



Lexington County Fire Service

Standard Operating Procedures
Fund Raisers ADM 021

EFFECTIVE: December 1, 2007 **ISSUED BY:** Russell R. Rawl, Fire Service Coordinator

RECINDS: No Previous Policy

SCOPE: All Lexington County Fire Stations

PURPOSE: Fundraising Activity Guidelines as established by the Leadership Team

POLICY: Guidelines were adopted by the Leadership Team on June 6, 2007 for immediately implementation.

PROCEDURE:

I. Request for Approval

- A. A request for approval of all fund raising solicitations shall be submitted by the fire station on the LCFS Campaign Authorization Form at least **30 days** in advance to the Fire Service Coordinators' office for review. Fund raising activities and/or advertisements shall NOT begin before a written approval is issued by the Fire Coordinator.
- B. The LCFS Fire Service Coordinator shall review each application and approve those requests which meet the terms of this guideline and do not carry obvious risk of significant criticism for the good image of the LCFS and/or the County of Lexington.

II. Solicitations

- A. Each LCFS station shall be limited to two solicitations for donations of monies from the public in any calendar year. This includes door-to-door, direct mail,

electronic or print media advertising, or direct solicitation of guests at other venues.

- B. This guideline does not restrict the number occasions a fire station may earn monies by the provision of manpower to other agencies in return for payment, such as operating a food service booth at entertainment venues or conducting the sale of prepared food for immediate consumption. The approval process for the activity as described in Item 1, and the authority to suspend any activity for cause is still in effect.

III. IDENTIFICATION

Any fundraising campaign must clearly identify the specific purpose or use of all monies or goods received in the solicitation.

IV. RESPONSIBILITY

Each fire station is individually responsible for complying with the requirements of the South Carolina Secretary of State's Office pertaining to financial reporting and payment of any taxes.

V. PROFESSIONAL FUND RAISING FIRMS

- A. In no case shall employees of professional fund raising firms be permitted to use the name of the Lexington County Fire Service or any of its member stations in fund raising appeals unless the fund raising employee clearly identifies both the firm he/she is employed by and its relationship to the Lexington County Fire Service fire station. The relationship statement must identify the percent and dollar amount of the citizen's donation that will go to the fire station.
- B. Any business arrangement by the fire station officers with fund raising firms shall require **at least** 51% (gross) of any monies received to be paid to the fire station.
- C. In no case shall any member of the Lexington County Fire Service enter into an agreement regarding any solicitation in the name of the Lexington County Fire Service of the County of Lexington.
- D. The likeness of uniform patches or apparatus decals bearing the name of the Lexington County Fire Service or County of Lexington shall not be used on solicitation materials without prior approval by the senior station officer.
- E. All fire station business operations regarding the solicitation will be conducted in the name of the fire station as chartered with the SC Secretary of State.

VI. MONIES COLLECTED

- A. The fund raising monies collected should be used to the immediate and direct benefit of the service area of the fire stations. In no case shall the funds from the solicitation be applied to the benefit of some members of the station more than others.
- B. Acceptable uses of monies raised through solicitation include fire suppression equipment or training, fire prevention materials or programs, or safety equipment which benefits all firefighters of the station. Other uses of fund raising money must be approved in advance by the Lexington County Fire Service Fire Coordinator's office.

VII. Participation

- A. Part time and full time employees of the Lexington County Fire Service are not permitted to serve as fund raising campaign leaders or officers of record on government forms associated with fund raising solicitations of individual stations.
- B. Apparatus and equipment of the Lexington County Fire Service shall not be employed in solicitations unless specifically noted on the Campaign Authorization Form by the Lexington County Fire Service Coordinator.
- C. No money shall be paid from fire station funds to a firefighter for time and labor rendered in the course of fund raising.
- D. Fire station members are restricted from pursuing criminal prosecution for fraudulent checks unless approved by the Lexington County Fire Service Coordinator.
- E. Lexington County Fire Service fire stations shall conduct solicitations only in the **first due assignment** area unless consent is noted on the Campaign Authorization Form from the Lexington County Fire Service Coordinator.
- F. The Lexington County Fire Service Coordinator is authorized to temporarily or permanently **suspend any solicitation** or campaign in the event of significant citizen complains or evidence of improper activities.
- G. The County of Lexington, the Lexington County Fire Service and its employees shall not be obligated for any negative impact to collections, or for monies owed to third party fund raising firms, or for an inability to satisfy existing debts resulting from the failure, interruption or suspension of fund raising campaigns.
- H. The designated leader for each approved campaign shall implement an effective safety plan to prevent injury to fire station personnel and members of the general public during activities associated with public events conducted by the station.

- I. Station members shall be advised prior to the start of the campaign that all Lexington County Fire Service Workers' Compensation coverage is not in effect for members engaged in fund raising activities unless noted otherwise on the Campaign Authorization Form by the Fire Service Coordinator.