

**WELCOME!**

**BIENVENIDOS!**





# Course Catalogue of Monthly Parent and Family Webinars

*Catálogo de cursos de*  
**Seminarios web mensuales para padres y familias**

**Engaging Parent & Community  
organizations in planning for school events  
& fundraising**

***Involucrar a las organizaciones de padres  
y de la comunidad en la planificación de  
eventos escolares y la recaudación de  
fondos***

**September 25, 2024  
25 de septiembre, 2024**



# Introductions - Region North

# Introducciones - Región Norte



**Laura Fuentes**



**Dr. Jeremiah Gonzalez**

**LAUSD Region North**  
*Regional Administrative Coordinators*  
*Family & Community Engagement*  
*(FACE)*

# Agenda



- A. Welcome and Introductions
- B. Introduction to PTO and Booster  
Q & A
- C. Introduction to PTA  
Q & A
- D. Presentation and panel discussion  
with LAUSD Staff with steps on the  
process for fundraising and  
facilities requests  
Q & A
- E. Closing

- A. Bienvenida e Introducciones
- B. Introducción a la PTO y Booster  
Preguntas y Respuestas
- C. Introducción a la PTA  
Preguntas y Respuestas
- D. Presentación y discusión en panel  
con el personal de LAUSD sobre los  
pasos del proceso para la  
recaudación de fondos y  
solicitudes de instalaciones  
Preguntas y Respuestas
- E. Cierre

# Introductions - PTA/PTSA

# Introducciones - PTA/PTSA



**Kimberly Amado**  
*President*  
**31st District PTSA**



**Leslie Menjivar**  
*President*  
**10th District PTSA**

# Introductions – LAUSD Staff

## Introducciones – personal de LAUSD



**Student Body  
Finance**

**Finanzas del Cuerpo  
Estudiantil**



**Risk  
Management**

**Gestión de  
Riesgos**



**Facilities – Real Estate &  
Business Development  
Department**

**Departamento de Bienes  
Raíces y Desarrollo  
Empresarial**

**Introductions – PTO/Booster Speaker**



**Introducciones – PTO/Booster presentadora**



**Geraldine Hernandez-Abisoror**

**LAUSD Region North – Reseda Network of Schools**

*Family & Community Engagement (FACE) Rep*

*Parent Education Support Assistant (PESA)*

Why should a parent start a  
parent teacher organization?

¿Por qué debería un padre iniciar  
una organización de padres y  
maestros?



**Studies show  
children do  
better in school  
when parents are  
involved.**

**Los estudios  
muestran que los  
niños tienen un  
mejor desempeño  
en la escuela  
cuando los padres  
están  
involucrados.**

# Did you know...



Since 2022, parent organizations have contributed over **\$4.9 million** dollars to Los Angeles Unified schools.

Desde 2022, las organizaciones de padres han contribuido más de **\$4.9 millones** de dólares a las escuelas de Los Ángeles Unified.



# Definition of a Parent-Teacher Organization

Parent Organizations in Los Angeles Unified are non-profit groups that directly fundraise in partnership with school sites for the benefit of pupils registered at that school site.

# Definición de una Organización de Padres y Maestros

Las organizaciones de padres en Los Ángeles Unified son grupos sin fines de lucro que recaudan fondos directamente en colaboración con los sitios escolares para el beneficio de los alumnos registrados en ese sitio escolar.

LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN	
<b>TITLE:</b> Policies Governing School Fund-Raising Activities of PTAs, PTOs, and Booster Clubs	<b>ROUTING</b> Local District Superintendent Local District Operations Administrator Community of Schools Administrator School Principals Financial Managers School Admin Assistants Office Managers
<b>NUMBER:</b> BUL-1633.3	
<b>ISSUER:</b> Joy Mayor, Controller Accounting and Disbursements Division	
<b>DATE:</b> August 16, 2021	
<b>POLICY:</b> Fundraising activities by Parent Teacher Associations (PTAs), Parent Teacher Organizations (PTOs), and Booster Clubs must adhere to District policies and guidelines. The school site administration should provide a copy of this Bulletin to these organizations for awareness and reference.	California Education Code Section 51521 prohibits any person to solicit any other person to contribute to any fund or to purchase any item of personal property, upon the representation that the money received is to be used wholly or in part for the benefit of any public school or the student body of any public school, unless such person obtains the prior written approval of either the governing board of the school district having the jurisdiction over the school or student body represented to be benefited by such solicitation, or the designee of either of such boards.  Under Board Rule 2505, the Los Angeles Unified School District Board of Education designates the Student Body Finance Support office to implement rules and policies for the proper conduct, supervision, and management of student body financial activities.
<b>MAJOR CHANGES:</b>	This bulletin updates BUL-1632.2, with the same title, dated February 20, 2018. It clarifies guidelines and provides updates which include: <ul style="list-style-type: none"> <li>Description of processing timeline</li> <li>Processing for Student Body Finance Support, Learning and/or Risk Management approves upon submission of all required information and documents:               <ul style="list-style-type: none"> <li>Basic fundraisers (ex. restaurant flyer nights, product sales) – between 1 to 3 school days</li> <li>All other non-central fundraisers – between 5 to 15 school days</li> <li>Central fundraisers – between 10 to 25 school days</li> </ul> </li> </ul> A summary of the approval process is listed below.

**Source: LAUSD Policies Governing School Fundraising Activities of PTAs PTOs, Boosters**  
[Bulletin 1633.3](#)

# Parent Teacher Organizations

## Organizaciones de Padres y Maestros

Those groups include:

- Parent Teacher Association (PTA)
- Parent Teacher Student Association (PTSA)
- Parent Teacher Organization (PTO)
- Boosters and more...

Estos grupos incluyen:

- Asociación de Padres y Maestros (PTA)
- Asociación de Padres, Maestros y Estudiantes (PTSA)
- Organización de Padres y Maestros (PTO)
- Booster y más...

# Parent Teacher Organizations

## Organizaciones de Padres y Maestros

- **ALL** parent teacher organizations have the same common goal of enriching the school community for the students & staff and are led by parents and members of the community.
- Per Los Angeles Unified [Bulletin 1633.3](#), they are separate legal nonprofit entities from the District.
- **Todas** las organizaciones de padres y maestros tienen el mismo objetivo común de enriquecer la comunidad escolar para los estudiantes y el personal, y están dirigidas por padres y miembros de la comunidad.
- Según el [Boletín 1633.3](#) de Los Ángeles Unified, ellos son entidades legales sin fines de lucro separadas del Distrito.

**Parent Teacher Organization**

**PTO**

**Organización de Padres y Maestros**



- Definition
  - Example of group names
  - Steps to Start a PTO
  - Resources
- 
- Definición
  - Ejemplos de nombres de grupos
  - Pasos para iniciar una PTO
  - Recursos

*Geraldine Hernandez-Abisror,  
Reseda NoS FACE/PESA*

# PTO

## Parent Teacher Organization (PTO)

A local, independent parent group; in other words, any non-PTA/PTSA group. (Many acronyms are used, such as HSA, PFA, PTO, and more)

Gives parents and teachers the opportunity to work together to supplement and enrich the educational experience for all students.

**How Many?** *Approximately 60,000 PTOs in the United States.*

# PTO

## Organización de Padres y Maestros

Un grupo local e independiente de padres; en otras palabras, cualquier grupo que no sea PTA/PTSA. (Se utilizan muchos acrónimos, como HSA, PFA, PTO y más)

Brindan a padres y maestros la oportunidad de trabajar juntos para complementar y enriquecer la experiencia educativa de todos los estudiantes).

**¿Cuántos?** *Aproximadamente 60,000 PTO en los Estados Unidos.*



# PTO groups/ejemplos de grupos



## Booster

Home School Association (HSA)  
Parent Association (PA)  
Parent & Family Association  
(PFA) Parent & Faculty  
Association (PFA)  
Partners in Partnership (PIP)  
Parent, Teacher, Student  
Organization (PTSO),  
Friends of....

## Booster

Asociación de Padres y Escuela  
(HSA)  
Asociación de Padres (PA)  
Asociación de Padres y Familias  
(PFA)  
Asociación de Padres y  
Docentes (PFA)  
Socios en Asociación (PIP)  
Organización de Padres,  
Maestros y Estudiantes (PTSO)  
Amigos de...

# Steps to Start a PTO

## Pasos para iniciar una PTO



You will find this handout in your packet and you may download a digital copy on [www.lausd.org/familyacademy](http://www.lausd.org/familyacademy). Under the September 2024 tab, search for “ENGAGING PARENT AND COMMUNITY ORGANIZATIONS IN PLANNING FOR SCHOOL EVENTS AND FUNDRAISING”.

Encontrará este folleto en su paquete y puede descargar una copia digital en [www.lausd.org/familyacademy](http://www.lausd.org/familyacademy). Bajo la pestaña de septiembre de 2024, busque 'INCLUYENDO A LAS ORGANIZACIONES DE PADRES Y DE LA COMUNIDAD EN LA PLANIFICACIÓN DE EVENTOS ESCOLARES Y LA RECAUDACIÓN DE FONDOS'.

Adapted from \*Personify WildApricot <https://www.wildapricot.com/blog/how-to-start-a-pto> Blog Nov. 16, 2023 Author: Marlena Moore FOR INFORMATIONAL PURPOSES ONLY

### STEPS TO START A PTO



1. CONNECT with a group of parents
2. DRAFT your mission statement (*goal(s) of your group*)
3. LAY OUT your goals & plans (*including benefits & activities*)
4. BRAINSTORM fundraising ideas & policy **\*\*Ref:** California Department of Justice [Attorney General's Guide for Charities - Best Practices for nonprofits that operate or fundraise in California](#)
5. PARTNER with your school site leadership to *share the initial ideas and develop a joint vision for the organization that is informed by the school site needs.*
6. ELECT your officers
  - Onboarding & training (*i.e policies & procedures, board development etc.*)
7. DRAFT your rules and bylaws (*\*official rules of how your PTO is governed*)
  - Officer Roles
  - Election Processes
  - Core Goals
  - Frequency of Meetings
  - Benefits & Expectations of Members
  - Fundraising Policies & Procedures
  - Board Training & Development
  - Policy for Adjusting Bylaws in the Future
8. INCORPORATE
  - Register in your state and incorporate
  - File articles of incorporation
  - Pay the associated fee for registration**\*\*Ref:** [California Secretary of State- Business Entities Forms, Samples & Fees](#)
9. APPLY for an employee identification number (EIN) **\* Ref: [Internal Revenue Service \(IRS\) - EIN info](#)**  
**\*\*This EIN is assigned by the IRS when your organization is established as a legal business entity and will allow you to open a bank account.**
10. APPLY for 501(c)(3) non-profit status
  - This status will establish your PTO as a federally recognized tax-exempt organization.
  - Applying for this status is a bit more. But it is worth it in the long run. Allows those who donate to receive tax benefits and opens the door to grant opportunities.
  - Application process lead time estimate: 3-12 months/Cost varies: est \$400-840/yr
  - \*\*Ref:** [Internal Revenue Service \(IRS\) - Applying for tax exempt status info](#)
11. REGISTER with Los Angeles Unified to be an official fundraising unit by going to <https://fundraising.lausd.net>  
[Parent Organization Registration Application User Guide \(School User\)](#)

# Important Information about PTOs

## Información Importante sobre las PTO

### Important Information About PTOs

#### I. Umbrella Organization/Professional Staff:

There is no "national PTO" umbrella organization for independent parent groups. No paid staff. PTO is Parent volunteer run organization.

#### II. Membership Fees & Dues Required? - NO

The decision to charge dues is up to your organization. If you charge dues, the entire amount you collect stays at your school. Many PTO's choose to charge no dues as a way to foster parent involvement.

#### III. Establish Business:

- Obtain a Federal Employment Identification Number (EIN) (like social security # for business) from IRS
- Articles of Incorporation -become a legal entity, Incorporation with California Secretary of State (estimate cost \$30)
- Statement of Information - file within 90 days of registering non-profit with Secretary of State (estimate cost: \$20)

#### IV. Tax-Exempt Status: 501(c)(3). Non- Profit Organization

- Not required, but highly recommended
- Pros: credibility, tax exemption for donors, grant opportunities, bulk mailing permit/rates, non-profit rates
- Cons: application process to IRS rigorous, but not impossible. Maintaining non-profit status, filing cost (estimate cost: \$400-\$850)
- Insurance Required: YES required for LAUSD or most schools

#### V. Insurance Access & Cost:

- Purchase insurance via PTO Today.com or other
- Estimate Cost: \$454-\$844/ \$404-\$794/yr
- \*PTO today district discount until 2025

#### VI. Officers & Board Training: -Highly Recommended

i.e policy & procedures; (\*SA/M guidelines for insurance, non-profit, meeting norms etc.) Cost: varies – priceless

#### VII. Advocacy: -Not required

Groups may choose to play an advocacy role; however, many PTO's opt to remain strictly focused on parent involvement, school/teacher/student support, and community building at the local school

#### VIII. National Voice: -No

Most PTO's devote their energies to a single school or perhaps a single district or town.

Excerpted and Adapted from: <https://www.ptotoday.com/pto-today-articles/pto-vs-pta-whats-the-difference>

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# **Informational Resources**

## **Recursos informativos**

### **Parent Teacher Organization**

# **PTO**

### **Organización de Padres y Maestros**

# Informational Resources

## Recursos informativos



## [PTO Today.com](https://www.ptotoday.com)

Email: [info@ptotoday.com](mailto:info@ptotoday.com)

Toll-Free Phone (US): 800-644-3561

- [PTO Insurance FAQ](#)
- [PTO Today District Insurance](#)
- [PTO Startup Toolkit](#)
- [Free printables - canva templates](#)
- [Free Templates](#)
- [Differences between PTO & PTA](#)

## [Spanish-Language Resources](https://www.ptotoday.com) [\(ptotoday.com\)](https://www.ptotoday.com)

# Policy Bulletin 1633.3: LAUSD Policies Governing School Fundraising Activities of PTAs PTOs, Boosters



LOS ANGELES UNIFIED SCHOOL DISTRICT  
POLICY BULLETIN

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## References:

- California Government Code Section 12580-12599.8, Calif Ed Code Sección 51521
- State of California Department of Justice (DOJ) State Attorney General's website on charities for additional reference.

## Referencias:

- Código del Gobierno de California, Sección 12580-12599.8, Código de CA Ed Sección 51521
- Sitio web del Departamento de Justicia del Estado de California (DOJ) del Fiscal General del Estado sobre organizaciones benéficas para referencia adicional.

**Parent Teacher Organization**

**BOOSTER**

**Organización de Padres y Maestros**

**BOOSTER**

Per Los Angeles Unified

## Bulletin 1633.3:

- Booster club organization is separate legal entity from the District
- Booster Clubs or any other separate legal entity, other than PTAs/PTOs, cannot conduct cooperative activities with students.



Según el [Boletín 1633.3](#) de Los Ángeles Unified:

- La organización del Booster es una entidad legal separada del Distrito.
- Los clubes de apoyo u otras entidades legales separadas, que no sean PTA/PTO, no pueden llevar a cabo actividades cooperativas con los estudiantes.



# Types of Booster Clubs Serving Pupils

## Tipos de Booster que Sirven a los Estudiantes



- Academic Decathlon
- Athletics  
*(football or other sports)*
- Band
- Cheer
- Robotics
- Science Olympiad
- Decatlón Académico
- Atletismo (fútbol u otros deportes)
- Banda
- Porristas
- Robótica
- Olimpiada de Ciencias

# Example Booster Club Organizations

## Ejemplos de organizaciones de Booster



**Taft Raider Athletic Booster Club**  
Excellence Through Determination




**One Hami Family Booster**



**GONDOLIER BOOSTERS**



**SOCES**  
BOOSTER CLUB



**MAGNET BOOSTER CLUB**  
Parents making a difference one fundraiser at a time.

**ZOO**  
Magnet  
Parent  
Council



**Fairburn Avenue**  
**BOOSTERS**



**PIRATE BOOSTER**  
SAN PEDRO  
2013

# Policy Bulletin 1633.3: LAUSD Policies Governing School Fundraising Activities of PTAs PTOs, Boosters



LOS ANGELES UNIFIED SCHOOL DISTRICT  
POLICY BULLETIN

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**NUMBER:** BUL-1633.3  
**ISSUER:** Joy Mayor, Controller  
Accounting and Disbursements Division  
**DATE:** August 16, 2021

**ROUTING**  
Local District  
Superintendent  
Local District  
Operations  
Administrator  
Community of Schools  
Administrator  
School Principals  
Financial Managers  
School Admin Assistants  
Office Managers

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**Parent Teacher Association**

**PTA**

**Asociación de Padres y Maestros**

Your school  
needs a PTA

Su escuela  
necesita una PTA

31<sup>st</sup> District PTSA / PTSA del Distrito 31

Kimberly Amado- President / Presidenta

Ana Ruth Hernandez - Office Manager /  
Administradora de la Oficina



**PTA**<sup>®</sup>

*everychild.one voice.*<sup>®</sup>

**Start a PTA**

Find Out How

# PTA

is the largest and oldest volunteer organization whose mission is focused on the well-being of children and families.

California = +600,000 members  
National = +4 million members

Es la mayor y más antigua organización de voluntarios cuya misión se centra en el bienestar de los niños y las familias.

California = +600,000 miembros.  
Nacional = +4 millones de miembros

# PTA Supported Programs

Through advocacy, as well as family and community education, PTA has established programs and called for legislation that improves our children's lives, such as:

- Kindergarten
- Hot/Healthy Lunches
- Child Labor Laws
- Juvenile Justice System
- Mandatory Immunization
- Arts Education
- School Safety

# Programas apoyados por la PTA

A través de la abogacía, así como de la educación de la familia y la comunidad, la PTA ha establecido programas y pedido legislación que mejora la vida de nuestros niños, por ejemplo:

- kínder
- Almuerzos calientes y saludables
- Legislación sobre explotación infantil
- Sistema de Justicia Juvenil
- Inmunización obligatoria
- Educación artística
- Seguridad Escolar



# PTA's Main Areas of Focus

## Student and School Success

All students should receive a world-class education that prepares them for long-term success in college and careers.

## Health and Safety

Every child should have a healthy and safe place to live, learn and thrive.

## Arts and Culture

Every child should receive a well-rounded education with access to arts and cultural opportunities.

## Advocacy

All families should be at the table and empowered to advocate for their own and every child.

# Principales áreas de interés de la PTA

## Éxito del estudiante y la escuela

Todos los estudiantes deben recibir una educación de primera clase que los prepare para el éxito a largo plazo en la universidad y en la vida profesional.

## Salud y Seguridad

Todos los niños deben tener un lugar sano y seguro donde vivir, aprender y prosperar.

## Arte y Cultura

Todos los niños deben recibir una educación completa con acceso a las artes y a las oportunidades culturales.

## Abogacía

Todas las familias deben participar y recibir capacitación para abogar por sus hijos y por todos los niños.

# Power of PTA / El Poder de la PTA

NATIONAL	STATE	DISTRICT	COUNCIL	UNIT
<p>Has advocates in Washington DC</p> <p>Reflections Art Program</p> <p>School of Excellence</p>	<p>Has advocates in Sacramento</p> <p>Annual Convention and Training</p> <p>Scholarship and Grant Opportunities</p>	<p>31<sup>st</sup> District serves the San Fernando Valley, Sunland &amp; Tujunga</p> <p>Provides training and support to units and councils</p> <p>Reflections program and Music Scholarships</p>	<p>Six councils- divided by geographical areas</p> <p>Local leaders and peers to provide support</p>	<p>All Unit PTA's (School) are their own non-profit entity.</p> <p>Plan programs to fit your needs</p>
NACIONAL	ESTATAL	DISTRITAL	CONSEJO	UNIDAD
<p>Tiene defensores en Washington D.C.</p> <p>Programa Reflections Art</p> <p>Escuela de Excelencia</p>	<p>Tiene defensores en Sacramento</p> <p>Convención y Formación Anuales</p> <p>Oportunidades de Becas y Subsidios</p>	<p>El Distrito 31 sirve el Valle de San Fernando, Sunland y Tujunga</p> <p>Proporciona Capacitación y apoyo a unidades y consejos</p> <p>Programa de Reflexiones y Becas de Música</p>	<p>Seis consejos, divididos por áreas geográficas</p> <p>Líderes locales y compañeros para proporcionar apoyo</p>	<p>Todas las PTA de Unidad (Escuela) son su propia entidad sin fines de lucro.</p> <p>Planificar programas que se adapten a sus necesidades</p>

**PTAs promote the building of a broad base of parent and community involvement.** When parents and community members work as equal partners to improve schools, it is shown that positive results include:

**Las PTA promueven una amplia participación de los padres y la comunidad.** Cuando padres y miembros de la comunidad trabajan como socios iguales para mejorar las escuelas, se demuestra que los resultados positivos incluyen:

**Upgraded School Facilities**

**Instalaciones Escolares Mejoradas**

**Teacher/Staff Appreciation**

**Agradecimiento a los Maestros y al Personal**

**Funding for School Programs**

**Financiación de Programas Escolares**

**What is in it for schools**

**Ventajas Para Las Escuelas**

## PTA = Measurable Student Results

Thirty years of research prove that students do better when parents are involved. No matter what their income or background, students are more likely to:

- Earn better grades
- Attend school regularly
- Increase graduation rates
- Improve test scores
- More college and career ready students

## PTA = Resultados Medibles de los Estudiantes

Treinta años de investigación demuestran que los estudiantes obtienen mejores resultados cuando los padres están involucrados. No importa cuál sean sus ingresos o antecedentes, los estudiantes tienen más probabilidades de:

- Sacar mejores calificaciones
- Asistir a clases con regularidad
- Aumentar los índices de graduación
- Mejorar las calificaciones de los exámenes
- Más estudiantes preparados para la universidad y la carrera profesional.



# 4 Basic Steps to Start a PTA

**Information Meeting** – find out about PTA and ask questions

**Bylaws Meeting** – unit bylaws are written in coordination with unit delegates, the district parliamentarian and/or other district leadership.

**Organization Meeting** – This meeting is chaired by 31st District PTSA leadership and includes these steps:

**Training for New Officers**

- Vote to become a PTA
- Vote to Adopt Bylaws
- Membership – dues are collected. Must have 15 initial members and 11 present at this meeting for quorum
- Election of Officers

# 4 pasos básicos para crear una PTA:

Reunión informativa: infórmese sobre la PTA y formule preguntas.

Reunión de Estatutos: Los estatutos de la unidad se redactan en coordinación con los delegados de las unidades, el parlamentario del distrito y/u otros líderes del distrito.

Reunión de organización - Esta reunión está presidida por el liderazgo de la PTSA del distrito 31 e incluye los siguientes pasos:

- Votar para convertirse en una PTA
- Votar para adoptar los estatutos
- Afiliación – se cobran las cuotas. Debe contar con 15 miembros fundadores y 11 presentes en esta reunión para formar el quórum.
- Elecciones de los Funcionarios

# What is in the bylaws

## Lo que dicen los estatutos

Membership

Afiliación

Association  
Name and ID  
Numbers

Nombre de la  
Asociación y  
Números de  
Identificación

Boards &  
Elections

Consejos y  
Elecciones

Policies & Actions

Políticas y  
Acciones

Committees

Comités

Meetings

Reuniones

# Types of PTA Meetings

## Tipos de Reuniones de la PTA

Committee Meetings

Reuniones del Comité

Executive Board Meetings

Reuniones del Comité Ejecutivo

Association Meetings

Reuniones de Asociaciones



California State  
**PTA**<sup>®</sup>  
everychild. onevoice.



**TOOLKIT**

[capta.org](http://capta.org)

## Why PTA?

- Guidance and Resources
- Financial Safeguard
- Informed School Communities
- Measurable Student Results
- Leadership Development

## ¿Por qué PTA?

- Orientación y Recursos
- Protecciones Financieras
- Comunidades Escolares Informadas
- Resultados Medibles de los Estudiantes
- Desarrollo del Liderazgo

## PTA Provides Opportunity for...

- Support
- Helping all children!
- Involvement
- Solutions

## La PTA Ofrece una Oportunidad para...

- Brindar Apoyo
- ¡Ayudar a todos los niños!
- Participación
- Crear Soluciones

## To learn more about PTA

please visit ...

**31<sup>st</sup> District PTSA**

**31distptsa.org**

**California State PTA**

**capta.org**

**National PTA**

**pta.org**

## Para saber más sobre la PTA

Por favor visite...

To Invite us to your school or if you have questions...

Para invitarnos a su escuela o si tiene alguna pregunta...

**31<sup>st</sup> District PTSA**

Office Manager

Ana Ruth Hernandez

Secretary.31dist@gmail.com

818.344.3581

**31<sup>st</sup> District PTSA President**

Kimberly Amado

kamado4pta@gmail.com

818.614.0026





# Stretch Break

# Descanso para estiramientos

Wobble Dance  
(Clean)

# **Overview of the process for submission of Fundraising/Facilities requests**

**Descripción general del proceso de envío de  
solicitudes de Recaudación de  
Fondos/Instalaciones**

## Fundraising Application Checklist/Workflow

1. Parent Organization (e.g., PTA/PTSA, PTO, Booster Club, etc.)
2. Nonprofit status IRS and federal tax ID number
3. Must be registered with the State (DOJ) and have "current" status
4. The organization must be insured
5. The organization must be registered on the fundraising website
6. Meet with the Parent Organization officers to discuss the needs and calendar fundraisers.
7. Submit fundraising application at [fundraising.lausd.net](https://fundraising.lausd.net)
8. Application will be reviewed and approved by all required departments
9. Fundraiser takes place
10. Accounting of collections and preparation of financial statements

## Lista de Verificación/Flujo de Trabajo para Solicitudes de Recaudación de Fondos

1. Organización de Padres (por ejemplo, PTA/PTSA, PTO, Booster, etc.)
2. Estatuto de organización sin fines de lucro, número de identificación fiscal federal (IRS)
3. Debe estar registrada en el Estado (DOJ) y tener estado "actual"
4. La organización debe estar asegurada
5. La organización debe estar registrada en el sitio web de recaudación de fondos
6. Reunirse con los funcionarios de la Organización de Padres para discutir las necesidades y el calendario de recaudaciones.
7. Enviar la solicitud de recaudación de fondos en [fundraising.lausd.net](https://fundraising.lausd.net)
8. La solicitud será revisada y aprobada por todos los departamentos requeridos
9. Se lleva a cabo la recaudación de fondos
10. Contabilidad de las colecciones y preparación de estados financieros

# Planning and Submission of Application

## Planificación y Envío de Solicitudes

Meet with the Parent Organization Officers to discuss the details of the fundraiser:

- Needs
- Type of fundraiser
- Activities that will take place
- Dates and time
- Location
- Share of the proceeds
- Cooperative with ASB (School submits the applications)

Reúnase con los Oficiales de la Organización de Padres para discutir los detalles de la recaudación de fondos:

- Necesidades
- Tipo de recaudación de fondos
- Actividades que se llevarán a cabo
- Fechas y horarios
- Ubicación
- Porcentaje de las ganancias
- Cooperación con ASB (la escuela envía las solicitudes)



# Registration of Organization

## Registro de la Organización

### Organization Details

Organization Name \*

Organization Type \*

PTSA Type \*

Street \*

City \*

Zip \*

Email

Phone Number

Fax Number

### DOJ Registrant Details

IRS FEIN \* [?](#)

Registry Status \* [?](#)

Last Renewal Date \* [?](#)

Renewal Due Date \* [?](#)

\* I confirm that I have reviewed DOJ registrant details on [DOJ website](#). [?](#)

# Fundraising Application

# Solicitud de Recaudación de Fondos

## 1. [fundraising.lausd.net](https://fundraising.lausd.net)

[fundraising.lausd.net](https://fundraising.lausd.net)

**LAUSD** School Fundraising/School Event  
UNIFIED Program

Need Help? [Login](#)

 Select Language ▼

Search

Search

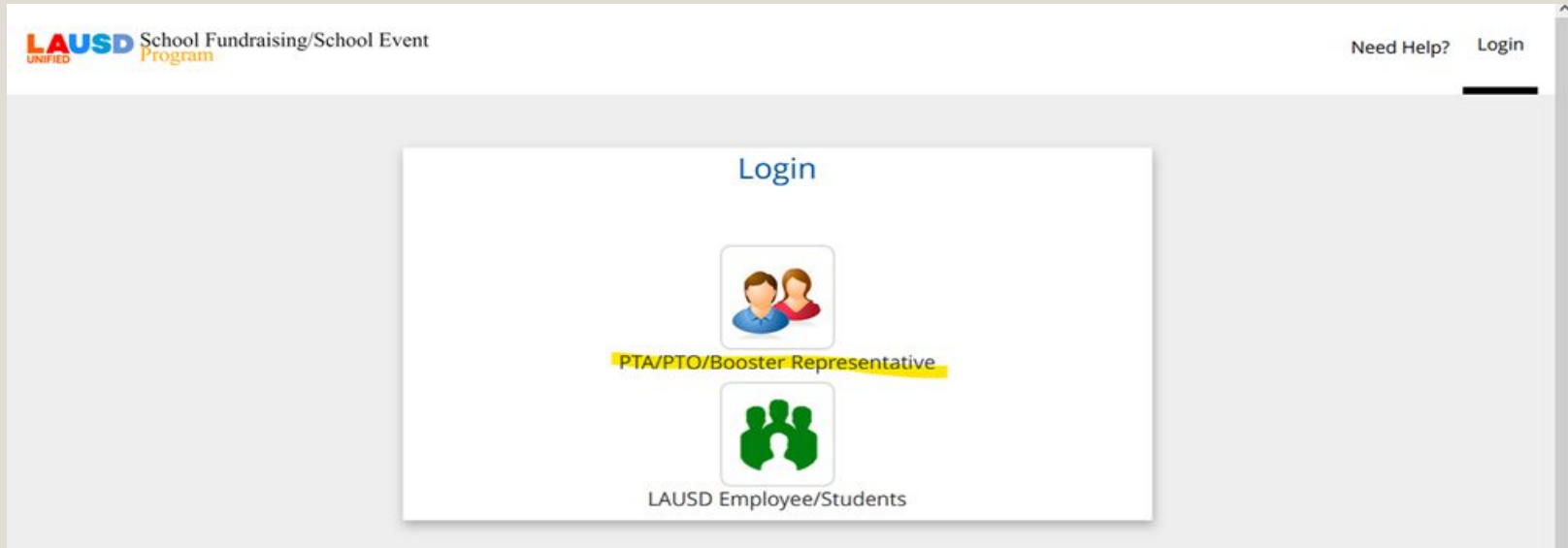
School	Title	Sponsor	PTA/PTO /Booster Legal Name	RCT or IRS FEIN Number	Event Date	Submitted	Requester	Signatures					10th or 31st Dist Officer
								Principal	FM	ASB	Athletic Director	Parent Officer	

# Fundraising Application

## Solicitud de Recaudación de Fondos

2. Use your Parent Portal credentials to log in

2. Utiliza tus credenciales del Portal de Padres para iniciar sesión

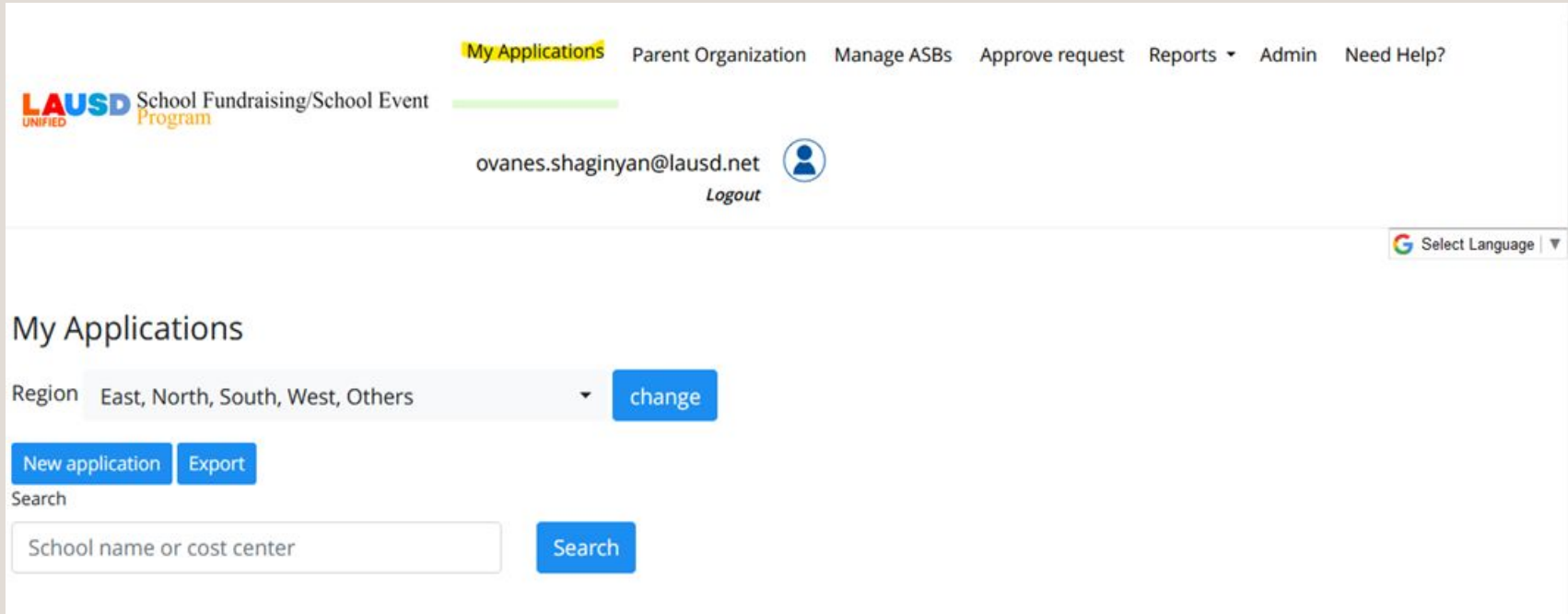


# Fundraising Application

## Solicitud de Recaudación de Fondos

3. Click on the “My Applications” Tab

3. Haz clic en la pestaña 'Mis Solicitudes



The screenshot displays the user interface for the LAUSD School Fundraising/School Event Program. At the top, a navigation bar includes the following items: **My Applications** (highlighted in yellow), Parent Organization, Manage ASBs, Approve request, Reports (with a dropdown arrow), Admin, and Need Help?. The LAUSD logo (UNIFIED) and the text "School Fundraising/School Event Program" are visible on the left. The user's email address, `ovanes.shaginyan@lausd.net`, and a user profile icon are shown in the center, with a **Logout** link below. In the top right corner, there is a "Select Language" dropdown menu with the Google logo. The main content area is titled "My Applications" and features a "Region" dropdown menu currently set to "East, North, South, West, Others" with a **change** button. Below this are two buttons: **New application** and **Export**. A search section includes a text input field labeled "School name or cost center" and a **Search** button.

# Fundraising Application


## Solicitud de Recaudación de Fondos

4. Click on “New application”

4. Haz clic en 'Nueva solicitud'

My Applications   Parent Organization   Manage ASBs   Approve request   Reports ▾   Admin   Need Help?

**LAUSD** School Fundraising/School Event  
UNIFIED Program

ovanes.shaginyan@lausd.net   
Logout

Select Language ▾

### My Applications

Region East, North, South, West, Others ▾ [change](#)

[New application](#) [Export](#)

Search

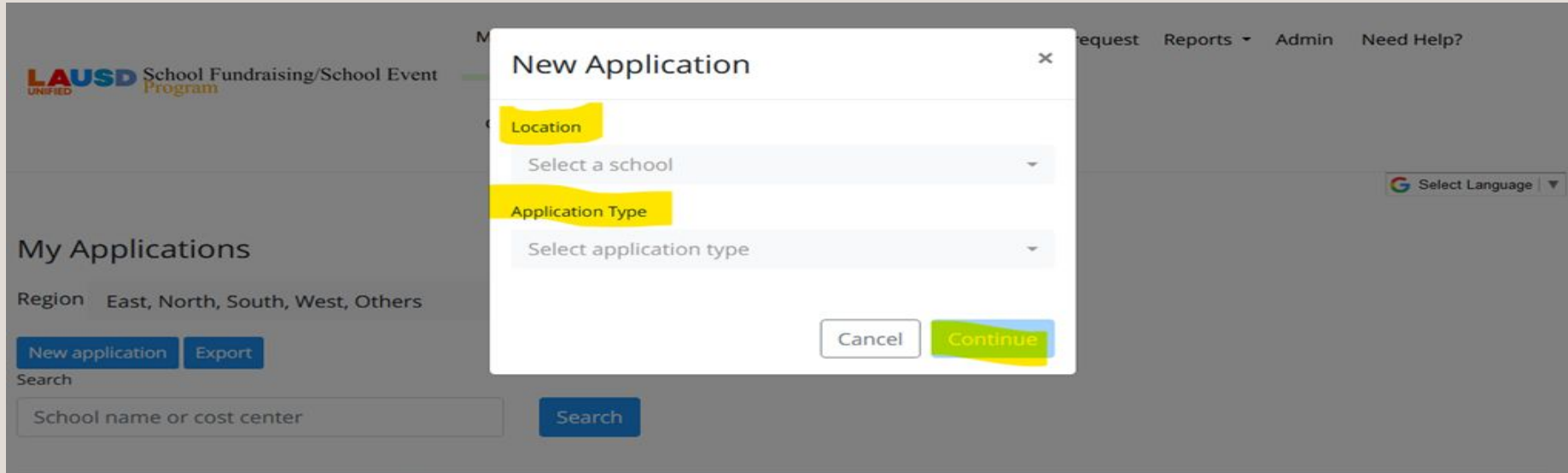
[Search](#)

# Fundraising Application

## Solicitud de Recaudación de Fondos

5. Select Location (School) and Application Type and click continue.

5. Selecciona la Ubicación (Escuela) y el Tipo de Solicitud y haz clic en continuar.



The screenshot shows the 'New Application' form in the LAUSD School Fundraising/School Event Program. The form is a white modal window with a close button (X) in the top right corner. It contains two dropdown menus: 'Location' with the placeholder text 'Select a school' and 'Application Type' with the placeholder text 'Select application type'. Both dropdown menus are highlighted with yellow. At the bottom of the form, there are two buttons: 'Cancel' and 'Continue'. The 'Continue' button is highlighted with a green and yellow gradient. The background of the page is a dark grey sidebar with the LAUSD logo and navigation links like 'Request', 'Reports', 'Admin', and 'Need Help?'. The main content area shows 'My Applications' with a search bar and a 'Search' button.

# Fundraising Application

## Solicitud de Recaudación de Fondos

6. Select the Sponsor Type

6. Selecciona el Tipo de Patrocinador

Student Body Finance Section

Request for Authorization - Secondary Schools, DACE Schools, PTA/PTO Secondary

Sponsor Type

Sponsor\*

ASB(Student Body)  Club  PTA  PTO  Cooperative(ASB & PTA)  Cooperative(ASB & PTO)

# Fundraising Application

## Solicitud de Recaudación de Fondos

### 7. Application Details

### 7. Detalles de la Solicitud

Application Details

School\*  
DYMALLY SH BMS/R MAG

Parent Organization\*  
Select a parent organization

Contact Email Address

Title of Fundraiser\*

RCT Number or IRS FEIN Number

PTA/PTO Telephone

Contact Phone Number

Brief Description of Fundraiser including description of activities and/or items will be sold?\*

Brief Description of Fundraiser

Purpose of fundraiser including how funds are to used?\*



# Fundraising Application

## Solicitud de Recaudación de Fondos

### 8. Event Dates and Location Details

### 8. Fechas del Evento y Detalles de la Ubicación

#### Event Dates

Begin Date*	End Date*	Begin Time*	End Time*
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[+ Add more items](#)

#### Location Details

On LAUSD Campus\*

Yes  No

Specific Location\*

ex: quad, auditorium, athletic field, restaurant, online, etc.

# Fundraising Application

## Solicitud de Recaudación de Fondos

9. Third-Party Details

9. Detalles de Terceros

### Third Party Details

Third Party / Vendor / Business Involved?\*

Yes  No

### Vendor Details

Please list all vendors involved and contact information:

Vendor Name\*

Contact Name\*


Email\*

Phone Number\*

Category\*

Please select



 Add more items

# Fundraising Application

# Solicitud de Recaudación de Fondos

10. Click on “Request for Facilities Use” the link to the online application.

10. Haz clic en 'Solicitud de Uso de Instalaciones', el enlace a la solicitud en línea

Documentation

Documentation: Please upload the required documents

**For (Risk Finance):**

- **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 (Third Party Insurance Guidelines) \*

Add attachment

Print Save Save & Submit

Please click [Save & Submit] button if the form is complete.

## Facilities Branches | Asset Management

### Asset Management

- Real Estate & Business Development
  - Filming Permits
  - Licenses and Permits
    - Current Long Term Licensing Opportunities
  - Joint Use Agreements
  - Real Estate and Development Opportunities
  - Workforce Housing
  - School Management Services / Master Planning and Demographics
  - Staff Directory
  - Standards
  - Training
- Maintenance & Operations
- Program Support Services
- Project Execution
- Facilities Contracts

## LICENSES AND PERMITS

### CIVIC CENTER PERMITS

The Civic Center Permit Office supports the shared use of school facilities in conformance with the California Education Code and the Board of Education rules.

Civic Center permits allow communities the use of public school facilities for supervised not-for-profit recreational activities, meetings, and public discussions during non-school hours.

To obtain a Civic Center permit, please complete the online Request for Facility Use application.

Visit us periodically for information on early application period dates.

### LICENSE AGREEMENTS


For the uses and the organizations that do not fall under the Civic Center qualifications, a license for use of school District facilities may be issued through the Department of Real Estate and Business Development.

The license agreements are defined as follows:

PERMIT APPLICATION PERIOD	
<b>FALL 2023</b>	Jul 10 - Dec 19, 2023
Early Application Period	May 18 - May 23, 2023
Application Deadline	Nov 6, 2023
<b>SPRING 2024</b>	Jan 08 - Jun 30, 2024
Early Application Period	Nov 14, 2023 - Nov 22, 2023
Application Deadline	May 1, 2024

**ONLINE APPLICATION | Request for Facilities Use**

To apply for a Civic Center Permit, License Agreement, or obtain approval for a District/ School Sponsored Event, please complete the online Request for Facility Use application.



# Fundraising Application

## Solicitud de Recaudación de Fondos

11. Attach documents to the application

11. Adjuntar documentos a la solicitud.

### Documentation

Documentation:

Please upload the required documents

***For (Risk Finance):***

- 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 (Third Party Insurance Guidelines) \*

Add attachment

Print

Save

Save & Submit

Please click [Save & Submit] button if the form is complete.

Cancel application

# Fundraising Application

## Solicitud de Recaudación de Fondos

12. Review and e-sign

12. Revisar y firmar electrónicamente.

The screenshot displays the 'School Fundraising/School Event Program' interface. The navigation bar includes links for 'My Applications', 'Parent Organization', 'Manage ASBs', 'e-Sign application' (highlighted with a red box and arrow labeled '1'), 'Need Help?', 'Test/Test Logout', and a user profile icon. Below the navigation bar is a search section for applications with a text input field and a 'Search' button. The main content area features a table with columns for application details and a 'Signatures' section. A red arrow labeled '2' points to a 'View/eSign' button in the 'Signatures' column of the first row.

School	Title	Sponsor	PTA/PTO/Booster Legal Name	RCT or IRS FEIN Number	Event Date	Submitted	Requester	Signatures					
								Principal	SFM	ASB	Athletic Director	Parent Officer	10th or 31st Dist Officer
NORTH RIDGE MS(1828301)	Dinner with friends and families	PTO	Friends of Northridge Adult	9090	12/30/2021	11/5/2021 11:49:29 AM	Test Test	Pending	Pending	Pending		Approved	<a href="#">View/eSign</a>

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333 S Beaudry Ave., Los Angeles, CA 90017  
Information Technology Division

# **Application Review/Approvals**

- 1. Parent organization officer**
- 2. 10th or 31st PTA office (PTA sponsored only)**
- 3. Principal**
- 4. ASB officer (secondary)**
- 5. Student body finance support**
- 6. Risk management (on LAUSD location)**
- 7. Facilities (on LAUSD location)**

# **Revisión / Aprobaciones de la Solicitud**

- 1. Oficial de la organización de padres**
- 2. Oficina de la PTA del 10 o 31 (solo patrocinado por la PTA)**
- 3. Director**
- 4. Oficial de ASB (secundaria)**
- 5. Apoyo financiero para el cuerpo estudiantil**
- 6. Gestión de riesgos (en la ubicación de LAUSD)**
- 7. Instalaciones (en la ubicación de LAUSD)**

# Risk Management

## Insurance Compliance Unit

### What do we do?

Insurance Compliance manages the District's vendor insurance program requirements, including self-insurance, and Field Trip approvals.

### Things you should know:

The review timeline depends on the following: type of event, review from other offices such as the Office of Environmental Health and Safety (OEHS) or Maintenance and Operations (M&O), completeness of the submitted information, and the vendor's responsiveness to any inquiries/changes required by the reviewer.



# Gestión de Riesgos

## Unidad de Cumplimiento de Seguros

### ¿Qué hacemos?

El Cumplimiento de Seguros gestiona los requisitos del programa de seguros de proveedores del Distrito, incluyendo el autoaseguramiento y las aprobaciones de excursiones.

### Cosas que debe saber:

El plazo de revisión depende de lo siguiente: tipo de evento, revisión de otras oficinas como la Oficina de Salud Ambiental y Seguridad (OEHS) o Mantenimiento y Operaciones (M&O), la completitud de la información presentada y la capacidad de respuesta del proveedor a cualquier consulta/cambio requerido por el revisor.

# Risk Management's Requirements

## Requisitos de Gestión de Riesgos

### COMMERCIAL GENERAL LIABILITY

Per Occurrence Limit	\$1,000,000
Personal & Advertising Injury	1,000,000
General Aggregate Limit	2,000,000
Products & Completed Operations Aggregate	2,000,000
Fire Damage (Any One Fire)	50,000
Medical Payments (Any One Person)	5,000

### ABUSE & SEXUAL MOLESTATION\*

Per Occurrence Limit	\$1,000,000
General Aggregate Limit	1,000,000

\*Vendors that will be in contact (Non-Incidental) with youth (18 & under) will require Abuse & Sexual Molestation coverage.

### COMMERCIAL AUTO POLICY\*\*

Combined Single Limit	\$1,000,000
-----------------------	-------------

\*\*All owned, hired and non-owned autos must be covered. If there are no owned autos a signed Commercial Auto Liability waiver is required.

### WORKER 'S COMPENSATION\*\*\*

Employer Liability	Statutory \$1,000,000
--------------------	--------------------------

\*\*\*Sole proprietors with no employees are exempt from providing WC coverage but must provide a signed waiver statement.

## LAUSD's General Insurance Requirements

PTA's/PTO's/Booster's and "vendor's" certificate of insurance (COI) should show the required general liability, business auto, sexual abuse & molestation, and workers comp coverage. The COI should contain a certificate holder and additional insured endorsement listed exactly as follows:

**Los Angeles Unified School District &  
the Board of Education of the City of Los Angeles  
333 S. Beaudry Ave. 28<sup>th</sup> fl. Los Angeles, Ca. 90017**

## Requisitos Generales de Seguro de LAUSD

El certificado de seguro (COI) de PTA/PTO/Booster y del "proveedor" debe mostrar la cobertura requerida de responsabilidad civil general, auto comercial, abuso y acoso sexual, y compensación laboral. El COI debe contener un titular del certificado y una cláusula de asegurado adicional listados exactamente como sigue:

**Los Angeles Unified School District y  
La Junta de Educación de la Ciudad de Los Ángeles  
333 S. Beaudry Ave. 28° piso, Los Ángeles, CA 90017**



# Risk Management Common Reasons for Insurance Compliance Delays

## Gestión de Riesgos Razones Comunes para Retrasos en el Cumplimiento de Seguros

### Reason/Razón 1

Additional insured clause or insurance limits are not met.

No se cumple la cláusula de asegurado adicional o los límites de seguro.

### Reason/Razón 2

PTA's/PTO's/Booster's believe their insurance extends to their vendor's.

Las PTA/PTO/Booster creen que su seguro se extiende a sus proveedores.

### Reason/Razón 3

Additional insurance documents for food vendor's, rental equipment, and inflatables are not met.

*Ex. Food handlers certificates, dimensions of inflatables, and/or pictures of inflatables are not provided.*

No se cumplen los documentos de seguro adicionales para proveedores de alimentos, equipos de alquiler e inflables.

*Ej. No se proporcionan certificados para personas que manipulan alimentos, dimensiones de inflables y/o fotos de inflables.*

## General Insurance Requirements



## Oficina de Salud y Seguridad Medioambiental (OEHS)

The Office of Environmental Health and Safety is responsible for reviewing and evaluating the types of activities, equipment, chemical products and art supplies to ensure a safe environment is provided for a successful event.

*La Oficina de Seguridad y Salud Ambiental se encarga de analizar y evaluar los tipos de actividades, equipo, productos químicos y materiales de arte para garantizar que se proporcione un entorno seguro para un evento exitoso.*

Wall Climbing / Muro de escalada	Laser show / Espectáculo de láser
Zip lining / Deslizamiento en Tirolesa/Dosel	Face painting/chemical products / Pintura facial/productos químicos
Hiking / Senderismo	Jumpers/bouncers/inflatables / Brincolines/Juegos inflables
Camping / Acampar	Carnivals / Carnavales
Backpacking / Mochilear	Donations / Donaciones
Obstacle Course / Carrera de obstáculos	Movie night / Noche de cine
Challenge Course / Carrera de desafíos	BMX show / Espectáculo BMX
On water activities (kayaking, swimming, boating, surfing, snorkeling, scuba diving) / En actividades acuáticas (kayak, natación, paseos en bote, surf, snorkeling, buceo)	Culinary arts / Artes culinarias
Access to beach, lake, or body of water / Acceso a la playa, lago o cuerpo de agua	film LA / Evento de cine Film LA
Fireworks display / Exhibición de fuegos artificiales	Rocket launch / Lanzamiento de Cohetes
Fogger/Haze machine / Máquina de Humo	Archery / Tiro con arco

# Office Of Environmental Health and Safety (OEHS)

## Oficina de Salud y Seguridad Medioambiental (OEHS)

### Required Documents

Submit the following documents along with information regarding your event:

Current annual third- party equipment inspection report-climbing wall, Zip line, Obstacle Course, Challenge Course	Laser show-Letter of Non-objection from the Federal Aviation Administration (FAA, ), Variance (for equipment) and Laser Light Show Report with the FDA
Product specifications and Safety Data Sheet(SDS)- Face painting, chemical product, product donations, fogger/haze machine	Fire Department Fire Permit -Fireworks display, Barbecue
Destination/location and topographic /hiking trail/camp site map- Backpacking and Hiking	List of activities, lifeguard certifications, life vests available for participants-on water activities, access to beach, lake, or body of water
Owners' manual and equipment specifications-equipment donations	Carnivals/Culinary arts-refer to the guidelines in the <a href="#">Activity Checklist for Carnivals and Other Events</a>
Equipment specifications, description of event/activities, location of event and picture(s) of equipment- Jumpers/bouncers/inflatables, Movie night, BMX show, film LA	Rocket Launch-4 weeks prior to the event submit the name of the instructor and site administrator, launch dates for OEHS to request a fire department permit.
<a href="#">Chemical Evaluation Request Form</a> - for chemical products that are not on the District's <a href="#">Chemical Approved List</a> .	Archery- Proposal includes location, list of equipment, type of equipment, number of participants, proof of training

# Office Of Environmental Health and Safety (OEHS)

## Oficina de Salud y Seguridad Medioambiental (OEHS)

### Documentos que se requieren

Presentar los siguientes documentos junto con información sobre su evento:

Informe anual actual de inspección de equipos de terceros, muro de escalada, tirolesa, carrera de obstáculos, carrera de desafío	Carta de no objeción de la Administración Federal de Aviación (FAA,) sobre la presentación láser, variante (para equipos) e informe sobre el espectáculo de láser con la FDA
Especificaciones del producto y hoja de datos de seguridad (SDS) - pintura facial, producto químico, donaciones de productos, máquina de niebla / niebla	Permiso del Departamento de Bomberos - Fuegos artificiales, Barbacoa
Destino/ubicación y topografía /ruta de senderismo/mapa de camping- viaje con mochila y senderismo	Lista de actividades, certificaciones de salvavidas, chalecos salvavidas disponibles para los participantes en actividades acuáticas, acceso a la playa, lago, o masa de agua
Manual de propietarios y especificaciones de equipo-donaciones de equipos	Carnavales / Artes Culinarias: Consultar las directrices en la <a href="#">Lista de verificación de actividades para carnavales y otros eventos</a>
Especificaciones del equipo, descripción del evento/actividades, lugar del evento y foto(s) del equipo- brincolines/juegos inflables, noche de película, espectáculo BMX, películas de Film LA	Lanzamiento de cohetes 4 semanas antes del evento, enviar el nombre del instructor y administrador del sitio, las fechas de lanzamiento para que OEHS solicite un permiso del departamento de bomberos.
<a href="#">Formulario de Solicitud de Evaluación Química</a> - para productos químicos que no están en la <a href="#">Lista de Productos Químicos Aprobados</a> del Distrito.	Tiro con arco- La propuesta incluye ubicación, lista de equipos, tipo de equipo, número de participantes, comprobante de entrenamiento

# Facilities– Real Estate & Business Development Department

## Instalaciones – Departamento de Bienes Raíces y Desarrollo Empresarial

ENG/SPA

The Real Estate and Business Development Department is Responsible for Negotiating, Preparing, Processing, Executing and Managing Agreements for Third-Party use of District Facilities and District Use of Non-District Sites, Including but not Limited to:

- *Civic Center Permits*
- *Purchase and Sale Agreements*
- *Joint Use and Joint Powers Agreements*
- *P3 Partnerships and Relationship Agreements*
- *Access and Development Agreements*
- *License and Lease Agreements*
- *Filming Agreements*
- *Charter School Agreements*
- *Beautification and Murals*
- *Construction Easements*

El Departamento de Bienes Raíces y Desarrollo Empresarial es responsable de negociar, preparar, procesar, ejecutar y gestionar acuerdos para el uso de las instalaciones del Distrito por terceros y el uso de sitios no pertenecientes al Distrito, incluyendo, pero no limitado a:

- Permisos de Centro Cívico*
- Acuerdos de Compra y Venta*
- Acuerdos de Uso Conjunto y Poderes Conjuntos*
- Asociaciones P3 y Acuerdos de Relación*
- Acuerdos de Acceso y Desarrollo*
- Acuerdos de Licencia y Arrendamiento*
- Acuerdos de Filmación*
- Acuerdos de Escuelas Charter*
- Embelllecimiento y Murales*
- Servidumbres de Construcción*

# Facilities– Real Estate & Business Development Department

# Instalaciones – Departamento de Bienes Raíces y Desarrollo Empresarial

ENG/SPA

## Requirements for third-party use of District Facilities:

- Submission of the online Request for Facilities Use Application at: <https://www.laschools.org/new-site/facility-use/licenses-and-permits/>
- A written agreement (permit or a type of agreement)
- Current and appropriate levels of insurance for the planned use
- All fees must be paid in advance of the event before an agreement or permit can be issued.

## Things to keep in mind:

- Agreements can only be executed by District staff with Delegated Authority.
- All third-party use of District facilities requires a form of written agreement to be at any LAUSD school site.
- District offices and schools cannot waive fees.
- In some cases, agreements will require approval by Board of Education.

## Requisitos para el uso de instalaciones del Distrito por terceros:

- Presentación de la solicitud en línea para el uso de instalaciones en: <https://www.laschools.org/new-site/facility-use/licenses-and-permits/>
- Un acuerdo escrito (permiso o un tipo de acuerdo)
- Niveles de seguro actuales y apropiados para el uso planificado
- Todas las tarifas deben pagarse por adelantado antes del evento, antes de que se pueda emitir un acuerdo o permiso.

## Cosas a tener en cuenta:

- *Los acuerdos solo pueden ser ejecutados por el personal del Distrito con Autoridad Delegada.*
- *Todo uso de las instalaciones del Distrito por terceros requiere un tipo de acuerdo escrito para estar en cualquier sitio escolar de LAUSD.*
- *Las oficinas del Distrito y las escuelas no pueden eximir las tarifas.*
- *En algunos casos, los acuerdos requerirán aprobación de la Junta de Educación.*

# Facilities - Real Estate & Business Development Department

For Third-Party Applicants (Non PTA and PTO groups)

Website: [LAUSD Facilities Use Application](#)

Application Workflow (Third-party applicants (ex. independent after school provider) must fill out their own application:

Applicant  
Registers

Complete Online Application

Application is reviewed  
by Real Estate

Application assigned to a Real  
Estate agent for processing

Request is sent to the following departments for review and approval:

Insurance Compliance for  
review and approval of the insurance requirements

Civic Center Operations for school administration  
approval and confirmation of who will be staffing the  
request

After approval from Civic Center Operations (Pending Insurance Compliance approval):

Cost is Determined

Applicant Invoiced

Payment Received

Agreement/Permit Issued

# Instalaciones – Departamento de Bienes Raíces y Desarrollo Empresarial

Para Solicitantes de Terceros (Grupos que no son PTA ni PTO)

Website: [LAUSD Facilities Use Application](#)

Flujo de Trabajo de Solicitud (Los solicitantes de terceros (por ej., proveedores independientes de programas extracurriculares) deben completar su propia solicitud)

El solicitante se registra

Completar la solicitud en línea

La solicitud es revisada por Bienes Raíces

Solicitud asignada a un agente de Bienes Raíces para su procesamiento

La solicitud se envía a los siguientes departamentos para su revisión y aprobación:

Cumplimiento de Seguros para la revisión y aprobación de los requisitos de seguro

Operaciones del Centro Cívico para la aprobación de la administración escolar y confirmación de quién estará a cargo de la solicitud

Después de la aprobación de Operaciones del Centro Cívico (Pendiente de la aprobación del Cumplimiento de Seguros):

Se determina el costo

Se factura al solicitante

Pago recibido

Acuerdo/Permiso emitido



# Facilities- Real Estate & Business Development Department

For Third-Party Applicants (PTA and PTO Fundraising Events)

**Website:** [LAUSD Facilities Use Application](#)

Application Workflow (Third-party applicants (ex. independent after school provider) must fill out their own application:

Applicant  
Registers

Complete Online Application

Application is reviewed  
by Real Estate

Application assigned to a Real  
Estate agent for processing

After Approval from Student Body Finance and the Insurance Compliance Departments:

Cost is Determined

Applicant Invoiced

Payment will not be  
required

Agreement Issued

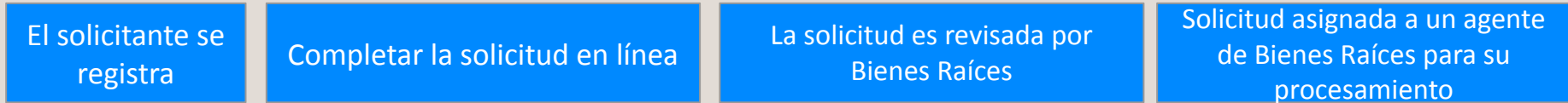
- No payment will be required, by PTA/PTO organizations fundraising who collect funds directly to the organization only.
- Any PTA/PTO hiring a third-party company, to provide services to the students, after school will need the actual vendor to apply for a license agreement. There will be a license fee that will need to be paid by the company especially if they are charging parents directly for their services.
- If the school's administration requires more custodial time for a specific event, email our office at [facilities-use@lausd.net](mailto:facilities-use@lausd.net). You will need to specify the name of the school, the date(s) of the event, and confirm how many hours of custodial time in total are required to cover the event.

# Instalaciones – Departamento de Bienes Raíces y Desarrollo Empresarial

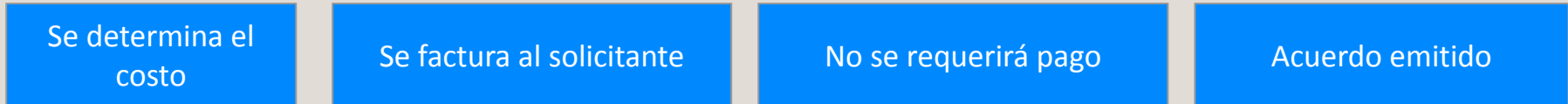
Para Solicitantes de Terceros (Eventos de Recaudación de Fondos de PTA y PTO)

**Website:** [LAUSD Facilities Use Application](#)

Flujo de Trabajo de Solicitud (Los solicitantes de terceros (por ej., proveedores independientes de programas extracurriculares) deben completar su propia solicitud):



Después de la aprobación de los Departamentos de Finanzas del Cuerpo Estudiantil y de Cumplimiento de Seguros:



- No se requerirá pago por parte de las organizaciones PTA/PTO que recaudan fondos directamente para la organización solamente.
- Cualquier PTA/PTO que contrate a una empresa externa para proporcionar servicios a los estudiantes después de la escuela necesitará que el proveedor presente una solicitud para un acuerdo de licencia. Habrá una tarifa de licencia que deberá ser pagada por la empresa, especialmente si están cobrando a los padres directamente por sus servicios.
- Si la administración de la escuela requiere más tiempo de limpieza para un evento específico, envíe un correo electrónico a nuestra oficina a [facilities-use@lausd.net](mailto:facilities-use@lausd.net). Necesitará especificar el nombre de la escuela, las fechas del evento y confirmar cuántas horas de tiempo de limpieza en total se requieren para cubrir el evento.



**Resources to support schools through the  
application submission process**

**Recursos para apoyar a las escuelas  
durante el proceso de envío de  
solicitudes**

# School Fundraising/Event Program


# Programa de Recaudación de Fondos/Eventos de la Escuela

Website: [LAUSD School Fundraising Program](https://fundraising.lausd.net)

🔒 <https://fundraising.lausd.net>

My Applications   Parent Organization   Manage ASBs   Approve request   Reports ▾   Admin   Need Help?   [ovanes.shaginyan@lausd.net](mailto:ovanes.shaginyan@lausd.net)   [Logout](#)

**LAUSD UNIFIED** School Fundraising/School Event Program



Region: East, North, South, West, Others ▾ [change](#)

Search:  [Search](#)

School	Title	Sponsor	PTA/PTO /Booster Legal Name	RCT or IRS FEIN Number	Event Date	Submitted	Requester	Signatures							
								Principal	FM	ASB	Athletic Director	Parent Officer	10th or 31st Dist Officer	CRD. Financial Manager	



# Student Body Finance Support

Website: [Student Body Finance Support Menu](#)

# Apoyo Financiero para el Cuerpo Estudiantil

Student Body  
Finance  
Support

**LAUSD**  
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# Facilities- Real Estate & Business Development Department

[Website: LAUSD Facilities Use Application](#)

# Instalaciones - Departamento de Bienes Raíces y Desarrollo Empresarial

Google the Facilities Licenses and Permits Pages:

[LAUSD Facilities Use Application](#)

**Asset Management**

- Real Estate & Business Development
  - Filming Permits
  - Licenses and Permits
    - Current Long Term Licensing Opportunities
    - Joint Use Agreements
    - Real Estate and Development Opportunities
    - Workforce Housing
  - School Management Services / Master Planning and Demographics
  - Staff Directory
  - Standards
  - Training
  - Maintenance & Operations
  - Program Support Services
  - Project Execution
  - Facilities Contracts

## LICENSES AND PERMITS

### CIVIC CENTER PERMITS

The Civic Center Permit Office supports the shared use of school facilities in conformance with the California Education Code and the Board of Education rules.

Civic Center permits allow communities the use of public school facilities for supervised not-for-profit recreational activities, meetings, and public discussions during non-school hours.

To obtain a Civic Center permit, please complete the online Request for Facility Use application.

Visit us periodically for information on early application period dates.

### PERMIT APPLICATION PERIOD

PERMIT APPLICATION PERIOD	PERMIT APPLICATION PERIOD
<b>SPRING 2023</b>	Jan 09 - Jun 30, 2023
Early Application Period	Nov 7, 2022 - Nov 14, 2022
Application Deadline	May 15, 2023
<b>FALL 2023</b>	Jul 10 - Dec 19, 2023
Early Application Period	May 18 - May 23, 2023
Application Deadline	Nov 6, 2023

**ONLINE APPLICATION | Request for Facilities Use**

To apply for a Civic Center Permit, License Agreement, or obtain approval for a District/ School Sponsored Event, please complete the online Request for Facility Use application.

**CLICK HERE**  
START YOUR APPLICATION

### Application Attachment Documents

- Beautification - Approval Tracking Sheet
- Beautification - Information Sheet
- Certificate of Insurance (sample)

**CLICK HERE TO BEGIN THE APPLICATION PROCESS**

Haga clic aquí para comenzar el proceso de solicitud



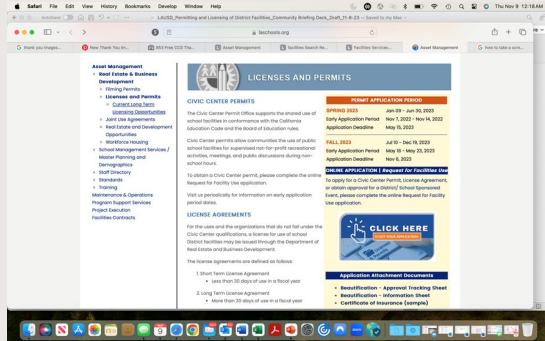
# Facilities - Real Estate & Business Development Department

## Online Application Portal Support and Required Documents

# Instalaciones - Departamento de Bienes Raíces y Desarrollo Empresarial

## Soporte del Portal de Solicitudes en Línea y Documentos Requeridos

Website: [LAUSD Facilities Use Application](#)



### Application Attachment Documents

- Beautification – Approval Tracking Sheet
- Beautification – Information Sheet
- Certificate of Insurance (sample)
- Detailed Itinerary
- Facility Use Authorization Form
- Out of Season Athletics Approval
- Waiver of Liability
- Vendor List

### Online Resources

- Civic Center Announcement Letter 2025A
- Frequently Asked Questions (Permits)
- Guide to Online Facility User Request Form
- Website Registration and Log In Guide

### External Links

- BULLETIN 6894.1 Procedures for Third-Party Use of School Facilities
- California Education Code
- Risk Management Insurance Requirements
- School Fundraisers/ School Event





**Contact information for future support**  
**Información de contacto para apoyo en el futuro**

## **Risk Management:**

Jesus Rico,  
Insurance Coordinator  
jxr6149@lausd.net

Juan Gonzalez,  
Disability Manager  
juan.gonzalez11@lausd.net

## **Real Estate and Business Development:**

Nancy Vasquez,  
Principal Realty Agent  
nancy.y.vasquez@lausd.net

Mark Borison,  
Deputy Director, Real Estate and Business  
Development  
mark.borison@lausd.net

**Contact**  
contáctanos

## **Student Body Finance:**

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Annette Galono,  
Coordinating Financial Manager  
amg2851@lausd.net



**Thank you!**

