



# School Fundraising School Event Program

## Attachment C Application

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

1. To create a new Attachment C application, access the School Fundraising and School Event Program website at [www.fundraising.lausd.net](http://www.fundraising.lausd.net). Click on the **LAUSD Employee/Students** menu.

The screenshot displays the 'School Fundraising/School Event Program' website. The top navigation bar includes the LAUSD logo, the program name, and links for 'Need Help?', 'LAUSD Employee/Students' (highlighted with a red box), and 'PIA/PIO/Booster Representative'. Below the navigation bar is a search bar with the placeholder 'School Name or Costcenter' and a 'SEARCH' button. A legend indicates the status of applications: Approved (green checkmark), Rejected (red X), Not Applicable (red circle with slash), Pending (yellow circle with X), and Incomplete (yellow square with X). The main table lists applications with columns for School, CMC#, Title, SponsorType, Org Name, RCT/FEIN, Event Date, Requester, Signatures (Principal, FM, ASD, AD, Parent Officer, 10th or 31st, CFM, Risk Finance, Leasing Op., Accounting, Deputy Cont., Controller), and Approvals. The table shows several applications, including 'Finding Nemo Music' and 'Finding Nemo entran' for CANTARA ST EL, 'DEPOSIT FOR 2026' for SYLMAR CHS, 'Boys Wrestling Team' for MONROE SH, 'Panda Express (FAL)' for ANDASOL AVE EL, 'Girls Wrestling Team' for MONROE SH, 'Book Fair' for BUDLONG AVE EL, and 'Mama's Italian Kitch...' for ANDASOL AVE EL. The bottom of the page includes a footer with the copyright notice: '© 2025 Los Angeles Unified School District 333 S Beaudry Ave, Los Angeles, CA 90017'.

School	CMC#	Title	SponsorType	Org Name	RCT/FEIN	Event Date	Requester	Signatures							Approvals							
								Principal	FM	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			5/29/2025	NEMESIS ACUNA	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
CANTARA ST EL	1276701	Finding Nemo entran...	Student body			5/29/2025	NEMESIS ACUNA	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
SYLMAR CHS	1887801	DEPOSIT FOR 2026 ...	Request For Expendi...			4/4/2025	AGNES RABINO	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
MONROE SH	1876801	Boys Wrestling Team...	ASB Club			1/9/2025	JUIWAN TSAI	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
ANDASOL AVE EL	1211701	Panda Express (FAL...	PTA	Andasol PTA	95-6204104	12/19/2025	Alysan Aachen M...	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
MONROE SH	1876801	Girls Wrestling Team...	ASB Club			11/22/2025	JUIWAN TSAI	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
BUDLONG AVE EL	1261601	Book Fair	Student Body			11/10/2025	LISA MURRAY	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
ANDASOL AVE EL	1211701	Mama's Italian Kitch...	PTA	Andasol PTA	95-6204104	11/4/2025	Alysan Aachen M...	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓



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)



## A. Creating a new Request for Authorization (RFA) – Attachment C

1. 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 Powered by Google Translate

School Name or Costcenter SEARCH East North South West Others

Approved: Rejected Not Applicable Pending

Detail	School	CostC...	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
<a href="#">DETAIL</a>	CANTARA ST EL	1276701	Finding Nemo Musi...	Student Body			5/29/2026	NEMESIS ACUNA												
<a href="#">DETAIL</a>	CANTARA ST EL	1276701	Finding Nemo entra...	Student Body			5/29/2026	NEMESIS ACUNA												
<a href="#">DETAIL</a>	SYLMAR CHS	1867801	DEPOSIT FOR 202...	Request For Expen...			4/4/2026	AGNES RABINO												
<a href="#">DETAIL</a>	MONROE SH	1876801	Boys Wrestling Tour...	ASB Club			1/9/2026	JURIWAN TSAI												
<a href="#">DETAIL</a>	ANDASOL AVE EL	1211701	Panda Express (FA...	PTA	Andasol PTA	95-6204104	12/10/2025	Alysan Aachen...												
<a href="#">DETAIL</a>	MONROE SH	1876801	Girls Wrestling Tour...	ASB Club			11/22/2025	JURIWAN TSAI												
<a href="#">DETAIL</a>	BUJOLONG AVE EL	1261601	Book Fair	Student Body			11/10/2025	LISA MURRAY												
<a href="#">DETAIL</a>	ANDASOL AVE EL	1211701	Maria's Italian Kitch...	PTA	Andasol PTA	95-6204104	11/4/2025	Alysan Aachen...												

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

School Fundraising/School Event Program

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

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	SponsorType	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	
<a href="#">VIEW</a>	ARLITA SH	1860901	Concessions, Gifs...	ASB Club																
<a href="#">VIEW</a>	ROCKDALE WMA...	1632901	Silent Auction	PTA	Rockdale Elementary	956207306														
<a href="#">VIEW</a>	RFK SCH VIS ART...	1820601	SWAH Leadership A...	ASB Club																
<a href="#">VIEW</a>	SOUTH EAST SH	1886101	2025 SENIOR PROM	Student Body																
<a href="#">VIEW</a>	EUCLID AVE EL	1367101	Dual Language Art...	Student Body																
<a href="#">VIEW</a>	BREED ST EL	1248301	Scholastic Spring B...	Student Body																
<a href="#">VIEW</a>	PLUMMER EL	1612301	WORLD'S FINEST...	Student Body																
<a href="#">VIEW</a>	PLUMMER EL	1612301	WORLD'S FINEST...	Student Body																

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3. Select a school from the **School** drop-down menu or enter the school name. Choose **Attachment C** from the **Type** drop-down, then click the **Create** [CREATE](#) button. Optionally, click the **Close** [CLOSE](#) button to cancel.

**My Applications**

Select Language: [English](#) | Powered by Google Translate

[NEW APPLICATION](#)

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

	School	CostC	Title	Sponsor/Type	Org Name	RCT/FEIN	Event Date	Signatures							Approved		
								Principal	FM	ASB	AD	Parent Officer	10th or 31st	CFM			
<a href="#">VIEW</a>	MICALISTER HS CY...	1191801		Cooperative PTO				<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="#">VIEW</a>	BRENTWOOD EL S...	1290701	Scholastic Book Fair	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"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<a href="#">VIEW</a>	CARLSON HOSPITAL	1194401		Booster 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"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<a href="#">VIEW</a>	ARLETA SH	1860901	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"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<a href="#">VIEW</a>	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"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<a href="#">VIEW</a>	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"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<a href="#">VIEW</a>	PLUMMER EL	1612301	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"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<a href="#">VIEW</a>	PLUMMER EL	1612301	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"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

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4. Select the application type in the **Application Type** section. Enter the required fields in the **Application Details** section. In the Documentation section, click the **Add Attachment**




ADD ATTACHMENT

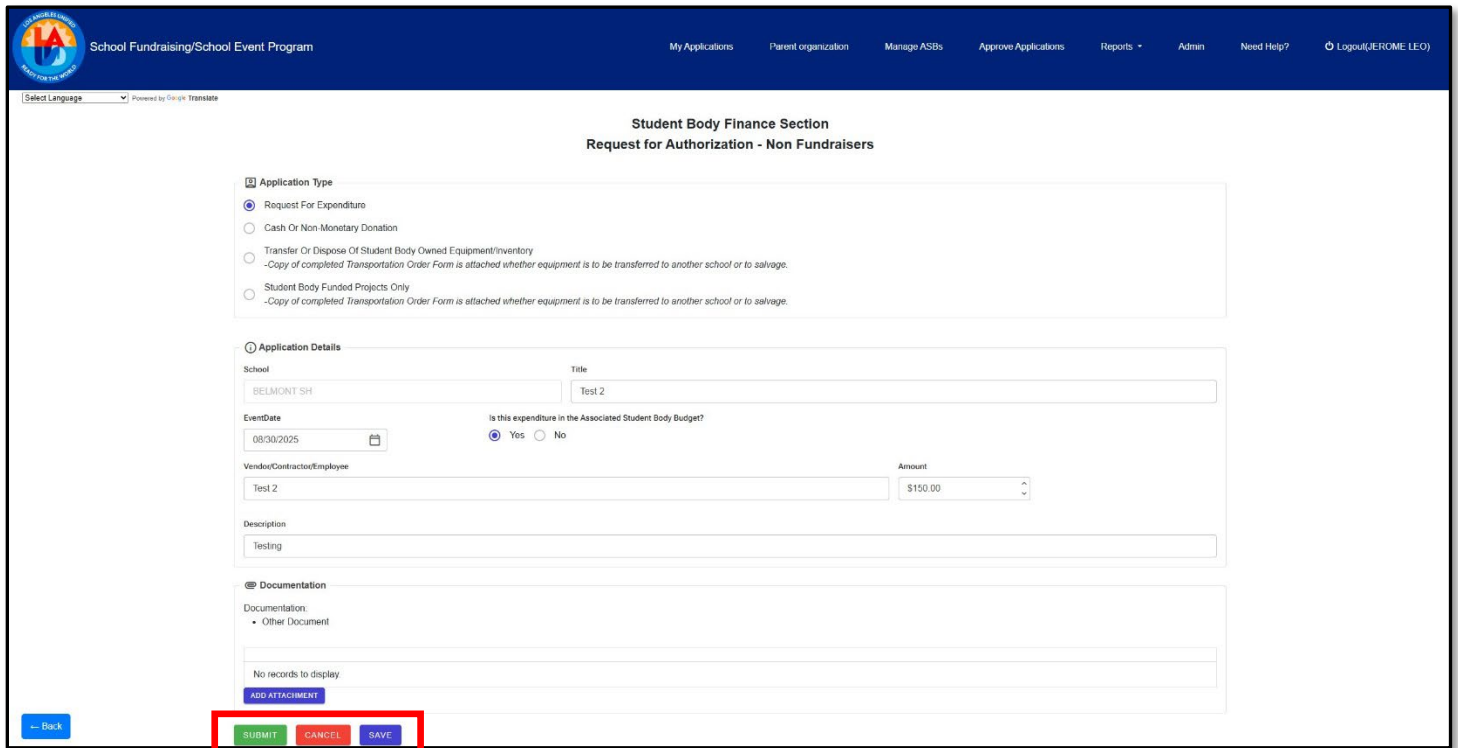
button to upload the required documents, and then click the **Save**

SAVE

button.



5. Clicking the **Save** button will activate the **Submit**  button to submit the application, the **Cancel**  button to cancel it, and the **Save**  button to save changes.



School Fundraising/School Event Program

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

Select Language Powered by i18n Translate

### Student Body Finance Section Request for Authorization - Non Fundraisers

**Application Type**

☒ Request For Expenditure

☐ Cash Or Non-Monetary Donation

☐ Transfer Or Dispose Of Student Body Owned Equipment/Inventory  
-Copy of completed Transportation Order Form is attached whether equipment is to be transferred to another school or to salvage.

☐ Student Body Funded Projects Only  
-Copy of completed Transportation Order Form is attached whether equipment is to be transferred to another school or to salvage.

**Application Details**

School: BELMONT SH Title: Test 2

EventDate: 08/30/2025 Is this expenditure in the Associated Student Body Budget? ☒ Yes ☐ No

Vendor/Contractor/Employee: Test 2 Amount: \$150.00

Description: Testing

**Documentation**

Documentation:

- Other Document

No records to display

[ADD ATTACHMENT](#)

[Back](#) [SUBMIT](#) [CANCEL](#) [SAVE](#)



## B. E-Signing/Rejecting an RFA

1. After submitting the RFA – Attachment C, the request will appear in the **My Applications** screen and then click the **View/eSign** button.

Applications requiring my e-signature

Approved: ☒ Rejected: ☐ NotApplicable: ☐ Pending: ☐

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

[View/eSign](#)

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2. Scroll to the **e-Signatures** section to check the e-Signature status.

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

8/5/2025

[View Attachment](#)

**e-Signatures**

Role	Sub Role	Name	Status	Updated On	Comments
Principal	Principal	MARCOS BOLORZANO	<input type="checkbox"/>		N/A
Principal	AssistantPrincipal	SALVADOR MIRANDA	<input type="checkbox"/>		N/A
Principal	AssistantPrincipal	RAUL RAMIREZ	<input type="checkbox"/>		N/A
SFM	Not Applicable	FABRICIO ARGUETA	<input type="checkbox"/>		N/A
Parent Officer	President	Jane Doe	<input type="checkbox"/>		N/A

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