



RFA Attachment A&B – LAUSD Employee User Guide

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School Fundraising School Event Program

For LAUSD Employee (School Administrators, Principal, SAA, SFM, CFM, etc.)

A. Create a new RFA (Request for Authorization)

1. To create a new RFA (Request for Authorization), access the School Fundraising and School Event Program website at www.fundraising.lausd.net. Click on the **LAUSD Employee/Students** menu.

The screenshot shows the LAUSD School Fundraising/School Event Program website. The header includes the LAUSD logo and the text 'LAUSD UNIFIED'. The main navigation bar has a 'Need Help?' link, a 'LAUSD Employee/Students' link (highlighted with a red box), and a 'PTA/PTO/Booster Representative' link. Below the navigation bar is a search bar with the text 'School Name or Costcenter' and a 'SEARCH' button. The main content area displays a table of requests with columns for School, Costcenter, Title, SponsorType, Org Name, RCT/FEIN, Event Date, Requester, and a grid of checkboxes for various roles (Principal, PM, ASD, AD, Parent Officer, 10th or 31st, CFM, Risk Finance, Leasing Op., Accounting, Deputy Cont., Controller). The table is paginated with a '1' button selected. The footer contains the copyright information: '© 2025 Los Angeles Unified School District, 333 S Beaudry Ave, Los Angeles, CA 90017'.



LAUSD
UNIFIED

School Fundraising School Event Program

2. Sign in with your LAUSD Single Sign-On (SSO) username and password.

Sign in

Email, phone, or Skype

[Can't access your account?](#)

[Back](#) [Next](#)

Enter your full LAUSD email address and password to Log in. e.g. (msmith@lausd.net, mary.smith@lausd.net)

[Sign-in options](#)

jerome.velarde@lausd.net

Enter password

Password

[Forgot my password](#)

[Sign in](#)

Enter your full LAUSD email address and password to Log in. e.g. (msmith@lausd.net, mary.smith@lausd.net)

3. Click on the **My Applications** menu.

School Fundraising/School Event Program

My Applications Parent organization Manage ASBs Reports Admin Need Help? Logout(JEROME LEO)

Select Language: [v] Powered by Google Translate

School Name or Costcenter: [SEARCH] ☐ East ☐ North ☐ South ☐ West ☐ Others

Approved: ☒ Rejected: ☐ Not Applicable: ☐ Pending: ☐

Detail	School	CostC...	Title	SponsorType	Orig Name	RCT/FEIN	Event Date	Requester	Signatures					Approvals							
									Principal	FM	ASB	AD	Parent Officer	10th or 31st	CFM	Risk Finance	Leasing Op...	Accounting ...	Deputy Con...	Controller	
DETAIL	CANTARA ST EL	1276701	Finding Nemo Musi...	Student Body			5/28/2026	NEMESIS ACUNA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
DETAIL	CANTARA ST EL	1276701	Finding Nemo entra...	Student Body			5/28/2026	NEMESIS ACUNA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
DETAIL	SYLMAR CHS	1887801	DEPOSIT FOR 202...	Request For Expen...			4/4/2026	AGNES RABINO	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
DETAIL	MONROE SH	1876801	Boys Wrestling Tour...	ASB Club			1/9/2026	JURIWAN TSAI	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
DETAIL	ANDASOL AVE EL	1211701	Panda Express (FA...	PTA	Andasol PTA	95-6204164	12/19/2025	Alysan Aachen ...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
DETAIL	MONROE SH	1876801	Girls Wrestling Tour...	ASB Club			11/22/2025	JURIWAN TSAI	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
DETAIL	BIJULONG AVE EL	1261601	Back Fair	Student Body			11/19/2025	LISA MURRAY	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
DETAIL	ANDASOL AVE EL	1211701	Maria's Italian Kitch...	PTA	Andasol PTA	95-6204164	11/4/2025	Alysan Aachen ...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

1 2 3 4 5 > >>

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4. Click on the **New Application** button.

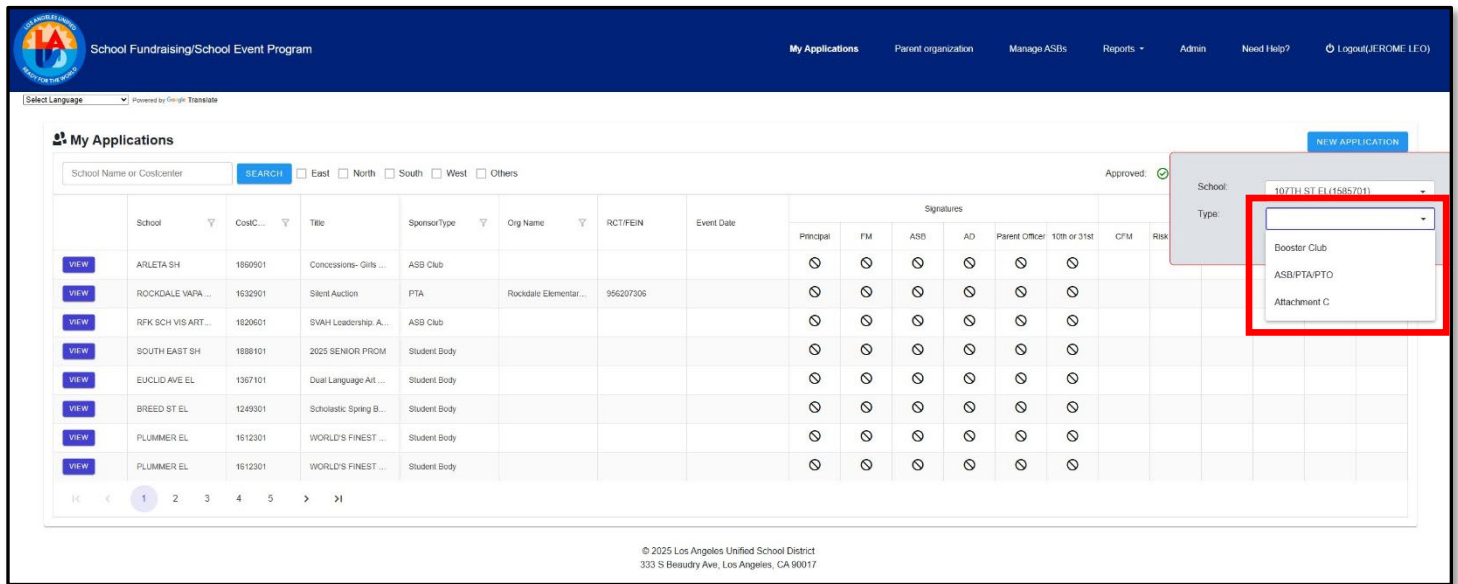
The screenshot shows the 'My Applications' page of the School Fundraising/School Event Program. At the top right, the 'NEW APPLICATION' button is highlighted with a red box. Below the header, there is a search bar and a table of applications. The table has columns for School, Cost Center, Title, Sponsor Type, Org Name, RCT/FIN, Event Date, Signatures (Principal, FM, ASB, AD, Parent Officer, 10th or 31st), and Approvals (CFM, Risk Finance, Leasing Op., Accounting, Deputy Con., Controller). The table lists several applications, including ARLETA SH, ROCKDALE WAPA, RPK SCH VIS ART, SOUTH EAST SH, EUCLID AVE EL, BREED ST EL, PLUMMER EL, and PLUMMER EL. The 'NEW APPLICATION' button is located in the top right corner of the page.

5. Select the school from the **School** dropdown list. Alternatively, you can search for a school using its name or the Cost Center Code (CCC).

The screenshot shows the 'My Applications' page of the School Fundraising/School Event Program. A modal window is open, showing a 'School' dropdown menu and a 'Type' dropdown menu. The 'School' dropdown menu is highlighted with a red box. The modal window also contains 'CREATE' and 'CLOSE' buttons. The background shows the same application table as the previous screenshot.



6. Select the event type from the **Type** dropdown list, then click the **Create**  button. Alternatively, click the **Close**  button to cancel.



My Applications

School Name or Costcenter: **SEARCH** ☐ East ☐ North ☐ South ☐ West ☐ Others

Approved: ☒

	School	CostC...	Title	Sponsor Type	Org Name	RCT/FEIN	Event Date	Signatures								
								Principal	FM	ASB	AD	Parent Officer	10th or 31st	CFM	Risk	
VIEW	ARLETA SH	1860501	Concessions- Girls ...	ASB Club				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
VIEW	ROCKDALE VAPA ...	1532901	Silent Auction	PTA	Rockdale Elementar...	956207305		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
VIEW	RFK SCH VIS ART...	1820601	SVAH Leadership A...	ASB Club				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
VIEW	SOUTH EAST SH	1888101	2025 SENIOR PROM	Student Body				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
VIEW	EUCLID AVE EL	1367101	Dual Language Art...	Student Body				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
VIEW	BREED ST EL	1249301	Scholastic Spring B...	Student Body				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
VIEW	PLUMMER EL	1512301	WORLD'S FINEST ...	Student Body				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
VIEW	PLUMMER EL	1512301	WORLD'S FINEST ...	Student Body				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			

1 2 3 4 5 > >>

NEW APPLICATION



School: 107TH ST EL (1585701)

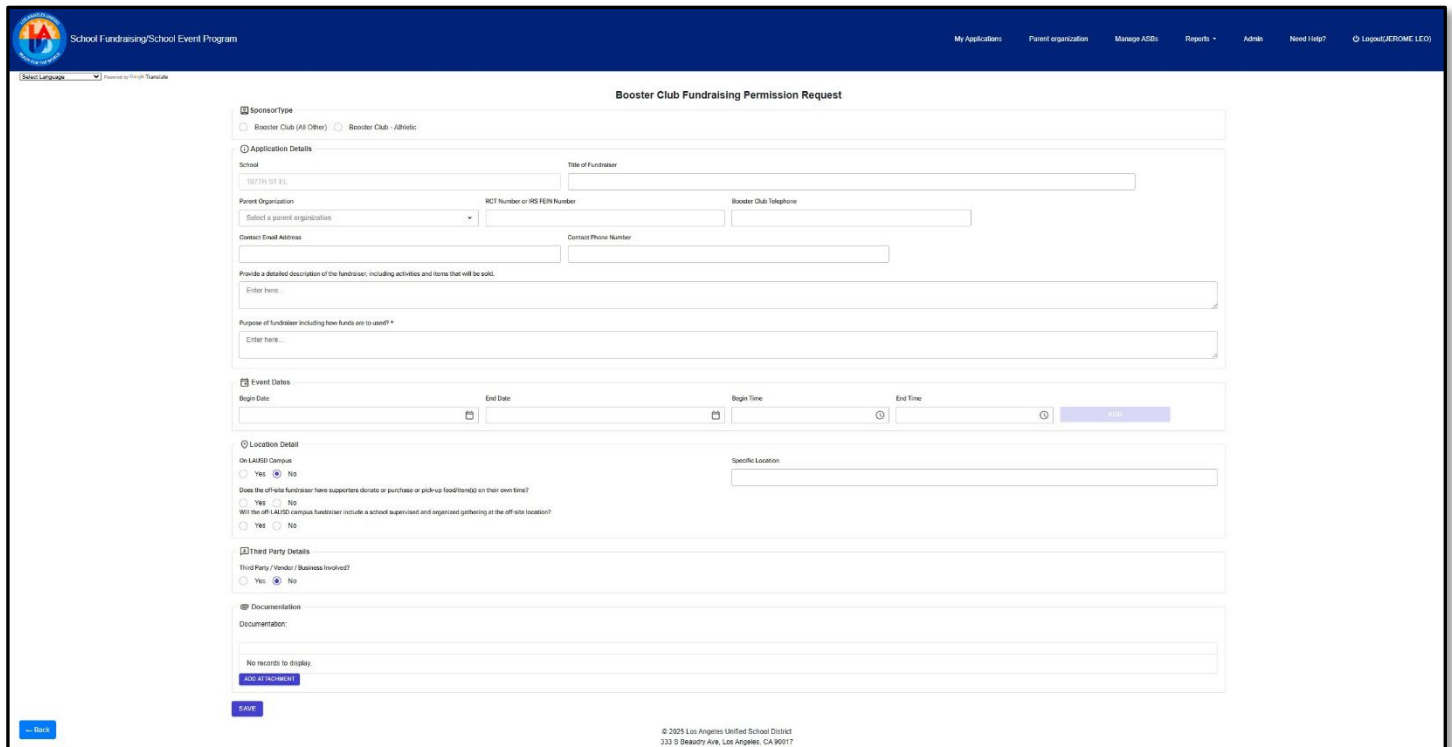
Type:

- Booster Club
- ASD/PTA/PTO
- Attachment C

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7. Enter the required information for the **Sponsor Type, Application Details, Event Dates, Location Detail, Third Party Details, and Documentation**. Click on the **Save** button  to save the information entered or click on the **Back**  button to go back to the application dashboard.






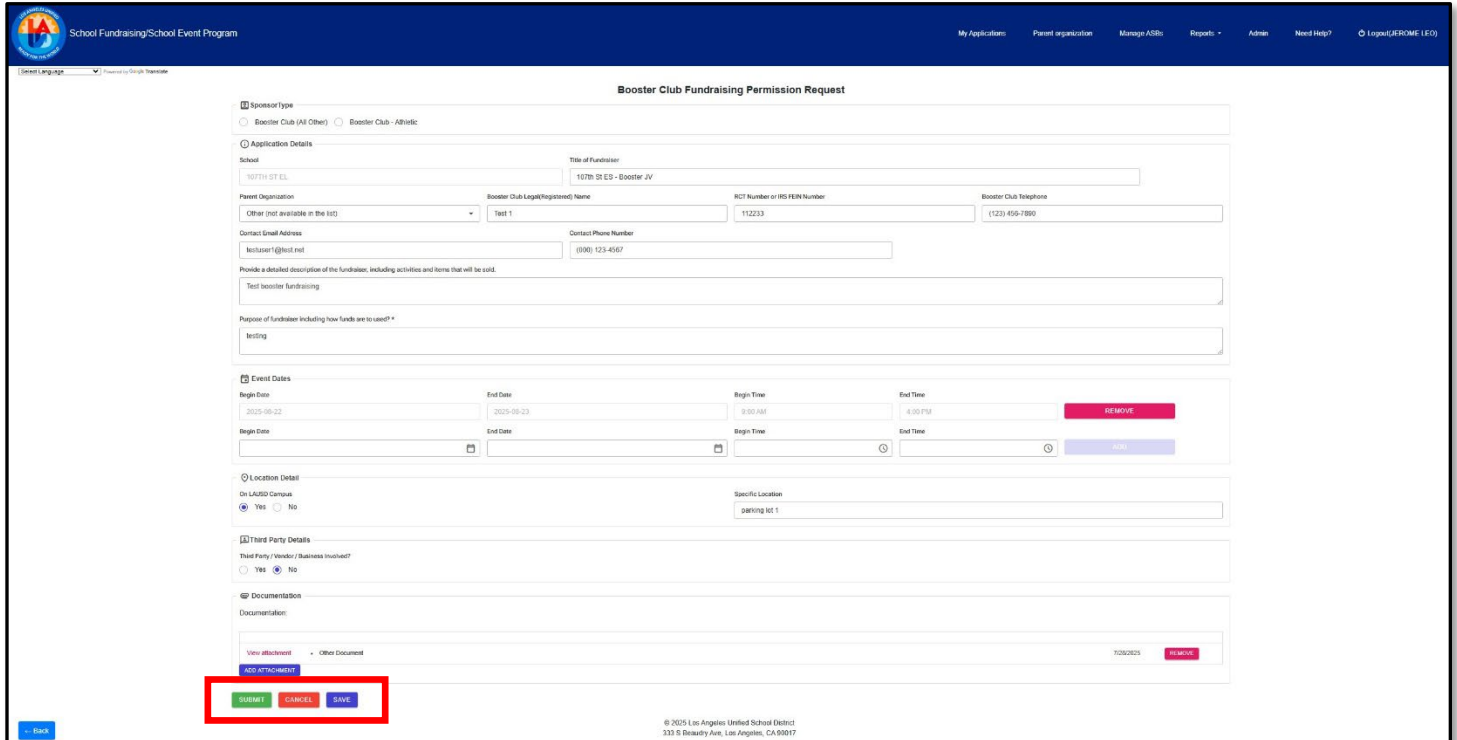
The screenshot shows a web application interface for the 'School Fundraising School Event Program'. The main form is titled 'Booster Club Fundraising Permission Request'. It contains several sections with various input fields and checkboxes:

- Sponsor Type:** Radio buttons for 'Booster Club (All Other)' and 'Booster Club - Athletic'.
- Application Details:** Fields for 'School' (with a dropdown), 'Title of Fundraiser', 'Parent Organization' (with a dropdown), 'RCT Number or IRS FEIN Number', 'Booster Club Telephone', 'Contact Email Address', and 'Contact Phone Number'. There are also text areas for 'Provide a detailed description of the fundraiser, including activities and items that will be sold.' and 'Purpose of fundraiser including how funds are to be used?'. A 'SAVE' button is at the bottom left of this section.
- Event Dates:** Fields for 'Begin Date', 'End Date', 'Begin Time', and 'End Time', with a 'SAVE' button.
- Location Detail:** Radio buttons for 'On LAUSD Campus' and 'Off Campus'. There are checkboxes for 'Does the off-site fundraiser have supporters donate or purchase or pick-up food/items on their own time?' and 'Will the off-LAUSD campus fundraiser include a school supervised and organized gathering at the off-site location?'. A 'Specific Location' field is also present.
- Third Party Details:** Radio buttons for 'Third Party/Vendor/Business Involved?' and 'Yes'.
- Documentation:** A section for uploading documents, with a 'No records to display' message and a 'SAVE' button.

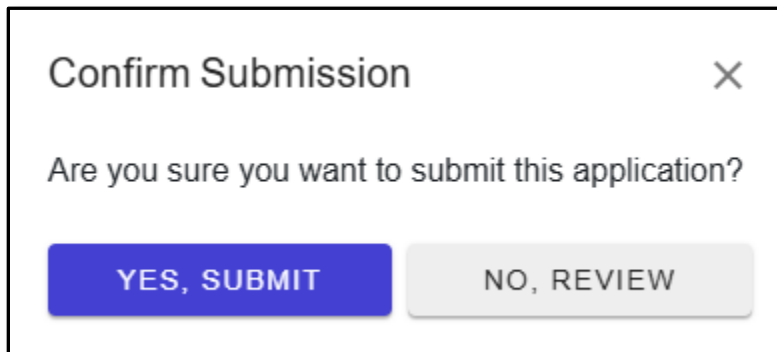
The bottom of the page includes a copyright notice: '© 2025 Los Angeles Unified School District 333 S. DeSoto Ave, Los Angeles, CA 90017'.



8. Click on the **Submit**  button to proceed with the application. Click on the **Cancel**  button to cancel the application. You can also edit your current application and click the **Save**  button before submitting it. Please refer to the Appendix for additional information.



9. Click the **YES, SUBMIT** button to confirm submission or the **NO, REVIEW** button to review application.





10. To edit previously saved applications, navigate to the My Applications menu and click the **View/Edit** button.



Fundraising

My Applications

Parent organization

Manage ASBs

Approve Applications

e-Sign application

Reports

Admin

Need Help?

Logout()

My Applications

NEW APPLICATION Approved Rejected NotApplicable Pending

	School	CostC	Title	SponsorType	Org Name	RCI#EIN	Event Date	Signatures						Approvals					
								Princ...	FM	ASB	AD	Parc...	10th...	CFM	Risk...	Leas...	Acco...	Dep...	Cont...
VIEW	BELMONT SH	1854301	Testing	Booster Club	Test														
VIEW/EDIT	KIM ACADEMY	1806401		PTA															
VIEW/EDIT	MACES MAG	1891701		0															
VIEW/EDIT	FRANKLIN HS	1864301	test	Cooperative PTO	Benjamin Franklin H...	237032590													
VIEW/EDIT	102ND ST EEC	1954501		Booster Club Athletic															
VIEW/EDIT	107TH ST CSPP	1223101		Student Body															
VIEW/EDIT	107TH ST CSPP	1223101		Student Body															
VIEW/EDIT	102ND ST EEC	1954501		0															
VIEW/EDIT	107TH ST EL	1585701		0															

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11. After submitting an RFA, email notifications will be sent to signers for their e-signatures.

F fundraising@lausd.net
To: ☐ Student Body Finance Support; ☒ Velarde, Jerome; ☒ Tsai, Susanna; ☒ Shaginyan, Ovanes

Start reply with:

Title : Donation - Band Club

Event Date : 4/11/2025

Your RFA has been received by:

- Student Body Finance Support
- Leasing Office
- Risk Finance

To check detail of the application, please visit fundraising.lausd.net

For additional information, visit the Student Body Finance web page at <https://achieve.lausd.net/page/13973>

Thank you for your support of our students and schools.



B. E-Signing or Rejecting an RFA

1. A required e-signer logs in to the school fundraising application and selects the **e-Sign application** menu.

School Fundraising/School Event Program

My Applications My Dashboard **e-Sign application** Need Help? Logout (Jane Doe)

Select Language Powered by Google Translate

School Name or Costcenter SEARCH

Approved Rejected Not Applicable Pending

Detail	School	CostCenter	Title	SponsorType	Org Name	RCT/FEIN	Event Date	Requester	Signatures						Approvals					
									Principal	FM	ASB	AD	Parent Officer	10th or 31st	CFM	Risk Finance	Leasing Op...	Accounting	Deputy Con...	Controller
DETAIL	MCALISTER HS CY...	1191801		Cooperative PTO				HYOJON KIM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
DETAIL	BRENTWOOD EL S...	1250761	Scholastic Book Fair	Student Body				ELFRIDA IOFFE	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
DETAIL	CARLSON HOSPITAL	1194401		Booster Club				SALLY NGOV	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
DETAIL	VALLEY ACAD ART...	1869901	SAN FERNANDO V...	ASS Club				TAYLOR PEYTON	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
DETAIL	CANTARA ST EL	1275701	Finding Nemo Musi...	Student Body			5/28/2025	NEMESIS ACUNA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
DETAIL	CANTARA ST EL	1275701	Finding Nemo entra...	Student Body			5/28/2025	NEMESIS ACUNA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
DETAIL	SYLMAR CHS	1867801	DEPOSIT FOR 202...	Request For Expen...			4/4/2025	AGNES RABINO	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
DETAIL	MONROE SH	1870801	Boys Wrestling Tour...	ASS Club			1/9/2025	JURWAN TSAI	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

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2. Click the **View/eSign** button to sign on the pending RFA.

School Fundraising/School Event Program

My Applications My Dashboard **e-Sign application** Need Help? Logout (Jane Doe)

Select Language Powered by Google Translate

Applications requiring my e-signature

Approved Rejected Not Applicable Pending

School	CostCenter	Title	SponsorType	Org Name	RCT/FEIN	Event Date	Signatures						
							Principal	FM	ASB	AD	Parent Officer	10th or 31st	
VIEW/ESIGN	BELMONT SH	1654301	Test Belmont	Booster Club			8/28/2025	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

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3. In the **E-Signatures** section, click the **e-Sign**  button to sign, or the **Reject**  button to decline.

Location Detail

On LAUSD Campus
☒ Yes ☐ No

Specific Location
parking 1

Third Party Details

Third Party / Vendor / Business Involved?
☒ Yes ☐ No

Vendor Details

Vendor Name	Contact Name	Email	Phone Number	Category
vendor1	test	vendor1@test.net	2223334555	Catering

Documentation

View attachment



- Request for Facilities use
- Waiver of Liability Assumption of Risk and Indemnity Agreement
- Certificate(s) of insurance as required by the nature and scope of your event or activity

9/5/2025

REMOVE

ADD ATTACHMENT

E-Signatures

Role	Sub Role	Name	Status	Updated On	Comments
Principal	Principal	MARCOS SOLORZANO			N/A
Principal	AssistantPrincipal	SALVADOR MIRANDA			N/A
Principal	AssistantPrincipal	RAUL RAMIREZ			N/A
SPM	Not Applicable	FABRICIO ARGUETA			N/A
Parent Officer	President	Jane Doe			N/A  
ASB	President	Saptira Ramos			N/A

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- Click the **E-SIGN** button to proceed or the **NO** button to cancel in the confirmation window.

Location Detail

On LAUSD Campus ☒ Yes ☐ No

Specific Location

Third Party Details

Third Party / Vendor / Business Involved? ☒ Yes ☐ No

Vendor Details

Vendor Name	Contact Name	Email	Phone Number	Category
vendor1	test	vendor1@test.net	2223334555	Catering

Documentation

View attachment

- Request for Facilities use
- Waiver of Liability Assumption of Risk and Indemnity Agreement
- Certificate(s) of insurance as required by the nature and scope of your event

6/5/2025

Confirm e-Sign

Are you sure you want to e-sign the fundraising application?

E-SIGN NO


E-Signatures

Role	Sub Role	Name	Status	Updated On	Comments
Principal	Principal	MARCOS SOLORZANO			N/A
Principal	Assistant/Principal	SALVADOR MIRANDA			N/A
Principal	Assistant/Principal	RALUL GARCIA			N/A
SFM	Not Applicable	FABRICIO ARGUETA			N/A
Parent Officer	President	Jane Doe			N/A
ASD	President	Sophia Ramos			N/A

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5. When e-Signed, a success message will display, and a  mark with a timestamp will be added in the e-Signatures section.

✓ Successfully Submitted
e-sign request has been approved successfully

Location Detail

On LAUSD Campus

☒ Yes ☐ No

Specific Location

parking 1

Third Party Details

Third Party / Vendor / Business Involved?

☒ Yes ☐ No

Vendor Details

Vendor Name

vendor 1

Contact Name

vendor name

Email

vendor@name.com

Phone Number

3334445555

Category

EventOrganizer

Documentation

View attachment

- Request for Facilities use
- Waiver of Liability Assumption of Risk and Indemnity Agreement
- Certificate(s) of Insurance as required by the nature and scope of your event or activity

8/5/2025

VIEW MORE

ADD ATTACHMENT

E-Signatures

Role	Sub Role	Name	Status	Updated On	Comments
Principal	Principal	MARCOS SOL ORZANO			N/A
Principal	AssistantPrincipal	SALVADOR MIRANDA			N/A
Principal	AssistantPrincipal	RAUL RAMIREZ			N/A
SFM	Not Applicable	FABRICIO ARGUETA			N/A
ASB	President	Saphia Ramos			N/A
Parent Officer	President	Jane Doe		8/5/2025 1:43:11 PM	N/A

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C. Approving or Rejecting an RFA

1. Go to the **Approve Applications** menu, find the application, and click the **View/Approve** button.

The screenshot shows the 'Approve Applications' menu highlighted in red. Below the menu is a table of applications. The first row is highlighted with a red box, showing the 'View/Approve' button for the application 'Finding Nemo Musical ...'.

	Title	School	CostCenter	SponsorType	Org Name	RCT/FEIN	Event Date	SubmittedOn	Requestor	Approvals
VIEW/APPROVE	Finding Nemo Musical ...	CANTARA ST EL	1275701	Student Body				6/18/2025	NEMESIS ACUNA	
VIEW/APPROVE	Finding Nemo Musical ...	CANTARA ST EL	1275701	Student Body				6/18/2025	NEMESIS ACUNA	
VIEW/APPROVE	Panda Express (FALL 2...	ANDASOLAVE EL	1211701	PTA	Andasol PTA	95-6204104	12/10/2025	6/18/2025	Alyssa Aachen Mar...	
VIEW/APPROVE	GIRLS VOLLEYBALL C...	RESEDA CHARTER HS	1881401	ASB Club				6/5/2025	MINA DANESH	
VIEW/APPROVE	GIRLS VOLLEYBALL...	RESEDA CHARTER HS	1881401	ASB Club				6/5/2025	MINA DANESH	
VIEW/APPROVE	World's Finest Chocolat...	VISTA DEL VALLE ACAD	1742001	Student Body				6/2/2025	KIMBERLY MANZA	
VIEW/APPROVE	RCHS GIRLS VOLLEY...	RESEDA CHARTER HS	1881401	ASB Club			9/13/2025	6/5/2025	MINA DANESH	
VIEW/APPROVE	Yogurtland Fundraiser	COLUMBUS AVE EL	1743201	PTA	Parent Teacher Associat...	992000025	9/9/2025	7/1/2025	Nina Castiblanco	

2. In the **Review** section, select an option from the dropdown under **On behalf of**. Choose **Approve application** to approve, **Reject application** to reject, or **No SBFS Approval Required**. If needed, enter comments in the **Comment** textbox, then click the **Submit** button.

The screenshot shows the 'Review' section. It includes a dropdown menu for 'On behalf of' with 'CFM' selected. Below the dropdown are three radio buttons: 'Approve application' (selected), 'Reject application', and 'No SBFS Approval Required'. There is a text box for 'Comment' with the word 'Approved' entered. A green 'SUBMIT' button is at the bottom right.



3. Users can check the status of their request approvals on the **My Applications** screen.

LA

UNIFIED SCHOOL DISTRICT

SCHOOL FUNDRAISING

School Fundraising/School Event Program

My Applications

Parent organization

Manage ASBs

Approve Applications

Reports

Admin

Need Help?

Logout(JEROME LEO)

Select Language

Powered by Google Translate

School Name or Costcenter

SEARCH

☐ East ☐ North ☐ South ☐ West ☐ Others

Approved

Rejected

Not Applicable

Pending

	Title	School	CostCenter	SponsorType	Org Name	RCT/FEIN	Event Date	SubmittedOn	Requester	Approvals					
										CFM	Risk Finance	Leasing Oper...	Accounting M...	Deputy Contr...	Controller
VIEW/APPROVE	Finding Nemo Musical ...	CANTARA ST EL	1276701	Student Body				6/18/2025	NEMESIS ACUNA						
VIEW/APPROVE	Finding Nemo entrance ...	CANTARA ST EL	1276701	Student Body				6/18/2025	NEMESIS ACUNA						
VIEW/APPROVE	Panda Express (FALL 2...	ANDASOL AVE EL	1211701	PTA	Andasol PTA	95-6204104	12/10/2025	6/18/2025	Alysan Aachen Mar...						
VIEW/APPROVE	GIRLS VOLLEYBALL G...	RESEDA CHARTER HS	1881401	ASB Club				6/3/2025	MINA DANESH						
VIEW/APPROVE	GIRLS VOLLEYBALL...	RESEDA CHARTER HS	1881401	ASB Club				6/3/2025	MINA DANESH						
VIEW/APPROVE	World's Finest Chocolat...	VISTA DEL VALLE ACAD	1740301	Student Body				6/20/2025	KIMBERLY MANZA						
VIEW/APPROVE	RCHS GIRLS VOLLEY...	RESEDA CHARTER HS	1881401	ASB Club			9/13/2025	6/3/2025	MINA DANESH						
VIEW/APPROVE	Yogurtland Fundraiser	COLUMBIUS AVE EL	1743301	PTA	Parent Teacher Associat...	990000625	9/9/2025	7/1/2025	Nina Castiuka						

1

2

3

4

5

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The status can be categorized as follows:

Approved : Rejected : NotApplicable : Pending :



D. Appendix

* – required field

Green font – condition statement; e.g., if the condition is met then the following questions will appear

+Add more items – action button to create more record/row for data entry

I. ASB (Student Body)

1. Sponsor Type section

Sponsor = ASB (Student Body)

2. Application Details section

School*

Title of Fundraiser*

Contact Email Address

Contact Phone Number

Distribution of Proceeds*

ASB Share (%) (*default to 100% and is not editable*)

Brief Description of Fundraiser*

Purpose of fundraiser including description of activities and/or items will be sold?*

3. Event Dates section

Begin Date*

End Date*

Begin Time*

End Time*

+Add more items (*if event is held on multiple days*)

4. Location Details section

On LAUSD Campus*

Specific Location*

If On LAUSD Campus = No, answer the following 2 questions

Does the off-site fundraise have patrons purchase or pick up food/items on their own time?*

Will the off-site fundraiser include a school organized and supervised gathering at the off-site location?*



5. Third Party Details section

Third Party / Vendor / Business involved?*

If Third Party / Vendor / Business involved = Yes, provide vendor details below

Vendor Details

Vendor Name*

Contact Name*

Email*

Phone Number*

Category*

+Add more items (if more rows are needed to provide information for multiple vendors)

6. Documentation section (Required documentations may vary if event is on or off campus and if third party/vendor/business involved. Click Add Attachment button and choose doc(s) to be uploaded and doc type(s) in the pop up window.)

If On LAUSD Campus = Yes and Third Party/Vendor/Business Involved = Yes

For (Student Body Finance Support):

Request for Authorization*

For (Risk Finance):

Third Party Insurance Guidelines*

OEHS Checklist*

If On LAUSD Campus = Yes and Third Party/Vendor/Business Involved = No

For (Student Body Finance Support):

Request for Authorization*

If On LAUSD Campus = No

For (Student Body Finance Support):

Request for Authorization*



II. Club

1. Sponsor Type section

Sponsor = Club

2. Application Details section

School*

Title of Fundraiser*

Contact Email Address

Contact Phone Number

Distribution of Proceeds

ASB Share (%)

Club Share (%)

Brief Description of Fundraiser*

Purpose of fundraiser including description of activities and/or items will be sold?*

3. Event Dates section

Begin Date*

End Date*

Begin Time*

End Time*

+Add more items (if event is held on multiple days)

4. Location Details section

On LAUSD Campus*

Specific Location*

If On LAUSD Campus = No, answer the following 2 questions

Does the off-site fundraiser have patrons purchase or pick up food/items on their own time?*

Will the off-site fundraiser include a school organized and supervised gathering at the off-site location?*



5. Third Party Details section

Third Party / Vendor / Business involved?*

If Third Party / Vendor / Business involved = Yes, provide vendor details below

Vendor Details

Vendor Name*

Contact Name*

Email*

Phone Number*

Category*

+Add more items (if more rows are needed to provide information for multiple vendors)

6. Documentation section (Required documentations may vary if event is on or off campus and if third party/vendor/business involved. Click Add Attachment button and choose doc(s) to be uploaded and doc type(s) in the pop up window.)

If On LAUSD Campus = Yes and Third Party/Vendor/Business Involved = Yes

For (Student Body Finance Support):

Request for Authorization*

For (Risk Finance):

Third Party Insurance Guidelines*

OEHS Checklist*

If On LAUSD Campus = Yes and Third Party/Vendor/Business Involved = No

For (Student Body Finance Support):

Request for Authorization*

If On LAUSD Campus = No

For (Student Body Finance Support):

Request for Authorization*



III. PTA or PTO

1. Sponsor Type section

Sponsor = PTA or PTO

2. Application Details section

School*

Title of Fundraiser*

Parent Organization* *(Select from existing parent organization drop down. If none or n/a, select Other and provide Organization (Registered) Name, RCT Number or IRS FEIN Number and PTA/PTO Telephone)*

Organization (Registered) Name*

RCT Number or IRS FEIN Number*

PTA/PTO Telephone*

Contact Email Address

Contact Phone Number

Distribution of Proceeds

PTA/PTO Share (%) *(default to 100% and is not editable)*

Brief Description of Fundraiser*

Purpose of fundraiser including description of activities and/or items will be sold?*

3. Event Dates section

Begin Date*

End Date*

Begin Time*

End Time*

+Add more items *(if event is held on multiple days)*

4. Location Details section

On LAUSD Campus*

Specific Location*

If On LAUSD Campus = No, answer the following 2 questions

Does the off-site fundraiser have patrons purchase or pick up food/items on their own time?*

Will the off-site fundraiser include a school organized and supervised gathering at the off-site location?*



5. Third Party Details section

Third Party / Vendor / Business involved?*

If Third Party / Vendor / Business involved = Yes, provide vendor details below

Vendor Details

Vendor Name*

Contact Name*

Email*

Phone Number*

Category*

+Add more items (if more rows are needed to provide information for multiple vendors)

6. Documentation section (Required documentations may vary if event is on or off campus and if third party/vendor/business involved. Click Add Attachment button and choose doc(s) to be uploaded and doc type(s) in the pop up window.)

If On LAUSD Campus = Yes

For (Student Body Finance Support):

Request for Authorization*

For (Risk Finance):

Request for Facilities Use*

Civic Center Permit Request for Facilities Use*

Waiver of Liability Assumption of Risk and Indemnity Agreement*

Third Party Insurance Guidelines*

If On LAUSD Campus = No

For (Student Body Finance Support):

Request for Authorization*



IV. Booster Club (All Other)

1. Sponsor Type section

Sponsor = Booster Club (All Other)

2. Application Details section

School*

Title of Fundraiser*

Parent Organization* (Select from existing parent organization drop down. If none or n/a, select Other and provide Organization (Registered) Name, RCT Number or IRS FEIN Number and PTA/PTO Telephone)

Booster Club Legal (Registered) Name*

RCT Number or IRS FEIN Number*

Booster Club Telephone*

Contact Email Address

Contact Phone Number

Brief Description of Fundraiser*

Purpose of fundraiser including description of activities and/or items will be sold?*

3. Event Dates section

Begin Date*

End Date*

Begin Time*

End Time*

+Add more items (if event is held on multiple days)

4. Location Details section

On LAUSD Campus*

Specific Location*

If On LAUSD Campus = No, answer the following 2 questions

Does the off-site fundraise have patrons purchase or pick up food/items on their own time?*

Will the off-site fundraiser include a school organized and supervised gathering at the off-site location?*



5. Third Party Details section

Third Party / Vendor / Business involved?*

If Third Party / Vendor / Business involved = Yes, provide vendor details below

Vendor Details

Vendor Name*

Contact Name*

Email*

Phone Number*

Category*

+Add more items (if more rows are needed to provide information for multiple vendors)

6. Documentation section (Required documentations may vary if event is on or off campus, and/or if third party/vendor/business involved, and/or if off-site fundraiser included a school organized and supervised gathering at the off-site location. Click Add Attachment button and choose doc(s) to be uploaded and doc type(s) in the pop up window.)

If On LAUSD Campus = Yes

For (Student Body Finance Support):

Request for Authorization*

For (Risk Finance):

Request for Facilities Use*

Civic Center Permit Request for Facilities Use*

Waiver of Liability Assumption of Risk and Indemnity Agreement*

Third Party Insurance Guidelines*

If On LAUSD Campus = No and Will the off-site fundraiser include a school organized and supervised gathering at the off-site location = Yes

For (Student Body Finance Support):

Request for Authorization*

For (Risk Finance):

Third Party Insurance Guidelines*

Request for Approval of Off Site Special Event*

OEHS Check List*

If On LAUSD Campus = No and Will the off-site fundraiser include a school organized and supervised gathering at the off-site location = No

For (Student Body Finance Support):

Request for Authorization*



V. Booster Club – Athletic

1. Sponsor Type section

Sponsor = Booster Club – Athletic

2. Application Details section

School*

Title of Fundraiser*

Parent Organization* (Select from existing parent organization drop down. If none or n/a, select Other and provide Organization (Registered) Name, RCT Number or IRS FEIN Number and PTA/PTO Telephone)

Booster Club Legal (Registered) Name*

RCT Number or IRS FEIN Number*

Booster Club Telephone*

Contact Email Address

Contact Phone Number

Brief Description of Fundraiser*

Purpose of fundraiser including description of activities and/or items will be sold?*

3. Event Dates section

Begin Date*

End Date*

Begin Time*

End Time*

+Add more items (if event is held on multiple days)

4. Location Details section

On LAUSD Campus*

Specific Location*

If On LAUSD Campus = No, answer the following 2 questions

Does the off-site fundraiser have patrons purchase or pick up food/items on their own time?*

Will the off-site fundraiser include a school organized and supervised gathering at the off-site location?*



5. Third Party Details section

Third Party / Vendor / Business involved?*

If Third Party / Vendor / Business involved = Yes, provide vendor details below

Vendor Details

Vendor Name*

Contact Name*

Email*

Phone Number*

Category*

+Add more items (if more rows are needed to provide information for multiple vendors)

6. Documentation section (Required documentations may vary if event is on or off campus, and/or if third party/vendor/business involved, and/or if off-site fundraiser included a school organized and supervised gathering at the off-site location. Click Add Attachment button and choose doc(s) to be uploaded and doc type(s) in the pop up window.)

If On LAUSD Campus = Yes

For (Student Body Finance Support):

Request for Authorization*

For (Risk Finance):

Request for Facilities Use*

Civic Center Permit Request for Facilities Use*

Waiver of Liability Assumption of Risk and Indemnity Agreement*

Third Party Insurance Guidelines*

If On LAUSD Campus = No and Will the off-site fundraiser include a school organized and supervised gathering at the off-site location = Yes

For (Student Body Finance Support):

Request for Authorization*

For (Risk Finance):

Third Party Insurance Guidelines*

Request for Approval of Off Site Special Event*

OEHS Check List*



School Fundraising School Event Program

If On LAUSD Campus = No and Will the off-site fundraiser include a school organized and supervised gathering at the off-site location = No

For (Student Body Finance Support):

Request for Authorization*