



ACTIVITY REQUEST FORM

*Submit this form **AT LEAST 14 DAYS** prior to any non-fundraising event. Requests for fundraising events must be submitted **4 WEEKS IN ADVANCE**. All fundraising requests need to include the District's fundraising form (Form 34-EHJ-8), which can be picked up at the student store.*

Today's Date: _____ Staff Name: _____ Name of Sponsor Group: _____ Room# _____

Activity Request Steps

- _____ Requestor must check online calendar for potential conflicts www.RoybalTitans.net
- _____ Obtain the signature of your SLC Lead Teacher (non-SLC events need to be submitted to Mercedes in Room 265 for an AP signature)
- _____ Submit form to Mercedes in Room 265 for approval.
- _____ You will receive official confirmation once your activity has been approved. Once approved, event will be placed on our school calendar.

NAME OF ACTIVITY: _____ ACTIVITY DATE: _____ ACTIVITY TIME: _____

FUNDRAISING EVENT: _____ YES (*if yes, please attach form 34-EHJ-8*) _____ NO

EMPLOYEE(S) SUPERVISING EVENT: _____

LOCATION OF ACTIVITY:

- | | |
|--|---|
| <input type="checkbox"/> Quad
<input type="checkbox"/> Cafeteria
<input type="checkbox"/> Bldg. 3 Quad
<input type="checkbox"/> MPR
<input type="checkbox"/> Faculty Dining Area | <input type="checkbox"/> Library (<i>requires Ms. Bullock's signature</i>) _____
<input type="checkbox"/> Gym (<i>requires Mr. Letona's signature</i>) _____
<input type="checkbox"/> Dance Studio (<i>requires Mr. Letona's signature</i>) _____
<input type="checkbox"/> Football Field (<i>requires Mr. Letona's signature</i>) _____
<input type="checkbox"/> Baseball Field (<i>requires Mr. Letona's signature</i>) _____
<input type="checkbox"/> Other _____ |
|--|---|

By signing, the sponsoring teacher agrees to abide by LAUSD policies related to school-sponsored events (see Publication 465). As a reminder, all cash collected at school from students for any purpose must be turned in promptly to the financial manager in the Student Store. It is the group's responsibility to notify and arrange for services and equipment needed prior to the date of the event, this includes any audio and visual needs.

Your submission of this form does not constitute admin approval of event. Once your request is reviewed, you will receive notification from Mercedes regarding approval status.

Sponsoring Teacher's signature: _____ **Date:** _____

Lead Teacher's signature: _____ **Date:** _____

AP of Student Activity's signature: _____ **Date:** _____

-----OFFICE USE ONLY-----

Date Received: _____ *Date Returned:* _____ *Mercedes Milian* _____

Approval (see back): _____ *Approved* _____ *Denied* _____ *AP Signature:* _____

To: _____

Date: _____

Re: Activity Request

From: Ms. Cruz, Assistant Principal

Your activity request form has been received and reviewed. Please see below for a status on your request.

_____ **Your activity has been approved and has been placed on Roybal's Master calendar.**

_____ **Your activity is pending approval.**

_____ Your activity is a fundraising activity that requires approval from Student Government. Please submit this paperwork to Ms. Tubola in the Student Store so that she can work with our Student Government class to have the event placed on the minute's meeting agenda for ratification (minute's meeting take place only once a week). Once the item is reviewed and approved, the fundraising form will be returned to you. Per District policy, all fundraisers need to be submitted and approved at least 4 weeks prior to the scheduled event. Please ensure to communicate with Ms. Tubola to receive confirmation of approval.

_____ **Your activity was not approved. Please see below.**

_____ A conflict exists with the date identified. Please re-submit with a different date. Our calendar is available online for your reference.

_____ Your activity is a fundraiser. Please obtain the required fundraising form (Form 34-EHJ-8) from Ms. Tubola in the student store and re-submit your paperwork for approval.

_____ Your activity is a fundraiser. Per District policy, all fundraisers need to be submitted and approved no later than 4 weeks prior to the scheduled event. Unfortunately, the date submitted was not at least 4 weeks prior to the event, as required.

_____ There are a few questions about this activity. Please have the club sponsor come and speak to Ms. Cruz during their conference period in Room 369.

_____ The form is missing pertinent information required to approve the activity. Please review highlighted areas and re-submit.

_____ The activity is not approved per LAUSD Publication 465.

As a reminder, please review LAUSD Publication 465 (available on school website under "Staff Handbook") for important information related to student body activities. Please see Ms. Cruz if you have any questions or require further support.

Thank you!

Ms. Cruz