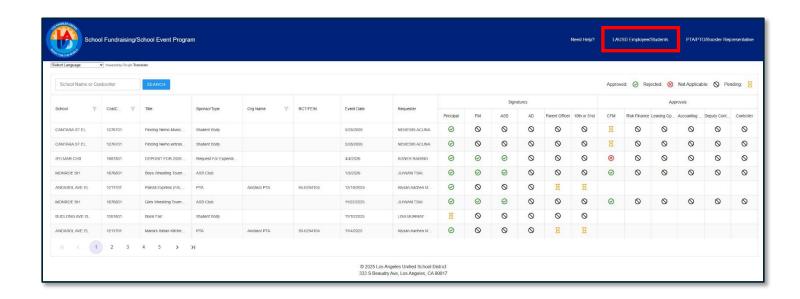


Parent Organization Registration Application

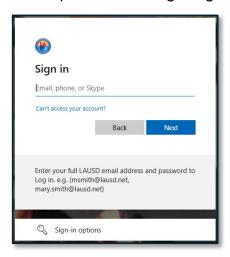
For LAUSD Employee (School Administrators, Principal, SAA, SFM, CFM, etc.)

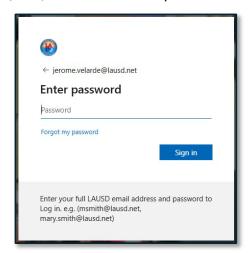
 To create a new Parent Organization, access the School Fundraising and School Event Program website at <u>www.fundraising.lausd.net</u>. Click on the **LAUSD Employee/Students** menu.



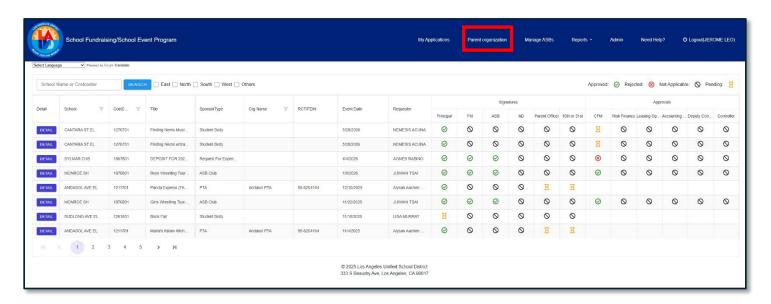


2. Sign in with your LAUSD Single Sign-On (SSO) username and password.



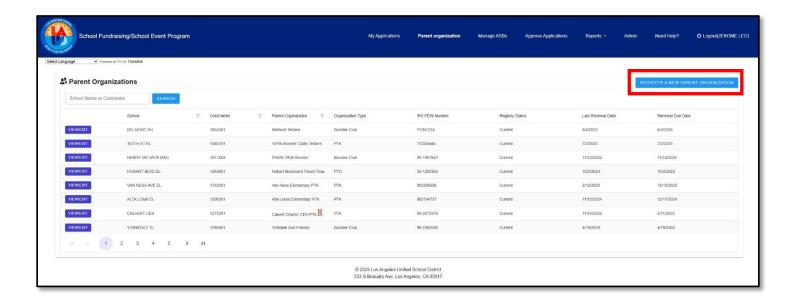


3. Click on the **Parent organization** menu.

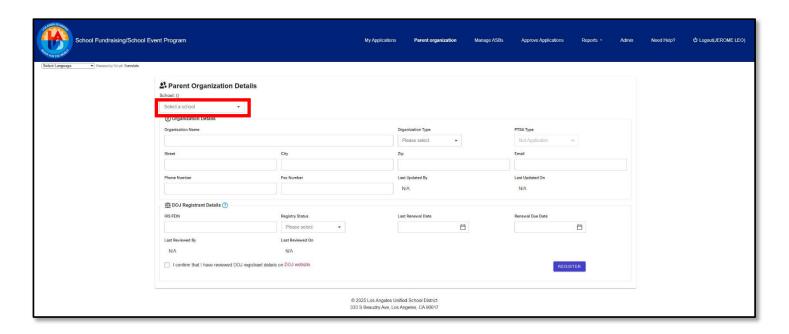




4. Click on the **Register a New Parent Organization** button.

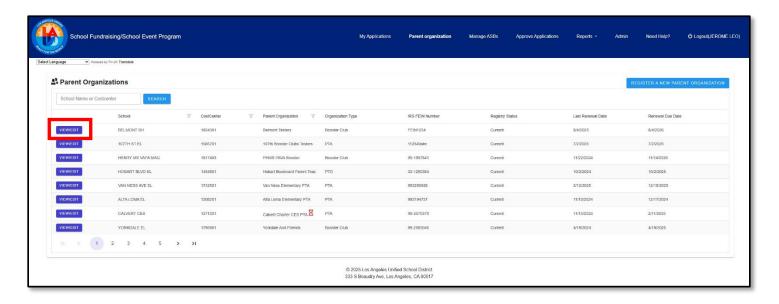


5. Select or enter the school. Next, fill out the **Organization Details** and **DOJ Registrant Details** sections, register then click the **Register** button. Optionally, click the link to the **DOJ** website to search and verify the registration of charitable organizations or fundraisers with the Attorney General and Department of Justice database.



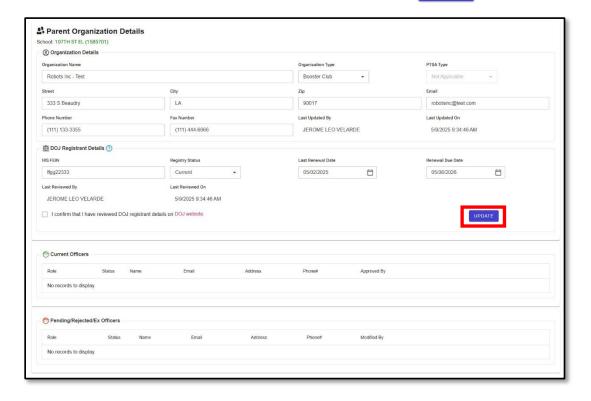


6. A confirmation window will appear to confirm that a new parent organization has been created. Optionally, click the **View/Edit** button to view or modify the parent organization's details.



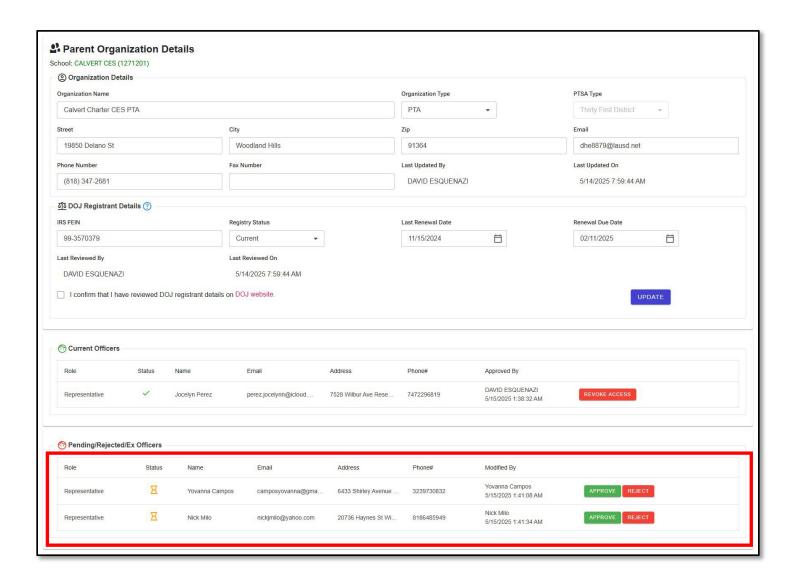
To save the updated information, please click the **Update**

button.





7. The parent request must be in a pending Rejected/Ex Officers section. Click the Approve or Reject REJECT button to confirm or deny the access request. You can optionally click the Reinstate REINSTATE button to restore the previously approved parent officer.





8. After the request is approved or rejected, the parent will receive an email notification. Once approved, the request will be shown in the Current Officers section. Optionally, click the **Revoke Access** button to remove the current parent officer's access.

