____
Rental – Storeroom, Hall, etc.	_____
Rental or Purchase of Equipment	_____
Reservation Charges (\$ _____ per person)	_____
Food (Luncheon, Dinner, etc.)	_____
Items for Resale	_____
Food	_____
Merchandise	_____
Decorations, Favors	_____
Prizes	\$ _____
Costumes, Uniforms	_____
Advertising or Publicity Costs	_____
Permits or License Fees	_____
Transportation	_____
Music (Orchestra, etc.)	_____
Entertainers	_____
Salaries	_____
Information Card Processing Fee	<u>42.00</u>
Additional Expenditures	_____
<b>TOTAL</b>	<b>\$ <u>142</u></b>

**IMPORTANT INFORMATION – READ CAREFULLY**

1. Attach the following with the completed form:

- (a) Copy of articles of incorporation, constitution or other rules of operation (including amendments). Already on file.
- (b) Copy of bylaws. Already on file.
- (c) Copy of Internal Revenue exemption letter. Already on file.
- (d) Copy of State Franchise Tax exemption letter. Already on file.
- (e) If solicitation is on behalf of any other organization, a written statement (letter of authority) from said organization signed by two of its officers, granting permission to use its name.

If information is not attached, indicate after each item "NONE" or "ALREADY ON FILE". FAILURE to provide the requested information will delay the processing of the Notice of Intention.

2. The following additional information may be required upon request.


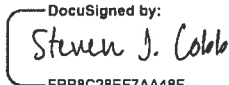
- (a) Statement of accomplishments for last calendar year.
- (b) Proposed budget (in detail).
- (c) Name and location of bank account. Names and titles of persons authorized to sign checks.

We the undersigned have read and understand Article 4, Chapter IV, Los Angeles Municipal Code and before authorizing persons to solicit for the purposes named above we will require them to be familiar with said article prior to making any such solicitation.

We the undersigned have not read Article 4, Chapter IV, Los Angeles Municipal Code. Please provide a copy of said Article.

We the undersigned agree to **submit within 30 days** after the completion of the solicitation a completed **Report of Results of Activity** form itemizing all receipts and expenditures.

**SIGNATURES OF TWO BOARD MEMBERS OF THE ORGANIZATION ARE REQUIRED.**

a. Type or Print Name, Title and Address of Board Member Eladio Correa, Chair 101 Main Street, Suite 220 Huntington Beach, CA 92648	Signature  <small>DocuSigned by: D2FA4920E72C47C...</small>	Phone No. (Business) 577-962-6878 (Home)
b. Type or Print Name, Title and Address of Board Member Steven J. Cobb 221 S. Figueroa St., Suite 400 Los Angeles, CA 90012	Signature  <small>DocuSigned by: FBB8C28EF7AA48F...</small>	Phone No. (Business) 213-452-6255 (Home)
c. Type or Print Name, Title and Address of <b>Person in Charge of Appeal / Event</b> (Name will appear on Information Card)  Name of Project Leader Community Partners FBO Name of Project 1000 N. Alameda St. Ste 240 Los Angeles, CA 90012	Signature  Project Leader Signature	Phone No. (Business) Project Leader #  Phone No. (Home) Project Leader #  E-Mail (Optional) Project Leader Email

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