



## RFA Attachment A&B – Parent User Guide

### Table of Contents

RFA Attachment A&B – Parent User Guide.....	1
For Parent Organization Users (PTA/PTO, Booster Club, etc.) .....	2
A. Create a new RFA (Request for Authorization) .....	2
B. E-Signing or Rejecting an RFA .....	10
C. Appendix.....	14



For Parent Organization Users (PTA/PTO, Booster Club, etc.)

## A. Create a new RFA (Request for Authorization)


- To create a new RFA (Request for Authorization), access the School Fundraising and School Event Program website at [www.fundraising.lausd.net](http://www.fundraising.lausd.net). Click on the **PTA/PTO/Booster Representative** menu.

The screenshot shows the 'School Fundraising/School Event Program' website. The header includes the LAUSD logo, the title 'School Fundraising/School Event Program', and links for 'Need Help?', 'LAUSD Employees/Students', and 'PTA/PTO/Booster Representative' (highlighted with a red box). Below the header is a search bar with 'School Name or Costcenter' and a 'SEARCH' button. A table of requests for authorization (RFA) is displayed, with columns for School, Cost Center, Title, Sponsor Type, Orig Name, RCT/FEIN, Event Date, Requester, Signatures, and Approvals. The table contains several rows of data, including requests from CANTARA ST EL, SYLMAR CHS, MONROE SH, ANDASOL AVE EL, and BUDLONG AVE EL. The bottom of the page shows a copyright notice for 2025 Los Angeles Unified School District.

School	Cost Center	Title	Sponsor Type	Orig Name	RCT/FEIN	Event Date	Requester	Signatures						Approvals					
								Principal	PM	ASD	AD	Parent Officer	10th or 31st	CFM	Risk Finance	Leasing Op...	Accounting...	Deputy Cont...	Controller
CANTARA ST EL	1276701	Finding Nemo Music...	Student Body			5/28/2025	NEMESIS ACLUNA	✓	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗
CANTARA ST EL	1276701	Finding Nemo entran...	Student Body			5/28/2025	NEMESIS ACLUNA	✓	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗
SYLMAR CHS	1887801	DEPOSIT FOR 2025 ...	Request For Expendi...			4/4/2026	AGNES RABINO	✓	✓	✓	✗	✗	✗	✗	✗	✗	✗	✗	✗
MONROE SH	1876801	Boys Wrestling Team...	ASD Club			1/9/2026	JUIWAN TSAI	✓	✓	✓	✗	✗	✗	✓	✗	✗	✗	✗	✗
ANDASOL AVE EL	1211791	Panda Express (FAL...	PTA	Andasol PTA	95 6204104	12/19/2025	Alysan Aachen M...	✓	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗
MONROE SH	1876801	Girls Wrestling Team...	ASD Club			11/22/2025	JUIWAN TSAI	✓	✓	✓	✗	✗	✗	✓	✗	✗	✗	✗	✗
BUDLONG AVE EL	1261601	Book Fair	Student Body			11/10/2025	LISA MURRAY	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗
ANDASOL AVE EL	1211791	Maria's Italian Kitch...	PTA	Andasol PTA	95 6204104	11/4/2025	Alysan Aachen M...	✓	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗



2. Enter your parent username and password and click the Log In button. To create a new account, click the Register button.




Parent  
Authentication

Español

### Login

Username

Password  


[Forgot your password?](#)

[Register](#) [Log In](#)

- Username is the email address you used for account registration.
- Session times out after 60 minutes.
- If you'd like to change the email address associated with your account, please sign in using old email address. Account edits can be made once you logged in successfully.


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



School Fundraising/School Event Program





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

Select Language  Powered by [iSign Translate](#)

### My Applications

[NEW APPLICATION](#)

School Name or Costcenter  [SEARCH](#) ☐ East ☐ North ☐ South ☐ West ☐ Others

Approved  Rejected  Not Applicable  Pending 

School	CostC...	Title	Sponsor/Type	Org Name	RCT/FEIN	Event Date	Signatures				Approvals							
							Principal	PM	ASB	AD	Parent Officer	10th or 31st	CFM	Risk Finance	Leasing Op...	Accounting	Deputy Con...	Controller
No records to display																		

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

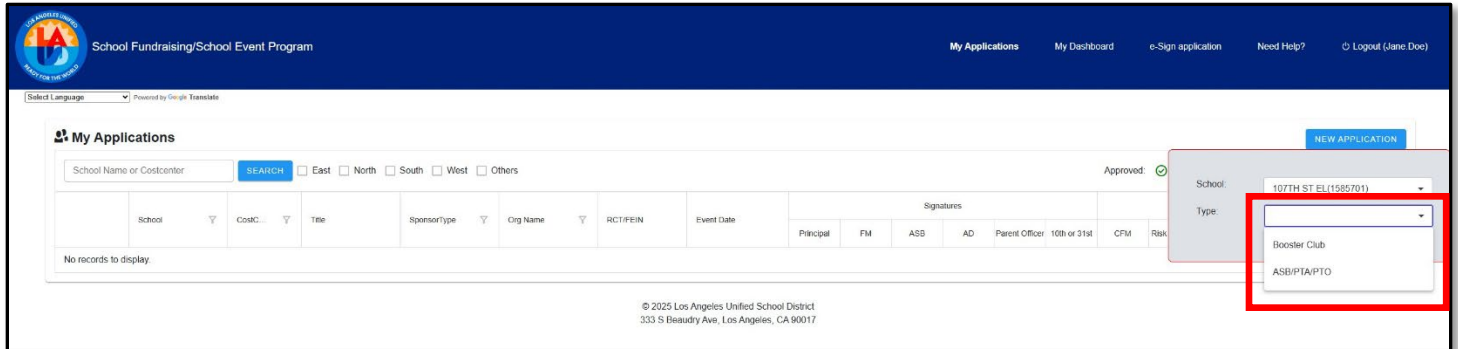
The screenshot shows the 'My Applications' section of the 'School Fundraising/School Event Program' dashboard. The dashboard has a dark blue header with the LAUSD logo and navigation links: 'My Applications', 'My Dashboard', 'e-Sign application', 'Need Help?', and 'Logout (Jane.Doe)'. Below the header, there's a 'Select Language' dropdown and a 'Powered by Google Translate' link. The main content area is titled 'My Applications' and features a search bar with 'School Name or Costcenter' and a 'SEARCH' button. To the right of the search bar are checkboxes for 'East', 'North', 'South', 'West', and 'Others'. Below the search bar is a table with columns: 'School', 'CostC...', 'Title', 'SponsorType', 'Org Name', 'RCT/FEIN', 'Event Date', 'Signatures', and 'Approvals'. The 'Signatures' column has sub-columns for 'Principal', 'PM', 'ASB', 'AD', 'Parent Officer', '10th or 31st', 'CFM', 'Risk Finance', 'Leasing Op...', 'Accounting...', 'Deputy Con...', and 'Controller'. The 'Approvals' column has sub-columns for 'Approved', 'Rejected', 'Not Applicable', and 'Pending'. The table currently shows 'No records to display'. A red box highlights the 'NEW APPLICATION' button in the top right corner of the 'My Applications' section.

- 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' section of the 'School Fundraising/School Event Program' dashboard. The dashboard has a dark blue header with the LAUSD logo and navigation links: 'My Applications', 'My Dashboard', 'e-Sign application', 'Need Help?', and 'Logout (Jane.Doe)'. Below the header, there's a 'Select Language' dropdown and a 'Powered by Google Translate' link. The main content area is titled 'My Applications' and features a search bar with 'School Name or Costcenter' and a 'SEARCH' button. To the right of the search bar are checkboxes for 'East', 'North', 'South', 'West', and 'Others'. Below the search bar is a table with columns: 'School', 'CostC...', 'Title', 'SponsorType', 'Org Name', 'RCT/FEIN', 'Event Date', 'Signatures', and 'Approvals'. The 'Signatures' column has sub-columns for 'Principal', 'PM', 'ASB', 'AD', 'Parent Officer', '10th or 31st', 'CFM', 'Risk Finance', 'Leasing Op...', 'Accounting...', 'Deputy Con...', and 'Controller'. The 'Approvals' column has sub-columns for 'Approved', 'Rejected', 'Not Applicable', and 'Pending'. The table currently shows 'No records to display'. A red box highlights the 'School' dropdown menu in the 'My Applications' section.





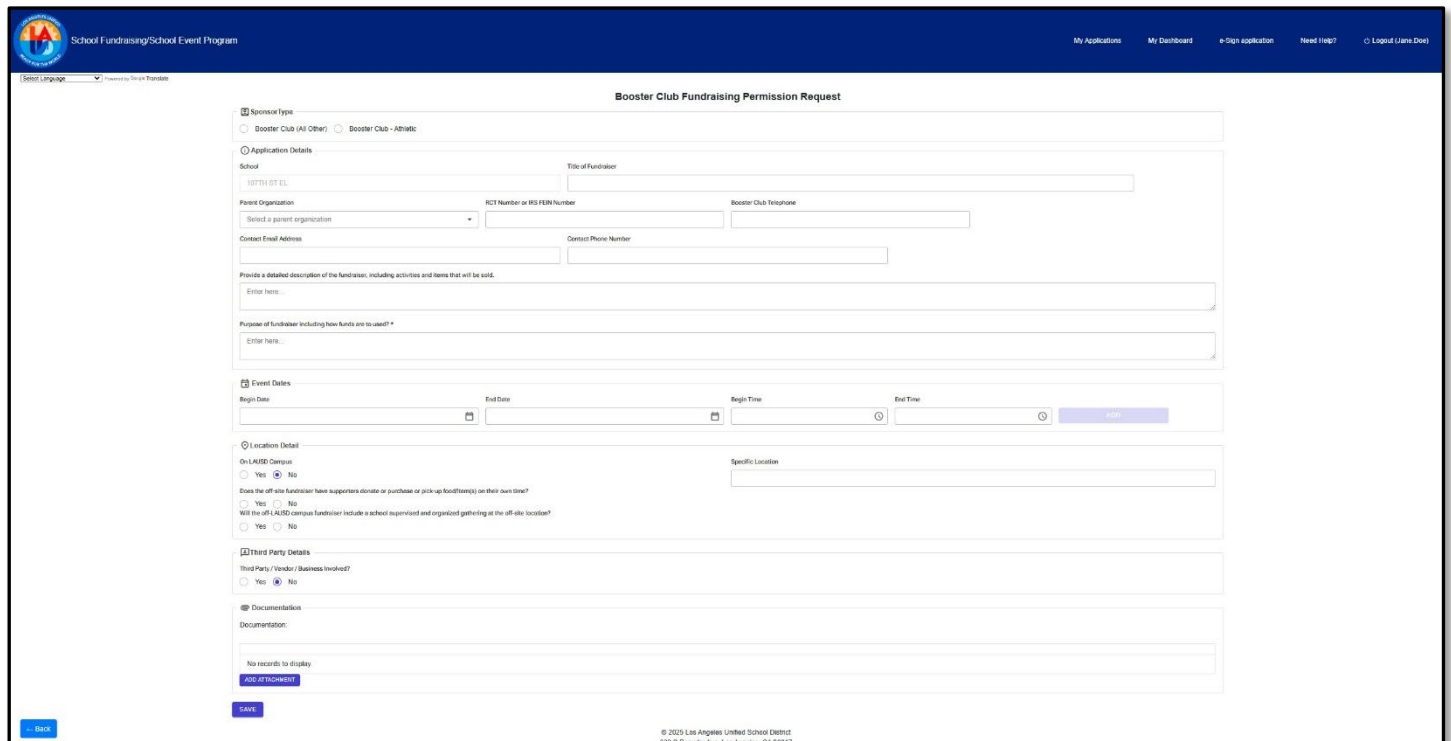
6. Select the event type from the **Type** dropdown list, then click the **Create**  button. Alternatively, click the **Close**  button to cancel.



The screenshot shows the 'My Applications' section of the 'School Fundraising/School Event Program' interface. The page has a dark blue header with the LAUSD logo and navigation links: 'My Applications', 'My Dashboard', 'e-Sign application', 'Need Help?', and 'Logout (Jane Doe)'. Below the header, there's a search bar with 'School Name or Costcenter' and a 'SEARCH' button. To the right of the search bar are radio buttons for 'East', 'North', 'South', 'West', and 'Others'. Below the search bar is a table with columns: 'School', 'CostC...', 'Title', 'SponsorType', 'Org Name', 'RCT/FEIN', 'Event Date', and 'Signatures'. The 'Signatures' column has sub-columns: 'Principal', 'FM', 'ASS', 'AD', 'Parent Officer', '10th or 31st', 'CFM', and 'Risk'. The table is currently empty, showing 'No records to display.' To the right of the table is a 'NEW APPLICATION' button. A dropdown menu is open, showing 'School: 107TH ST EL(1585701)' and 'Type:' with a list of options: 'Booster Club' and 'ASB/PTA/PTO'. The 'Type' dropdown is highlighted with a red box. At the bottom of the page, there is a copyright notice: '© 2025 Los Angeles Unified School District, 333 S Beaudry Ave, Los Angeles, CA 90017'.



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.






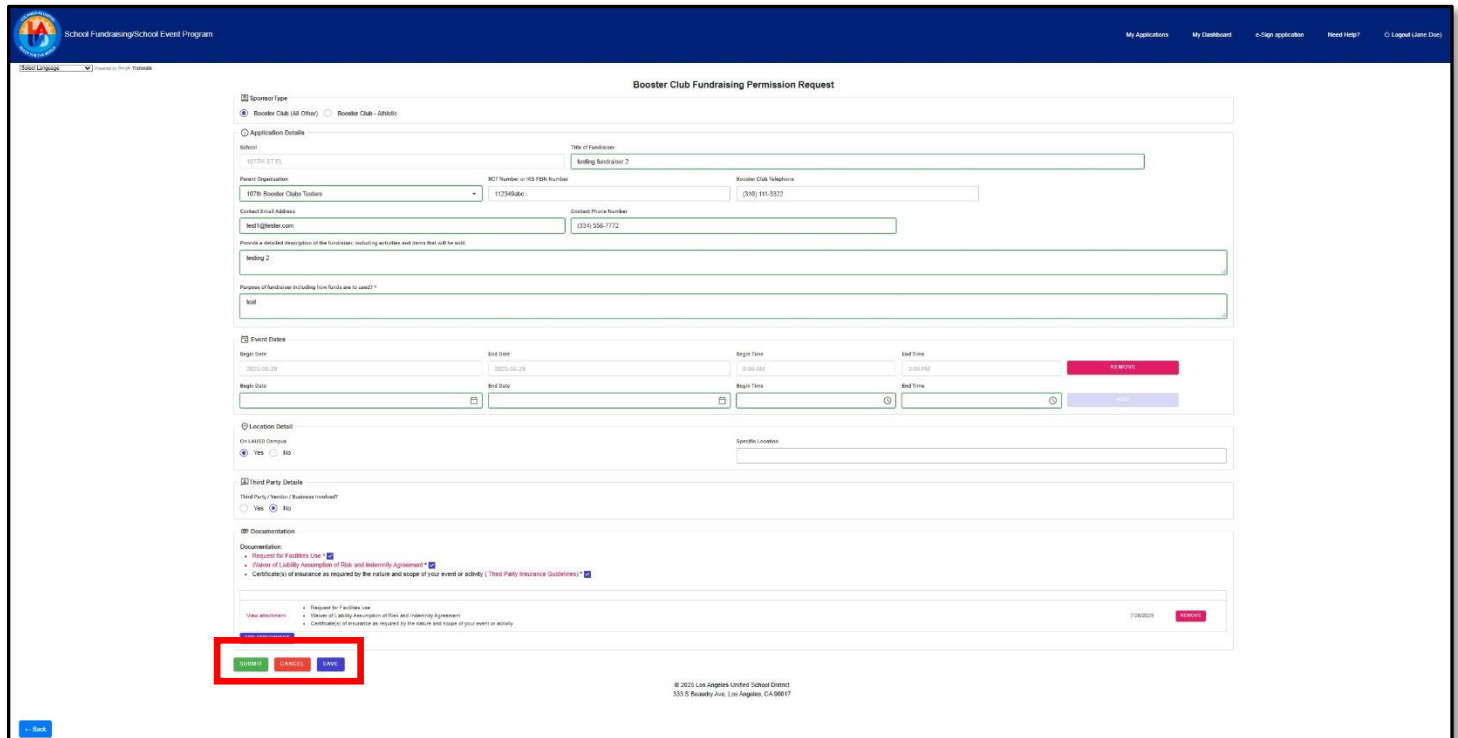
The screenshot displays the 'Booster Club Fundraising Permission Request' form within the 'School Fundraising/School Event Program' interface. The form is organized into several sections:

- Sponsor Type:** Includes radio buttons for 'Booster Club (All Other)' and 'Booster Club - Athletic'.
- Application Details:** Contains fields for 'School' (with a dropdown menu), 'Title of Fundraiser', 'Parent Organization' (dropdown), 'RCT Number or HS FEN Number', 'Booster Club Telephone', 'Contact Email Address', and 'Contact Phone Number'. It also features two text areas for 'Provide a detailed description of the fundraiser...' and 'Purpose of fundraiser including how funds are to be used?'. Each text area has an 'Error Here...' link.
- Event Dates:** Includes fields for 'Begin Date', 'End Date', 'Begin Time', and 'End Time', along with a 'Save' button.
- Location Detail:** Includes radio buttons for 'On LAUSD Campus' (Yes/No) and 'Off-site Location' (Yes/No). It also has a 'Specific Location' text field.
- Third Party Details:** Includes a section for 'Third Party / Vendor / Business Involved?' with Yes/No options.
- Documentation:** Includes a 'Documentation:' label and a 'No records to display' message, with an 'Add Attachment' button.

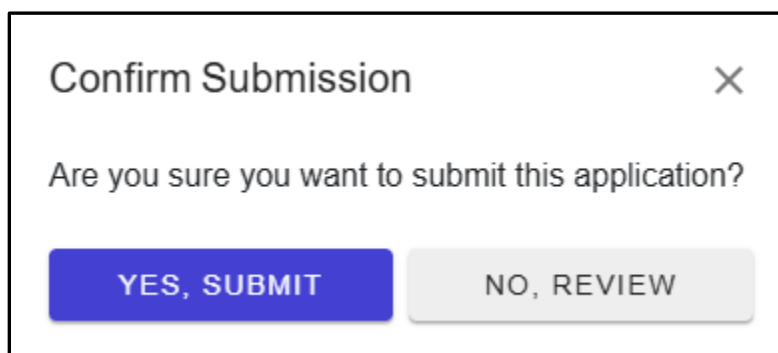
At the bottom left, there is a 'Back' button. At the bottom center, there is a 'Save' button. The footer of the page includes the copyright notice: '© 2020 Los Angeles Unified School District'.



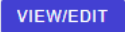
8. Click on the **Submit**  button to proceed with the application. Click on the **Cancel**  button to cancel the application. You can also edit your current application and click the **Save**  button before submitting it. Please refer to the Appendix for additional information.

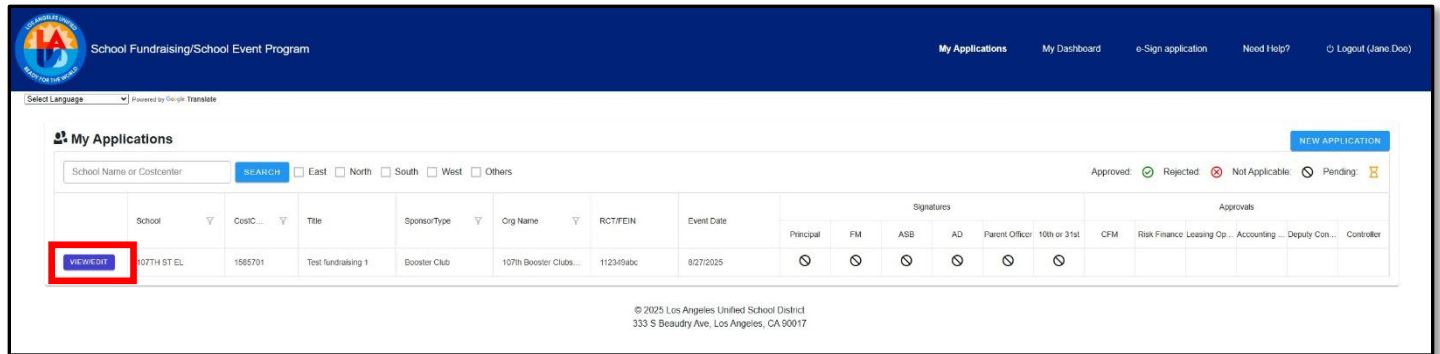


9. Click the **YES, SUBMIT** button to confirm submission or the **NO, REVIEW** button to review application.





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



School Fundraising/School Event Program

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

Select Language: Powered by Google Translate

**My Applications** NEW APPLICATION

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

Approved ☒ Rejected ☐ Not Applicable ☐ Pending ☐

School	CostC...	Title	Sponsor/Type	Org Name	RCT/FEIN	Event Date	Signatures						Approvals					
							Principal	FM	ASB	AD	Parent Officer	10th or 31st	CFM	Risk Finance	Leasing Op...	Accounting ...	Deputy Con...	Controller
107TH ST EL	1565701	Test fundraising 1	Booster Club	107th Booster Clubs...	112345abc	8/27/2025	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>						


**VIEW/EDIT**

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

 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](https://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.

Detail	School	CostCenter	Title	SponsorType	Org Name	RCT/FEIN	Event Date	Requester	Signatures						Approvals					
									Principal	FM	ASB	AO	Parent Officer	10th or 31st	CFM	Risk Finance	Leasing Op.	Accounting	Deputy Con.	Controller
<a href="#">DETAIL</a>	MICALISTER HS CY...	1191801		Cooperative PTO				HYOJOUN 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"/>	
<a href="#">DETAIL</a>	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"/>	
<a href="#">DETAIL</a>	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"/>	
<a href="#">DETAIL</a>	VALLEY ACAD ART...	1869901	SAN FERNANDO V...	ASB 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"/>	
<a href="#">DETAIL</a>	CANTARA ST EL	1276701	Finding Nemo Musi...	Student Body			5/29/2025	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"/>	
<a href="#">DETAIL</a>	CANTARA ST EL	1276701	Finding Nemo entra...	Student Body			5/29/2025	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"/>	
<a href="#">DETAIL</a>	SYLMAR CHS	1987901	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"/>	
<a href="#">DETAIL</a>	MONROE SH	1876901	Boys Wrestling Tour...	ASB Club			1/9/2025	JUWIAN 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"/>	

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

School	CostCenter	Title	SponsorType	Org Name	RCT/FEIN	Event Date	Signatures						Approvals						
							Principal	FM	ASB	AO	Parent Officer	10th or 31st	CFM	Risk Finance	Leasing Op.	Accounting	Deputy Con.	Controller	
<a href="#">VIEW/ESIGN</a>	BELMONT SH	1854301	Tenat Belmont	Booster Club			8/29/2025	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>



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	ford	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

View attachments

2025-AT1501067-01

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
SFM	Not Applicable	FABRICIO ARGUETA			N/A
Parent Officer	President	Jane Doe			N/A
ASB	President	Saphira Ramos			N/A

Back

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

The screenshot displays the LAUSD School Fundraising School Event Program interface. A confirmation dialog box titled "Confirm e-Sign" is centered on the screen, asking "Are you sure you want to e-sign the fundraising application?" with "E-SIGN" and "NO" buttons. The background interface includes sections for Location Detail, Third Party Details, Vendor Details, Documentation, and E-Signatures.

**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.


6/5/2025

**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
SFM	Not Applicable	FABRICIO ARGURITA			N/A
Parent Officer	President	Jane Doe			N/A
ASD	President	Sageira 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. 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 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\*



## 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\*



**LAUSD**  
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# 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\*