1. Who will register the parent group organization on the student body fundraising website?

It is the school's responsibility to register the parent organizations (PTA, PTO, and Boosters). At the secondary schools, the Financial Manager (FM) or the School Administrative Assistant (SAA) is responsible, and at the elementary schools, the Principal or SAA is responsible. The school must obtain the following information to be able to register the parent organization:

- The Legal Name

- Federal Tax ID Number (FEIN)

- Address

- Email Address and Phone Number

The school notifies the parent organization officer when parent organization information has been registered. The parent organization's registration enables the officer to register as a parent group officer in the parent registry system. The system sends an automatic notification of approval to the parent officer. The parent officer can register a maximum of 3 additional officers/parent representatives to the parent registry system and makes changes to the parent registration profile to update any information.

2. When will the enhanced student body online fundraising application website go live?

The fundraising site enhancements are tentatively scheduled to go live on April 19, 2021. Once the upgrades go live, the schools will be able to start registering their Parent Organization.

Schools are encouraged to start obtaining their parent organization profile m from their parent group so that when the system goes live, the school can start registering the parent organization's profile.

3. Are fundraising activities still taking place during the COVID-19 stay-at-home school closures?

Yes, fundraising activities still take place during the COVID-19 stay-at-home school closures. However, fundraisers that are contactless, such as restaurant night commission-based sales and merchandise that is being mailed to students' homes, can be held.

4. Who submits fundraising financial statements?

   a. It is the responsibility of the parent organization to complete and submit the financial statement onto the fundraising website if the fundraiser is 100% sponsored by the parent organization. In that case, the parent organization officer's responsibility is the

   b. It will be the school staff's responsibility for 100% ASB-sponsored and ASB and parent organization joint-sponsored fundraisers (FM or SAA in secondary schools, School Principal or SAA in elementary schools) to complete and upload the fundraising financial statement to the fundraising website.

5. Who will get the financial statement reminder notice?

    The person/requestor who submits the online Request for Authorization (RFA) to hold the event will get a reminder notice at 15 days and 30 days from last date of event.

6. Will a substitute SAA be able to access the fundraising website?

    No, not at this time.

7. Where can we access the fundraising training videos? What website(S) is the training video available?

    The school and parent recorded training videos as well as job aids are accessible at the following links:

    https://achieve.lausd.net/domain/849

    https://fundraisingtst.lausd.net

    The regular online fundraising website address to use:

    https://fundraising.lausd.net

8. Will the information on the test site be transferred to the live site when the enhanced system goes live?

    No, it will not. The test site is just used as a practice site.

9. Whose signatures are required on the request for authorization form?

    As applicable, in secondary schools, the following signatures are required on RFA:

    - Principal

    - Financial Manager

    - Student Body Officer

    - Coordinating Financial Manager

    - The PTA or PTO President

    - Booster Club Representative

    As applicable, in elementary schools, the following signatures are required on RFA:

    - Principal

    - Coordinating Financial Manager

- PTA or PTO President

- Booster Club Representative

10. Will the Principal get a copy of the Request for Authorization?

The Principal can make a copy of the request when he/she signs off on the request. The Principal may also go to the online fundraising website after the event has been approved for printing a copy.

11. What if a school has more than one parent group?

Each parent group must be registered separately.

12. Have parent groups received training on the enhancements?

Yes, parent groups received training on enhancements of the student body online application website in February 2021.

13. Must each event be submitted separately?

Yes, each event must be submitted separately.

14. What should I do if I cannot get into the training (test) site?

You must be logged onto the Virtual Private Network (VPN) before accessing the training (test) site. Authorization for VPN access is for District employees only. The VPN is not accessible at the school site.

15. Is the fundraising financial statement a projected amount before the event, or is it submitted after the event with actual numbers?

The fundraising financial statement is submitted within 30 days from last date of event, with actual amounts showing income and expenses.

16. Who can we contact if there is a technical issue with the site?

Contact your Local District Student Body Financial Support Coordinating Financial Manager.

17. Who will maintain the parent group dashboard once the Principal has approved the parent group's first officer?

The parent groups will maintain their dashboard.

18. Is the dashboard attached to an individual or a school?

The dashboard is attached to a school. A school may have multiple dashboards because they may have more than one parent group.

19. We are a PTO. Why do we have to submit a fundraising financial statement to LAUSD when we file our taxes with our CPA?

Under Board Rule 2505, the Los Angeles Unified School District Board of Education designates the Student Body Finance Support Section to implement rules and policies for the proper conduct, supervision, and management of the student body fundraising activities. The policies include that fundraising financial statement is required to be submitted within 30 days from last date of event.

20. Do the enhancements replace having to upload the signed Request for Authorizations (RFA)?

    No, you will still need to upload the RFA with physical (pen-and-ink) signatures.

21. How is this useful if we are still required to submit physical signatures?

    Unfortunately, we cannot accept third-party electronic signatures or electronic signatures for students.

22. Does the Principal have to approve booster club fundraisers?

    Yes, the Principal needs to approve the Booster club's fundraisers.

23. Do all fields of the Request for Authorization have to be filled out, and can we save an incomplete form?

    All fields on the Request for Authorization form with an asterisk (*) symbol must be completed. You can save an incomplete form and have 30 days to complete and submit any incomplete forms. After 30 days, the incomplete form will be deleted from the system.

24. If the date of an event changes, do we have to submit a new Request for Authorization (RFA)? And can the fundraising financial statement be changed after it has been submitted and reviewed by CFM?

    Contact the local district Student Body Finance Support coordinating financial manager. She/he may put the event/fundraising financial statement in "reject" status to enable someone to update the original request with the new information. You may have to submit a whole new request if the CFM is unable to put the original RFA in "reject" status.

25. Does our parent group have to request for authorization for off-campus events, even if it is a community event?

    Yes, the parent group must request for authorization for off-campus events, such as restaurant nights, candy drives, etc., even if they are community events.

26. Does the PTA, PTO, or Booster Club need to request authorization if they are sponsoring Grad Night which is not a District-sponsored activity?

No, the request for authorization is NOT required. An unauthorized field trip is a trip to destinations not inspected by the District's OEHS and Risk Management Offices, not conducted during school hours, not sponsored or funded by the school, and not authorized by the District. The District assumes no responsibility whatsoever connected with extracurricular trips unrelated to the instructional program or purely voluntary school club trips, such as ski trips or other non-school activities. Parents of students planning to participate in such extracurricular trips or school club trips must be informed in writing that the District assumes no liability in connection with the trip. The teacher who undertakes such an activity must be notified in writing that he/she does so strictly in his/her capacity and not in his/her capacity as a District employee.

27. Are we able to print the approved form?

    Once the RFA is approved, an email is sent to confirm approval. You can print the approval notification and attach it to your printed RFA.

28. Is the required VPN different from the one we already have?

    The VPN is the same as access to Schoology. However, you will only need VPN if you are trying to access the test site.

29. What should a school do for an existing parent organization and not currently registered in the system?

    The school should register the parent organization in the parent registry system if it was not registered previously.

30. Do we follow this new fundraising application process even if we do not have a parent organization?

    Whether you have a parent organization at your site or not, the procedures to hold fundraising activities should be followed.

31. Does my parent organization (PTA in my case) know about the enhancements?

    Notices were sent out announcing the roll-out of enhancements as well as invite to all stakeholders (schools principals, SAAs, Financial Managers, and parent organization officers) to attend the training demo held on February 2021.

32. The approval for the Parent Group, will that be on School Site Approval access or for Student Body Finance Approval (Coordinators) or both?

    The Student Body Finance Support section online fundraising application website has the information and access for all required parties' approval.

33. Is the financial manager the primary user of the student body fundraising system?

At secondary schools, the financial manager will be responsible for inputting the parent group information and the Principal is responsible for approving the Parent Group.

34. Who is responsible for submitting the RFA and fundraising financial statement for joint ASB-Parent Group fundraising drives?

- In joint ASB and parent group fundraising events at secondary schools, it would be the financial manager's responsibility to fill out and submit both the RFA and financial statement.
- In elementary schools, it would be the responsibility of the SAA.

- Suppose the fundraising event is sponsored only by the parent organization. In that case, it will be the parent group officer's responsibility to fill out and submit both the RFA and the financial statement.

35. How long does it take to receive the notification of approval for a fundraising event?

It takes approximately 3-weeks to obtain approval to hold a fundraising event. Some fundraisers may require approval from other departments such as Risk Management and the leasing office, so it is a good idea to submit the RFA well in advance (4 to 6 weeks before the start date).

36. New Parent Organizations is different from clubs, right? Is there a way to register clubs?

You would only register officially formed parent organizations such as PTA/PTO and Booster clubs. Clubs are formed by the students and need the approval of the ASB and Principal. Please refer to publication 465 for the process.

37. If we have VPN access for Payroll, will that enable us for this site?

VPN will enable you to access the fundraising test site.

38. How can we verify that the parent organization reported accurate sales and expenses?

You can view the financial statement and spot-check to see if the information entered is correct. Your CFM will be checking as well.

39. What is the purpose of this system?

The purpose of this system is to streamline the fundraising approval process.

40. Does the parent organization need to submit receipts or documents to support the financial statement?

Yes, supporting receipts are uploaded along with the fundraising financial statement.

41. Are principals and parent groups being trained as well?

    Yes, training was held throughout February 2021 to principals, SAAs, FMs, and Parent Organizations.

42. Is this just for parent organizations such as PTA/PTO to track fundraiser requests and financial statements?

    The student body fundraising website is for use by all stakeholders (ASB schools and PTA/PTO/Booster Club organizations).

43. Who submits the fundraising financial report when there is not a parent organization in elementary school?

    If the elementary school does not have a parent organization, then the SAA is responsible for submitting the fundraising financial report within 30 days from the last date of event.

44. Is the fundraising financial statement different than the Student Body quarterly financial reports?

    Yes, the fundraising financial report is a statement that provides the income, expenses, and profit earned from a fundraiser. The Student Body quarterly financial reports consist of Trial Balance, Income Statement, Statement of Financial Condition/Balance Sheet. Mainly, the income statement presents the result of the student body operation for a certain period while the balance sheet presents the status of the student body's financial condition as of the quarter-end.

45. When an activity needs risk management approval - will it show up on a form to fill out, or do we have to search for the form?

    The form to request Risk Management approval is posted on the Student Body website.

46. Wilson has a parent organization in the school that is not licensed. Can this parent organization still do a fundraising drive?

    Only officially formed PTA/PTO/Booster club parent organizations that are current with their registration in State of California are authorized to hold school fundraising drives.

Key terms used and description:
CFM – Coordinating Financial Manager
SFM – Senior Financial Manager
FM – Financial Manager
SAA – School Administrative Assistant
RFA – Request for Authorization
PTA – Parent Teacher Association
PTO – Parent Teacher Organization