



**LOS ANGELES UNIFIED SCHOOL DISTRICT  
POLICY BULLETIN**

**TITLE:** **POLICIES GOVERNING SCHOOL FUND-RAISING  
ACTIVITIES OF PTA, APPROVED PARENT  
GROUP/PTO, AND BOOSTER CLUBS**

**NUMBER:** BUL-1633

**ISSUER:** Terri Minami, Director  
School Fiscal Services Division

**DATE:** March 29, 2005

**ROUTING**  
Local District  
Superintendent  
School Principals  
Financial Managers  
School  
Administrative  
Assistants

**POLICY:** This bulletin provides administrators with information regarding Board of Education policies for school fund-raising activities.

**MAJOR CHANGES:** This Bulletin Replaces Bulletin No. 1283 dated October 25, 2004 issued by the Office of the Chief Financial Officer. The content has been revised to reflect changes in the legal and liability requirements needed for approved parent groups, and how to account for funds raised by approved parent groups.

**GUIDELINES:** The following guidelines apply.

**I. BACKGROUND**

This bulletin provides administrators with information regarding Board of Education policies for school fund-raising activities conducted by a Parent-Teacher Association (PTA), Approved Parent Group, such as a Parent-Teacher Organization (PTO), and Booster Clubs. In addition, details regarding charitable drives and student body fund-raisers are included.

**II. LEGAL STATUS OF PTA, APPROVED PARENT GROUP(PTO), AND BOOSTER CLUBS**

PTAs, approved parent groups (PTOs), and booster clubs are all organizations that are separate legal entities from the District. Prior to any involvement with one of these organizations, the school administrator should ensure that the organization has provided the school with appropriate documentation showing independent legal status (for example, nonprofit or 501 (c) (3) status). A copy of bylaws is not sufficient. In addition, these organizations must carry separate insurance (see Part V, below).



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### III. PTA OR APPROVED PARENT GROUP/PTO INVOLVEMENT IN FUND-RAISING ACTIVITIES

There can be only one organization in a school cooperating with the student body on fund-raising activities – either the school PTA or Approved Parent Group (PTO). A cooperative activity is one in which the students participate with the PTA or approved parent group (PTO) in a fund-raiser through joint planning and implementation of the event and/or the sharing of proceeds. Funds raised through a cooperative activity with an approved parent group (PTO) must initially be carried on the student body books. However, after all the expenses are paid, and the profits of the fundraiser determined, a student body check must be sent to the approved parent group (PTO) for its share of the profit. Since the approved parent group (PTO) is a separate legal entity, its share should be kept in that organization's bank account and not on student body books. Funds belonging to an approved parent group (PTO) that are currently carried on the student body books must be either closed out to the student body surplus or deposited into the organization's own bank account based on the mutual agreement between the School Principal and the approved parent group members. If the parties involved cannot reach a satisfactory agreement, the final decision is made by the Principal. If the approved parent group (PTO) parents do not want to set up a separate legal entity, they have the option of joining the PTA or volunteering to assist with fundraisers on behalf of the student body.

As always contributions and participation by students and employees in a fundraising activity must be entirely voluntary.

The PTA or approved parent group (PTO) must review and approve any student body fund-raising activity separate from the student body review and approval process. Contests may be held and prizes may be awarded provided there is approval from the appropriate parent group and student body. However, roles and responsibilities of the parent group and student body need to be clarified prior to any joint activity.

### IV. BOOSTER CLUBS

In addition to the PTA or Approved Parent Group (PTO), a school may have a Booster Club. A Booster Club is considered to be a separate entity from the school. The procedures for a Booster Club are as follows:

- A. Booster Clubs must be properly organized under the laws of the state, county, and city. They must raise funds independent of the student body, just as a Kiwanis Club, Chamber of Commerce or other professional organizations raise funds.



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- B. Booster Club fund-raising activities including the actual sale of items, shall not take place on school grounds during the school day.
  - C. Booster Clubs wishing to use District facilities should call the Real Estate Office.
  - D. Student bodies may not participate in fund-raising activities with Booster Clubs.
  - E. Individual students or staff may volunteer to assist a Booster Club in its activities, providing that this assistance is given during non-instructional time and is not linked to course credit or grades.
  - F. Booster Club funds shall not be deposited in student body accounts or processed through the student body office.
  - G. Booster Clubs wishing to donate money or materials for instructional purposes must use form 79.43, "Application for Loan or Donation of Educational Materials." (See Bulletin C-66). Donations for student body activities require a "Request for Authorization" for elementary schools and Form 34-EHJ-8, "Request for Authorization for Student Body Expenditures and Receipts" for secondary schools.
  - H. Booster Clubs must carry separate insurance (see Part V, below).
- V. LIABILITY INSURANCE FOR PTA, APPROVED PARENT GROUPS (PTOS), AND BOOSTER CLUBS.

PTA, Approved Parent Groups (PTOs), and Booster Clubs are all organizations that are separate legal entities from the District. Therefore, these organizations are required to provide separate insurance with the appropriate limits to operate their organization. Since the minimum insurance limits required by the District may be changed or certain types of events may require higher limits due to increased risk and hazard, you may obtain the insurance requirements from the Division of Risk Management and Insurance Services. Each organization must meet the insurance limits required by the District. Moreover, the organization must include the Los Angeles Unified School District and its Board Members as additional insured. Division of Risk Management and Insurance Services suggests contacting a commercial insurance agent for insurance information. Other possible resources are [www.ptoinsurance.com](http://www.ptoinsurance.com) and [www.ptotoday.com](http://www.ptotoday.com).



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The Division of Risk Management and Insurance Services offer a “Special Events Liability Insurance Program” for those organizations that opt to purchase insurance through the broker Driver-Alliant. The coverage is reasonably priced and competitive for special events. The coverage purchased through this program is preset to meet the District’s insurance requirements. You may obtain an application by accessing [www.lausd.net](http://www.lausd.net), and following these steps:

- Click on Office; find Division of Risk Management and Insurance Services.
- For information regarding Special Event Liability Insurance, click the tab for Ins. & Risk Finance and then click on Special Events Liability Ins.
- For the application, click the tab for Publications, then click on Ins. & Risk Finance and choose the tab for Special Events Liability Request Form. Please allow two to three weeks for processing of your application.

For questions, please call the Division of Risk Management and Insurance Services at (213) 241-3987. For information regarding leasing District property, please contact Real Estate at (213) 633-7581.

### VI. CHARITABLE FUND-RAISING ACTIVITIES

District-wide charitable fund-raisers must have the approval of the Board of Education. In addition, each school year a student body may select other charities and conduct fund-raising campaigns to support them.

No contests may be held or rewards or prizes offered or accepted in connection with any charitable fund-raising campaign in the school district. An approved program for the entire student body may be held in appreciation of the total effort. Other programs of appreciation for an entire class, grade, or designated group of students may be held if approved by the Superintendent.

### VII. SALE OF PRODUCTS IN CONJUNCTION WITH A FUND-RAISER

When fund-raisers at elementary schools involve the sale of products, items must be preordered and prepaid. At secondary schools, items may be preordered and prepaid, or students may be issued products for sale without prepayment, but no additional items may be issued until funds for the prior issuance have been collected. The vendor should provide all materials and forms.



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Written parental permission must be obtained in order for the students to participate. No student shall be prohibited from registering for classes due to money owed from a fund-raising activity.

**Attachments:**

Activity Checklist for Carnivals and Other Events.  
Special Event Liability Insurance Application.

**RELATED RESOURCES:** Board Rules 1255, 1256, 1258, 1317.5, 1317.8, 2525, 2561  
Publications 464 and 465.

**ASSISTANCE:** For assistance or further information, please contact your Coordinating Financial Manager, at the Local District Office.

For assistance with insurance requirements, please contact the Division of Risk Management and Insurance Services at (213) 241-3987.

For more information about the attached Activity Checklist, please contact the Office of Environmental Health and Safety at (213) 241-3198.

For more information about use of facilities, please contact Real Estate Section at (213) 633-7581.

For more information about Civic Center Act permits, please contact the Civic Center Permits Office at (818) 904-2164.



**Office of Environmental Health and Safety**

333 South Beaudry Avenue  
Los Angeles, CA 90017  
Phone: (213) 241-3199  
Fax: (213) 241-6816



**ACTIVITY CHECKLIST FOR CARNIVALS AND OTHER EVENTS**

The following guidelines are recommended to ensure that a safe environment is provided for a successful event. The administrator or activity delegate is responsible for completing the form and fulfilling the requirements of the checklist.

**Preliminary Procedures**

- Secure authorization from the Fire Prevention Bureau, Schools and Churches Unit or the local City or County Fire Department. L.A. City 213-485-6044, L.A. City (Valley Bureau) 818-374-1110, L.A. County Fire 323-890-4132.
- Check for compliance with regulations outlined in the LAUSD Safety Handbook and applicable bulletins and memorandums.
- Check area suitability for the proposed activity.
- Include a detailed list of all games or contests, with the "Request for Authorization for Student Body Expenditure and Receipt" or "Notice of Intent".
- All events must comply with all LAUSD, city state and federal regulations.
- It is the responsibility of the school to verify vendors have proper liability insurance (Bulletin 24).

The Los Angeles Unified School District will not approve the following types of activities: Sharp Darts or Arrows, Throwing of an Object at a Person (pies, sponges, balloons, etc.), Dunking Pupils or Employees into Water Tanks, Destruction of Old Automobiles Using a Hammer or Other Means, Animal or Mechanical Rides, Trampolines; Climbing Walls; Bungee Jumping Equipment, Gyroscopes, Giant Slides.

**Activity Checklist**

**1. Booths, Bleachers, Platforms, etc.**

- Install booths made of non-combustible or fire resistive materials (plywood, pressed wood at least 1/4" thick or metal).
- Have Maintenance Personnel inspect temporary seating, bleachers, etc., authorized by Civic Center permits and/or the individual school with final approval from the Office of Environmental Health and Safety (OEHS).
- Bound chairs, over 500, in limits of 3-7; no loose chairs beyond 50% of stated room capacity.

**2. Decorations**

- Use flameproof material. No flammable materials permitted.
- Stage seats, curtains, draperies, floats, wrapping paper, streamers & signs should be made of flame retardant materials. Butcher paper may be used as a table cover if secured at all ends and no overhang.

**3. Electrical, Fire, Lighting**

- Apply for temporary wiring, lighting, and appliances usage through the Electrical Technical Unit prior to event.
- Do not use any open flames, flame producing devices, candles, oil lamps or lanterns.
- Have an adequate number of portable fire extinguishers with proper classifications available or garden hoses.
- Fireworks and pyrotechnic devices must have a Fire Department Fire Permit. This can be obtained through the local City or County Fire Department for the area the school is located.
- Barbeques and braziers are approved for use when permits are obtained by the L.A.F.D. Schools and Churches Unit or Authority having jurisdiction. Adults are permitted to use barbeques; no children may use equipment.

**4. Food and Refreshments**

- Food preparation areas must be fully enclosed & have a cleanable floor surface.
- Water must be supplied through a good grade hose or stored in approved good grade containers
- Hot water shall have a minimum temperature of 120 degrees
- All booths that handle non -packaged food (including beverages) must have hand wash facilities w/in the booths.
- All booths using utensils require a 3 compartment metal sink.
- Approved toilet facilities must be located w/in 200' walking distance of all food booths
- All food or beverages that have been stored or prepared in a private home may not be offered for sale or given away. The only exception is non-potentially hazardous bake goods or candy.
- All food and beverages dispensed through LAUSD cafeteria kitchens must have an LAUSD Food Service Representative on site.
- Follow all applicable Health and Safety codes.

**5. Parking**

- Arrange parking in designated areas with permission of Principal and locations must comply with Fire Department regulations.

**6. Rubbish**

- Provide metal containers or combustible waste material and empty them regularly
- Rubbish containers shall not obstruct aisles, pathways or exits.

**7. Salvage Drives**

- Arrange for constant supervision in the use of material, proper containers and daily removal of salvage goods.
- Load and unload material by authorized personnel.
- Do not allow trucks exceeding 80,000 lbs. on campus.

**8. Screens and Barricades**

- Barricades shall not obstruct aisles, pathways or exits.
- Barricades shall be secured against falling.
- Do not chain any doors closed.



# SPECIAL EVENT LIABILITY INSURANCE APPLICATION

Date: \_\_\_\_\_

Name of Organization, Event Sponsor or Individual: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_\_) \_\_\_\_\_

E-mail: \_\_\_\_\_

Type of Event/Contract/Lease: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_

School location & Address: \_\_\_\_\_

Anticipated Total Event Attendance: [Participants, spectators and guests]: \_\_\_\_\_

Real Estate Branch Contacted:  YES  NO

## INSTRUCTIONS:

1. Fill out the information above and return to Risk Management by faxing to (213) 241-8993 to attention Margo Alfaro.
2. Please allow one week to process the application. You will be contacted with a quote from Risk Management.
3. Payment must be received two weeks prior to your event. **NO EXCEPTIONS.**
4. Payment must be a cashier's check or money order made out to DRIVER-ALLIANT.
5. If you have any questions, please contact Margo Alfaro at (213) 241-3987.

Please forward completed request to:

Division of Risk Management & Insurance Services  
 Los Angeles Unified School District  
 333 South Beaudry Avenue, 28<sup>th</sup> Floor  
 Los Angeles CA 90017  
 Fax (213) 241-8993  
 Telephone (213) 241-3987  
[www.lausd.net](http://www.lausd.net)