



## Parent Organization Registration Application

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

## A. Requesting access to a Parent Organization

1. To request access to a parent organization, go to the School Fundraising and School Event Program website at [www.fundraising.lausd.net](http://www.fundraising.lausd.net) and 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 navigation links for 'Need Help?', 'LAUSD Employees/Students', and 'PTA/PTO/Booster Representative' (highlighted with a red box). Below the header is a search bar and a table of fundraising events. The table has columns for School, Cost, Title, Sponsor Type, Org Name, RCT/FEIN, Event Date, Requester, Signatures, and Approvals. The Signatures column includes Principal, PM, ASB, AD, Parent Officer, 10th or 31st, CPM, Risk Finance, Leasing Op., Accounting, Deputy Cont., and Controller. The Approvals column includes Approved, Rejected, Not Applicable, Pending, and a status icon. The table lists several events, including 'Finding Nemo Music...', 'Finding Nemo entran...', 'DEPOSIT FOR 2026', 'Boys Wrestling Team', 'Panda Express (PA)', 'Girls Wrestling Team', 'Book Fair', and 'Mama's Italian Kitch...'. The footer includes the copyright notice: '© 2025 Los Angeles Unified School District, 333 S Beaudry Ave, Los Angeles, CA 90017'.

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



# School Fundraising School Event Program

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

3. Click on the **My Dashboard** menu and fill out the required fields in the **My Profile** and click on the **Save** button.



4. Click on the **My Requests** button, enter the information for **School**, **Parent Organization**, and **My Role** under the **Parent Organizations Access Requests**, and then click on the **Request** button.

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5. To check status, click the **Parent Organization** tab and search for your submitted request. Parent organizations that have an hourglass ⌚ symbol are currently pending. Additionally, an email notification will be sent to the principals upon submission.

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## B. Managing Parent Organization as a parent

1. Click on the **My Requests** tab to check the status.


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2. Approved requests can be viewed by clicking the **Parent Organizations** tab and the **View/Edit** button.

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3. To view rejected requests, click on the **My Requests** tab. Look for the reject  icon under **Status**.



School Fundraising/School Event Program

My Applications

**My Dashboard**

e-Sign application

Need Help?

Logout (Jane Doe)

Select Language

Powered by Google Translate

MY PROFILE

**MY REQUESTS**

PARENT ORGANIZATIONS


Parent Organizations Access Requests

School

Parent Organization

My Role

GET STARTED

School	Parent Organization	Org Type	Requested Role	Submitted On	Status
107TH ST EL (1585701)	107th Booster Clubs Testers	PTA	President	7/28/2025	✓
107TH ST EL (1585701)	107th Booster Clubs Testers	PTA	Vice President	7/28/2025	✓
SUPERIOR EL (1700701)	Superior Street Elementary PTA	PTA	Vice President	8/1/2025	✓
BELMONT SH (1854301)	Belmont Testers	Booster Club	Vice President	8/5/2025	 Current PTO from other school
BELMONT SH (1854301)	Belmont Testers	Booster Club	President	8/4/2025	✓

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## C. Editing Parent Organization as a parent

1. To edit parent organization details, click on the **Parent Organizations** tab and the **View/Edit** button.

The screenshot shows the 'Parent Organizations' tab selected in the dashboard. A table lists three organizations: BELMONT SH, 107TH ST EL, and SUPERIOR EL. Each row has a 'VIEW/EDIT' button. The 'VIEW/EDIT' button for the first row is highlighted with a red box.

	School	CostCntr	Parent	Organization Type	IRS FEIN Number	Registry Status	Last Renewal Date	Renewal Due Date
<b>VIEW/EDIT</b>	BELMONT SH	1854301	Belmont Testers	Booster Club	FEIN1234	Current	8/4/2025	8/4/2026
<b>VIEW/EDIT</b>	107TH ST EL	1585701	107th Booster Cls	PTA	112345abc	Current	7/2/2025	7/2/2025
<b>VIEW/EDIT</b>	SUPERIOR EL	1700701	Superior Street E	PTA	996207499	Current	11/16/2020	11/15/2021

2. The following fields are available for editing: **Street, City, Zip, Email, Phone Number, Fax Number, Last Renewal Date, and Renewal Due Date**. Then, click the **Update** button to save.

The screenshot shows the 'Parent Organization Details' form for the organization 'BELMONT SH (1854301)'. The form is divided into two sections: 'Organization Details' and 'DOJ Registrant Details'. The 'UPDATE' button at the bottom right is highlighted with a red box.

**Organization Details**

Organization Name	Belmont Testers	Organization Type	Booster Club	PTSA Type	Not Applicable
Street	333 S Boudry Ave	City	Los Angeles	Zip	90017
Phone Number	(112) 333-4444	Fax Number	(112) 444-5555	Last Updated By	JEROME LEO VELARDE
Last Reviewed On		8/5/2025 9:03:09 AM			

**DOJ Registrant Details**

IRS FEIN	FEIN1234	Registry Status	Current	Last Renewal Date	08/04/2025	Renewal Due Date	08/04/2026
Last Reviewed By		JEROME LEO VELARDE					
<input type="checkbox"/> I confirm that I have reviewed DOJ registrant details on DOJ website.							

**UPDATE**



## D. Approving, Rejecting, Revoking, or Reinstating Parent Organization Officer

1. Click on the **Parent Organizations** tab to approve, reject, revoke, and reinstate parent organization officer role.

The screenshot shows the 'Parent Organizations' tab selected in the 'MY REQUESTS' section. Below the tab, there is a search bar labeled 'School Name or Costcenter' and a 'SEARCH' button. A table lists three parent organizations with columns for School, CostCenter, Parent, Organization Type, IRS FEIN Number, Registry Status, Last Renewal Date, and Renewal Due Date. Each row has a 'VIEW/EDIT' button.

School	CostCenter	Parent	Organization Type	IRS FEIN Number	Registry Status	Last Renewal Date	Renewal Due Date
DELMONT SH	1854301	Delmont Teachers	Booster Club	FEIN1234	Current	8/4/2025	8/4/2026
107TH ST EL	1585701	107th Booster Club	PTA	112345abc	Current	7/2/2025	7/2/2025
SUPERIOR EL	1700701	Superior Street E	PTA	996207499	Current	11/16/2020	11/15/2021


2. To approve, reject, or reinstate parent organization officer role requests, scroll down to the **Pending/Rejected/Ex Officers** section and click the **Approve**, **Reject**, or **Reinstate** button.


The screenshot shows the 'Pending/Rejected/Ex Officers' section. It contains a table with columns for Role, Status, Name, Email, Address, Phone#, and Modified By. The first row shows a VicePresident with a status of 'PENDING' (indicated by a red circle with an X) and a 'COMMENT' button. The second row shows a Treasurer with a status of 'EX OFFICER' (indicated by a yellow hourglass icon) and 'APPROVE' and 'REJECT' buttons.

Role	Status	Name	Email	Address	Phone#	Modified By
VicePresident	PENDING	Jane Doe	lausd.testuser2@gmail...	111 st paul ave los a...	5433332222	Jane Doe 8/5/2025 3:24:54 PM
Treasurer	EX OFFICER	Jane Doe	lausd.testuser2@gmail...	111 st paul ave los a...	5433332222	Jane Doe 8/5/2025 3:32:00 PM









3. To revoke a current parent organization officer role, scroll down to **Current Officers** section and click on the **Revoke Access**  button.

 **Current Officers**

Role	Status	Name	Email	Address	Phone#	Approved By
President	✓	Jane Doe	lausd.testuser2@gmail....	111 st paul ave los an...	5433332222	Jane Doe 8/4/2025 11:04:00 AM

 **Pending/Rejected/Ex Officers**

Role	Status	Name	Email	Address	Phone#	Modified By
VicePresident	 	Jane Doe	lausd.testuser2@gmail...	111 st paul ave los a...	5433332222	Jane Doe 8/5/2025 3:24:54 PM
Treasurer		Jane Doe	lausd.testuser2@gmail...	111 st paul ave los a...	5433332222	Jane Doe 8/5/2025 3:32:00 PM

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