# **RFA – Attachment A & B Business Specifications**

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| **100% ASB/ASB-Club - Attachment B** | | | | | | | | | | | |
|  | **Elementary** | | | | | | **Secondary** | | | | |
|  | **On campus** | | | **Off campus** | | | **On campus** | | | **Off campus** | |
|  |  | | | **offsite school organized and supervised gathering – yes/no** | | |  | | | **offsite school organized and supervised gathering – yes/no** | |
|  | **3rd party – yes** | | **3rd party - no** | **3rd party – yes** | | **3rd party - no** | **3rd party – yes** | | **3rd party - no** | **3rd party – yes** | **3rd party – no** |
| **Signatures** | Principal | | Principal | Principal | | Principal | Principal  Financial Mgr  ASB Treasurer | | Principal  Financial Mgr  ASB Treasurer | Principal  Financial Mgr  ASB Treasurer | Principal  Financial Mgr  ASB Treasurer |
| **Approvers** | CFM  Risk Finance | | CFM | CFM  Risk Finance | | CFM | CFM  Risk Finance | | CFM | CFM  Risk Finance | CFM |
|  |  | |  | **3rd party – yes/no** | | |  | |  | **3rd party – yes/no** | |
|  |  | |  | **offsite school organized and supervised gathering – yes** | | **offsite school organized and supervised gathering – no** |  | |  | **offsite school organized and supervised gathering – yes** | **offsite school organized and supervised gathering – no** |
|  | **Shl hr - yes** | **Shl hr –**  **no** |  |  |  | | **Shl hr - yes** | **Shl hr –**  **no** |  |  |  |
| **Required Documents** | ~~RFA~~,  Certificates of Insurance,  OEHS Check List | ~~RFA~~,  Certificates of Insurance,  OEHS Check List, Request for Facilities Use, |  | ~~RFA~~,  Certificates of Insurance,  OEHS Check List,  Request for Approval of Off Site Special Event | ~~RFA~~ | | ~~RFA~~,  Certificates of Insurance,  OEHS Check List | ~~RFA~~,  Certificates of Insurance,  OEHS Check List, Request for Facilities Use, |  | ~~RFA~~,  Certificates of Insurance,  OEHS Check List,  Request for Approval of Off Site Special Event | ~~RFA~~ |

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| **ASB and PTA/PTO Cooperative - Attachment B** | | | | | | | | | | |
|  | **Elementary** | | | | | **Secondary** | | | | |
|  | **On campus** | | | **Off campus** | | **On campus** | | | **Off campus** | |
|  |  | | | **offsite school organized and supervised gathering – yes/no** | |  | | | **offsite school organized and supervised gathering – yes/no** | |
|  | **3rd party – yes** | | **3rd party - no** | **3rd party – yes** | **3rd party - no** | **3rd party – yes** | | **3rd party - no** | **3rd party – yes** | **3rd party – no** |
| **Signatures** | Principal,  PTA President, 10th/31st District PTA Rep | | Principal,  PTA President, 10th/31st District PTA Rep | Principal,  PTA President, 10th/31st District PTA Rep | Principal,  PTA President, 10th/31st District PTA Rep | Principal,  PTA President,  Financial Mgr,  ASB Treasurer,  10th/31st District PTA Rep | | Principal,  PTA President,  Financial Mgr,  ASB Treasurer,  10th/31st District PTA Rep | Principal,  PTA President,  Financial Mgr,  ASB Treasurer,  10th/31st District PTA Rep | Principal,  PTA President,  Financial Mgr,  ASB Treasurer,  10th/31st District PTA Rep |
| **Approvers** | CFM  Risk Finance  Leasing | | CFM  Risk Finance  Leasing | CFM  Risk Finance | CFM  Risk Finance | CFM  Risk Finance  Leasing | | CFM  Risk Finance  Leasing | CFM  Risk Finance | CFM  Risk Finance |
|  |  | |  | **3rd party – yes/no** | |  | |  | **3rd party – yes/no** | |
|  |  | |  | **offsite school organized and supervised gathering – yes** | **offsite school organized and supervised gathering – no** |  | |  | **offsite school organized and supervised gathering – yes** | **offsite school organized and supervised gathering – no** |
|  | **Shl hr - yes** | **Shl hr - no** |  |  |  | **Shl hr - yes** | **Shl hr - no** |  |  |  |
| **Required Documents** | ~~RFA~~,  Request for Facilities Use,  Certificate of Insurance,  Civic Center Permit Request for Facilities Use,  Waiver of Liability Assumption of Risk and Indemnity Agreement | | ~~RFA~~,  Request for Facilities Use,  Certificate of Insurance,  Civic Center Permit Request for Facilities Use,  Waiver of Liability Assumption of Risk and Indemnity Agreement | ~~RFA~~,  Certificate of Insurance,  OEHS Check List,  Request for Approval of Off Site Special Event | ~~RFA~~ | ~~RFA~~,  Request for Facilities Use,  Certificate of Insurance,  Civic Center Permit Request for Facilities Use,  Waiver of Liability Assumption of Risk and Indemnity Agreement | | ~~RFA~~,  Request for Facilities Use,  Certificate of Insurance,  Civic Center Permit Request for Facilities Use,  Waiver of Liability Assumption of Risk and Indemnity Agreement | ~~RFA~~,  Certificates of Insurance,  OEHS Check List,  Request for Approval of Off Site Special Event | ~~RFA~~ |

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| **100% PTA/PTO - Attachment B** | | | | | | | | | | |
|  | **Elementary** | | | | | **Secondary** | | | | |
|  | **On campus** | | | **Off campus** | | **On campus** | | | **Off campus** | |
|  |  | | | **offsite school organized and supervised gathering – yes/no** | |  | | | **offsite school organized and supervised gathering – yes/no** | |
|  | **3rd party – yes** | | **3rd party - no** | **3rd party – yes** | **3rd party - no** | **3rd party – yes** | | **3rd party - no** | **3rd party – yes** | **3rd party – no** |
| **Signatures** | Principal,  PTA President,  10th or 31st District PTA Representative | | Principal,  PTA President,  10th or 31st District PTA Representative | Principal,  PTA President,  10th or 31st District PTA Representative | Principal,  PTA President,  10th or 31st District PTA Representative | Principal,  PTA President,  Financial Mgr,  ASB Treasurer,  10th or 31st District PTA Representative | | Principal,  PTA President,  Financial Mgr,  ASB Treasurer,  10th or 31st District PTA Representative | Principal,  PTA President,  Financial Mgr,  ASB Treasurer,  10th or 31st District PTA Representative | Principal,  PTA President,  Financial Mgr,  ASB Treasurer,  10th or 31st District PTA Representative |
| **Approvers** | CFM  Risk Finance  Leasing | | CFM  Risk Finance  Leasing | CFM | CFM | CFM  Risk Finance  Leasing | | CFM  Risk Finance  Leasing | CFM | CFM |
|  |  | |  | **3rd party – yes/no** | |  | |  | **3rd party – yes/no** | |
|  |  | |  | **offsite school organized and supervised gathering – yes** | **offsite school organized and supervised gathering – no** |  | |  | **offsite school organized and supervised gathering – yes** | **offsite school organized and supervised gathering – no** |
|  | **Shl hr - yes** | **Shl hr - no** |  |  |  | **Shl hr - yes** | **Shl hr - no** |  |  |  |
| **Required Documents** | ~~RFA~~,  Request for Facilities Use,  Certificates of Insurance,  Civic Center Permit Request for Facilities Use,  Waiver of Liability Assumption of Risk and Indemnity Agreement | | ~~RFA~~,  Request for Facilities Use,  Certificates of Insurance,  Civic Center Permit Request for Facilities Use,  Waiver of Liability Assumption of Risk and Indemnity Agreement | ~~RFA~~,  (display a popup warning message) | ~~RFA~~ | ~~RFA~~,  Request for Facilities Use,  Certificates of Insurance,  Civic Center Permit Request for Facilities Use,  Waiver of Liability Assumption of Risk and Indemnity Agreement | | ~~RFA~~,  Request for Facilities Use,  Certificates of Insurance,  Civic Center Permit Request for Facilities Use,  Waiver of Liability Assumption of Risk and Indemnity Agreement | ~~RFA~~,  (display a popup warning message) | ~~RFA~~ |

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| **Booster Club – all others 100% - Attachment A** | | | | | | | | | | |
|  | **Elementary** | | | | | **Secondary** | | | | |
|  | **On campus** | | | **Off campus** | | **On campus** | | | **Off campus** | |
|  |  | | | **offsite school organized and supervised gathering – yes/no** | |  | | | **offsite school organized and supervised gathering – yes/no** | |
|  | **3rd party – yes** | | **3rd party - no** | **3rd party – yes** | **3rd party - no** | **3rd party – yes** | | **3rd party - no** | **3rd party – yes** | **3rd party – no** |
| **Signatures** | Principal  Booster Club Rep | | Principal  Booster Club Rep | Principal  Booster Club Rep | Principal  Booster Club Rep | Principal  Booster Club Rep | | Principal  Booster Club Rep | Principal  Booster Club Rep | Principal  Booster Club Rep |
| **Approvers** | CFM  Risk Finance  Leasing | | CFM  Risk Finance  Leasing | CFM | CFM | CFM  Risk Finance  Leasing | | CFM  Risk Finance  Leasing | CFM | CFM |
|  |  | |  | **3rd party – yes/no** | |  | |  | **3rd party – yes/no** | |
|  |  | |  | **offsite school organized and supervised gathering – yes** | **offsite school organized and supervised gathering – no** |  | |  | **offsite school organized and supervised gathering – yes** | **offsite school organized and supervised gathering – no** |
|  | **Shl hr - yes** | **Shl hr - no** |  |  |  | **Shl hr - yes** | **Shl hr - no** |  |  |  |
| **Required Documents** | ~~RFA~~,  Request for Facilities Use, Certificates of Insurance,  Civic Center Permit Request for Facilities Use,  Waiver of Liability Assumption of Risk and Indemnity Agreement | | ~~RFA~~,  Request for Facilities Use, Certificates of Insurance,  Civic Center Permit Request for Facilities Use,  Waiver of Liability Assumption of Risk and Indemnity Agreement | ~~RFA~~,  Certificates of Insurance,  OEHS Check List,  Request for Approval of Off Site Special Event | ~~RFA~~ | ~~RFA~~,  Request for Facilities Use, Certificates of Insurance,  Civic Center Permit Request for Facilities Use,  Waiver of Liability Assumption of Risk and Indemnity Agreement | | ~~RFA~~,  Request for Facilities Use, Certificates of Insurance,  Civic Center Permit Request for Facilities Use,  Waiver of Liability Assumption of Risk and Indemnity Agreement | ~~RFA~~,  Certificates of Insurance,  OEHS Check List,  Request for Approval of Off Site Special Event | ~~RFA~~ |

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| **Booster Club – Athletic Club – Attachment A** | | | | | | | | | | |
|  | **Elementary** | | | | | **Secondary** | | | | |
|  | **On campus** | | | **Off campus** | | **On campus** | | | **Off campus** | |
|  |  | | | **offsite school organized and supervised gathering – yes/no** | |  | | | **offsite school organized and supervised gathering – yes/no** | |
|  | **3rd party – yes** | | **3rd party - no** | **3rd party – yes** | **3rd party - no** | **3rd party – yes** | | **3rd party - no** | **3rd party – yes** | **3rd party – no** |
| **Signatures** | n/a | | n/a | n/a | n/a | Principal,  Booster Club Rep,  Financial Mgr,  Coach,  Athletic Director, ASB Treasurer | | Principal,  Booster Club Rep,  Financial Mgr,  Coach,  Athletic Director, ASB Treasurer | Principal,  Booster Club Rep,  Financial Mgr,  Coach,  Athletic Director, ASB Treasurer | Principal,  Booster Club Rep,  Financial Mgr,  Coach,  Athletic Director, ASB Treasurer |
| **Approvers** | n/a | | n/a | n/a | n/a | CFM | | CFM | CFM | CFM |
|  |  | |  | **3rd party – yes/no** | |  | |  | **3rd party – yes/no** | |
|  |  | |  | **offsite school organized and supervised gathering – yes** | **offsite school organized and supervised gathering – no** |  | |  | **offsite school organized and supervised gathering – yes** | **offsite school organized and supervised gathering – no** |
|  | **Shl hr - yes** | **Shl hr - no** |  |  |  | **Shl hr - yes** | **Shl hr - no** |  |  |  |
| **Required Documents** | n/a | | n/a | n/a | n/a | ~~RFA~~,  Request for Facilities Use,  Certificate of Insurance,  Civic Center Permit Request for Facilities Use,  Waiver of Liability Assumption of Risk and Indemnity Agreement | | ~~RFA~~,  Request for Facilities Use,  Certificate of Insurance,  Civic Center Permit Request for Facilities Use,  Waiver of Liability Assumption of Risk and Indemnity Agreement | ~~RFA~~,  Certificates of Insurance,  OEHS Check List,  Request for Approval of Off Site Special Event | ~~RFA~~ |

# **Amendments**

## **2/3/2022**

[Change Request 28207](https://dev.azure.com/LAUSD-ITD/Enterprise%20Applications/_workitems/edit/28207): Add additional ASB officers the ability to register to the ASB Registry and to provide e-signatures

## **1/21/2022**

Four change requests discussed in the meeting today. Please review, verify and confirm. Thank you.

1. For all types of on campus event request, add a question, "If the event time is during school hours or after school hours?" (DevOps #27919)
   1. If after school hours, invoke Request for Facility Use document requirement.
   2. If during school hours, no logic change.
2. Provide function to upload supporting documents/attachments (as a non-required field) (DevOps #27920)
   1. User will be able to upload non-required documents to Attachment A, B, and C requests.
3. For secondary schools, add APs as alternate e-signature providers in addition to Principal. (DevOps #27921)
4. On "Approve Request" screen (and/or all other landing screens), add "e-Signature" status columns. (DevOps #27922)

## **1/6/2022, 1/4/2022**

1. [Feature 27526](https://dev.azure.com/LAUSD-ITD/Enterprise%20Applications/_workitems/edit/27526): Remove the requirement of Upload RFA for Attachment A, B and C

## **10/5/2021**

1. RFA – Attachment A – [20211005 RE 10th31st D PTA .msg](https://lausd.sharepoint.com/:u:/r/sites/TestPlan/Shared%20Documents/Fundraising/Phase%203%20Requirements/Meeting%20Notes/20211005%20RE%2010th31st%20D%20PTA%20.msg?csf=1&web=1&e=tDZEE6)
   1. if it’s a PTO request, then no need to acquire 10th/31st District PTA signature.
2. Alternate Signatures - [20211005 RE Demo - Fundraising Phase III e-Signature related items.msg](https://lausd.sharepoint.com/:u:/r/sites/TestPlan/Shared%20Documents/Fundraising/Phase%203%20Requirements/Meeting%20Notes/20211005%20RE%20Demo%20-%20Fundraising%20Phase%20III%20e-Signature%20related%20items.msg?csf=1&web=1&e=woM1Il)
   1. For PTA, we had an agreement with 10th District/31st District offices to have the President and alternate signature to be the Vice President in the absence of the President to sign- off.
   2. For other parent organizations such as Booster Club, Booster Club-Athletic, PTO, we need to have the President and alternate officer (Vice President, Secretary, Treasurer. Rep.) to sign in the absence of the President to sign-off.
3. 100% PTA/PTO – Off Campus – Elem/Secondary School – 3rd party yes/no – offsite school organized and supervised gathering = yes, display a popup message, [Non-District or Non-School Sponsored PTO/PTA, Booster Club Off Campus Event language](https://lausd.sharepoint.com/:u:/r/sites/TestPlan/Shared%20Documents/Fundraising/Phase%203%20Requirements/Meeting%20Notes/20211005%20FW%20Non-District%20or%20Non-School%20Sponsored%20PTOPTA%20Booster%20Club%20Off%20Campus%20Event%20language.msg?csf=1&web=1&e=FACCdI)

## **9/27/2021**

[20210927 Meeting Notes](https://lausd.sharepoint.com/:u:/r/sites/TestPlan/Shared%20Documents/Fundraising/Phase%203%20Requirements/Meeting%20Notes/20210927%20RE%20School%20Fundraising%20phase%203%20-%209272021%20meeting%20notes%20-%20feedbacks.msg?csf=1&web=1&e=fF1p1h)

1. For off-campus event, the 2 questions below can’t both be ‘No’
   1. Does the off-site fundraiser have patrons purchase or pick up food/items on their own time? \*
   2. Will the off-site fundraiser include a school organized and supervised gathering at the off-site location? \*
2. For RFA of elementary or secondary school, 100% ASB/ASB-Club, on campus, 3rd party involved = yes, the required documentations should include,
   1. RFA
   2. Certificates of Insurance
   3. OEHS Check List
3. For RFA of elementary or secondary school, 100% PTA/PTO, 3rd party involved yes/no, offsite school organized and supervised gathering = yes, the required documentations should include,
   1. RFA

RFA is the only required documentation and a popup warning message (to be provided by OGC/Risk Finance) will be displayed.

1. No need to send “approved by” notifications to all parties
2. If a request is rejected, notification should be sent to all parties
3. Risk Finance and Leasing Operations should be able to approve request without waiting for CFM to approve first