

SCHOOL PTA/O FUNDRAISING EVENTS – Guidelines and Checklist ✓

For day/school hours of operation programs and events:

- Presenter must execute and submit the District’s standard short-form presenter agreement (this would capture site(s), permitted areas for parking/hosting, date(s) and time(s) of event)**
- Presenter (if an entity) must be active and in good standing on the CA Sec of State’s website**
- Presenter legal name must match insurance documentation**
- Required insurance documentation including additional insured and endorsements for District and Parent Organization must be submitted**
- Must provide copy of business license**
- If a Food Truck or other Mobile Food Facility, must provide copy of LA County Public Health permit**
- If a food handler (including Food Trucks), must provide food handler’s card/certificate**
- If a food handler (including Food Trucks), must follow Food and Nutrition Guidelines (unless it’s a previously approved “free for all”)**

Civic Center Facility Use (Evenings, weekends and after school/program hours of operation):

- Same as above, but the sponsoring organization (e.g., the PTA organization that is inviting the food truck, fundraising vendor, etc.) needs to submit Civic Center application or otherwise confirm reservation to use facility.**