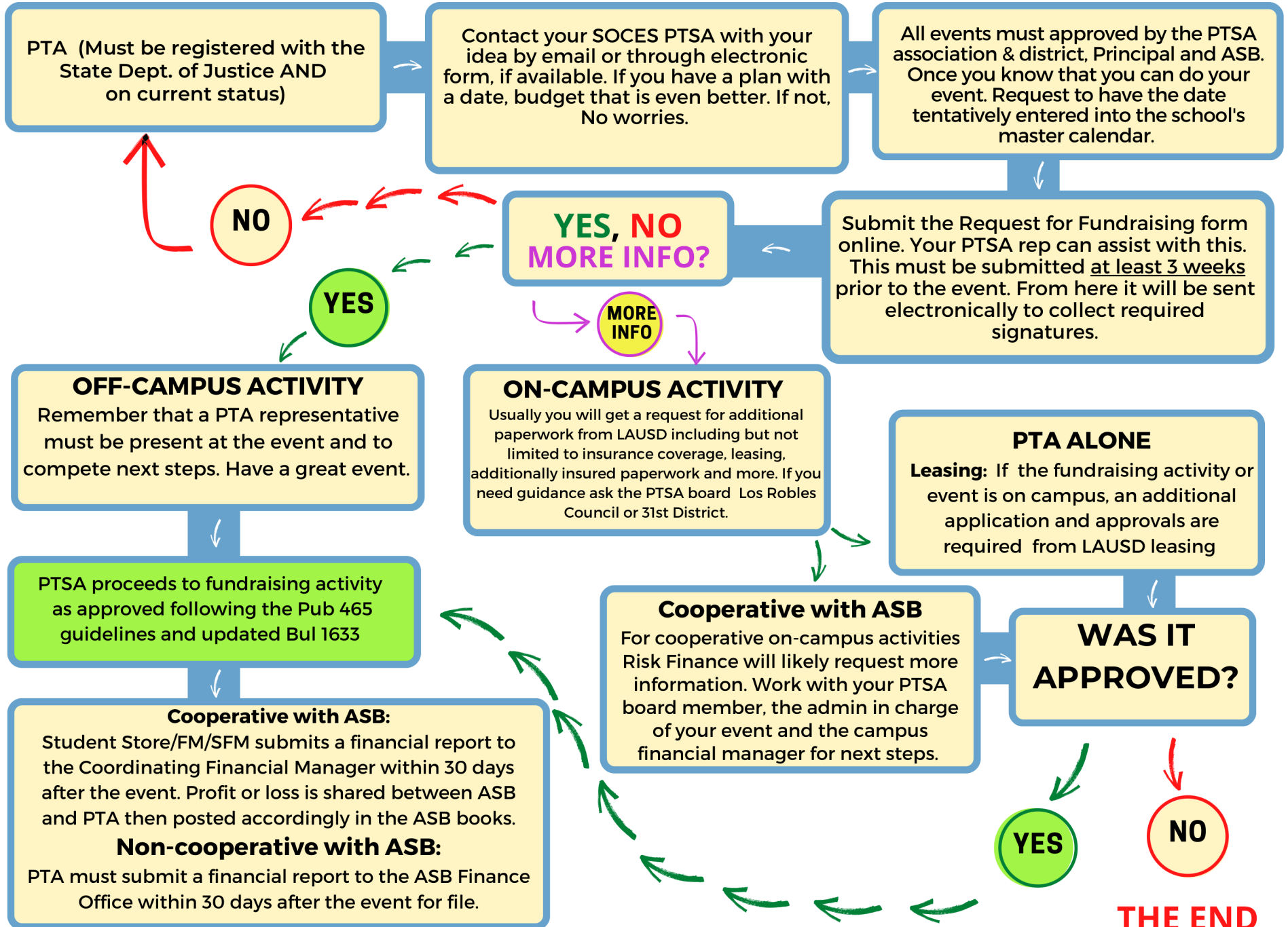


SOCES PTSA / LAUSD PAPERWORK FUNDRAISING FLOW CHART

START



PTA (Must be registered with the State Dept. of Justice AND on current status)

PLAN STARTS 2 MONTHS BEFORE

Contact your SOCES PTSA with your idea by email or through electronic form, if available. If you have a plan with a date, budget that is even better. If not, No worries.

All events must approved by the PTSA association & district, Principal and ASB. Once you know that you can do your event. Request to have the date tentatively entered into the school's master calendar.

NO

YES, NO
MORE INFO?

Submit the Request for Fundraising form online. Your PTSA rep can assist with this. This must be submitted at least 3 weeks prior to the event. From here it will be sent electronically to collect required signatures.

YES

MORE INFO

OFF-CAMPUS ACTIVITY

Remember that a PTA representative must be present at the event and to compete next steps. Have a great event.

ON-CAMPUS ACTIVITY

Usually you will get a request for additional paperwork from LAUSD including but not limited to insurance coverage, leasing, additionally insured paperwork and more. If you need guidance ask the PTSA board Los Robles Council or 31st District.

PTA ALONE

Leasing: If the fundraising activity or event is on campus, an additional application and approvals are required from LAUSD leasing

PTSA proceeds to fundraising activity as approved following the Pub 465 guidelines and updated Bul 1633

Cooperative with ASB

For cooperative on-campus activities Risk Finance will likely request more information. Work with your PTSA board member, the admin in charge of your event and the campus financial manager for next steps.

WAS IT APPROVED?

YES

NO

THE END

Cooperative with ASB:

Student Store/FM/SFM submits a financial report to the Coordinating Financial Manager within 30 days after the event. Profit or loss is shared between ASB and PTA then posted accordingly in the ASB books.

Non-cooperative with ASB:

PTA must submit a financial report to the ASB Finance Office within 30 days after the event for file.