

MBX BOOSTER CLUB SCO TRAINING



DATE :

MBX Contact Information:

TIME:

Location: MBX Offices

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MEETING AGENDA

WELCOME	Pennie/Robyn
MBX BOOSTER SUPPORT	Pennie
MBUSD GUIDELINES	Pennie
MBX GUIDELINES	Pennie
FUNDRAISING GUIDELINES & APPROVAL PROCESS	Nicole
SCO APPLICATION PROCESS	
• REQUIRED APPLICATION INFORMATION	Pennie
• SAMPLE ASK LETTER	
• BUDGET TEMPLATE	
BOOSTER PARENT MEETINGS	
• TALKING POINTS	Pennie
• SAMPLE HANDOUT	
FACILITY RESERVATIONS & RENTAL PROCEDURES	Pennie
BANNER GUIDELINES	Pennie

Notes:

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HOW DOES MBX SUPPORT BOOSTER CLUBS?

Booster Support

- Provides support and officer training
- Registers as a charitable organization yearly allowing Boosters non-profit status
- Reviews and submits ask and SCO agreement to district for approval and school board discussion and vote
- Sets up the booster ASK
- Promotes merchandise sales and fundraisers via MBUSD channels
- Designs and distributes the MBX Newsletter
- Updates booster website pages on mbxfoundation.org
- Holds SCO meetings

Financial Support

- Oversees banking accounts and transactions
- Provides insurance for camps, fundraisers, summer athletics, VAPA programs and banquets
- Manages camp registration system
- Manages online payment systems
- Funds cap ex projects
- Upgrades and maintains fields and facilities
- Conducts monthly reconciliations and yearly audit
- Facilitates the set up and launch of Square stores for sales

Facilities Support

- Plans, funds and purchases cap ex projects
- Upgrades and maintains fields and facilities

2026-2027 MBX BOOSTER FEES

SCO Administration Fee - \$250 per SCO annually

- This base fee covers year-round support and the setup and management of the first two camps per year.
- This fee will be deducted from your account once your budget has been approved.

Camp Management Fee - \$150 per additional camp

- This fee applies to every camp scheduled beyond the initial two included in the annual fee.
- This fee is incurred at the time of scheduling and remains applicable even in the event of a cancellation.

Returned Check Fee - \$25 per each returned check

MBUSD GUIDELINES

DONATIONS & SPONSORS

- Booster Clubs are not allowed to exchange donations for admissions into ticketed games.
- All boosters must adhere to the MBX banner guidelines, including no soliciting of Kinecta or any financial businesses.

SOCIAL MEDIA

- Info from Grace
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STADIUM WAY

- The sale of food or drinks is permitted only with the express, advance, written permission of the District/MBX and with proper Health Department clearances.
- Groups are prohibited from utilizing food trucks, barbecue equipment, or food preparation stations (other than the existing Snack Stand) on Stadium Way or in or on District facilities.
- No chewing gum allowed on Stadium Way.
- No dogs or other animals allowed on Stadium Way or on District facilities.
- No skateboards, roller skates, bicycles, strollers or any other wheeled and/or motorized vehicles allowed on Stadium Way or on District facilities.

PARKING

- Booster Clubs are allowed to reserved one Mira Costa parking lot for an event, but are not allowed to charge for the use.
- Parking spaces may not be auctioned off or reserved for any booster club.

NO ALCOHOL POLICY

- There is a NO alcohol policy (this includes pre-game tailgates on the Mira Costa Campus).
- When chaperoning a school field trip, the use of alcohol or drugs is strictly prohibited.
- For overnight trips, this rule applies 24/7, even when not in the presence of students.
- All branding and promotions for school-affiliated events must remain alcohol-free, excluding any references to drink specials or alcohol-related themes.

FIELD TRIP REQUESTS

- Coaches must fill out the Field Trip request form located on the district website.
 - Coaches must submit requests to MCHS Admin for approval.
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MBX FINANCIAL GUIDELINES

BUDGET

- Presidents should discuss budgets with coaches and advisors before submission.
- All boosters must have at least one parent meeting for new and current parents before your season to go over your approved budget.
- Every booster should provide a copy of the budget upon request.
- Boosters may not hold more than 20% of their operating budget in their reserves.
- All processing fees for any credit card transactions are paid for by the boosters (please plan accordingly when budgeting).
- MCHS trainers used outside of regular hours, will be paid for by booster clubs (please plan accordingly when budgeting).

DONATIONS & ASK

- Your ask must be specific to your expenditures.
- You may not change your ask once it is submitted and approved.
- Donations/Asks are not required for a student to play or participate.
- Donations/Asks should only be discussed privately between the President and Treasurer. If outside discussion happens in regards to the donation/ask, the President and/or Treasurer will be asked to step down immediately.
- A parent should never be approached publicly regarding their donation/ask or lack of donation/ask.
- Coaches and advisors should not be told who has donated or their contribution level.
- No goods or public recognition may be given in exchange for making a donation.

CHECK REQUESTS & CREDIT CARDS

- Credit card usage is for any purchases over \$1,000 only.
- A Credit Card Usage Form must be submitted within one day of usage.
- When submitting check requests, two booster officers must be copied.

COACH GIFTS & GIFT CARDS

- Coach gifts will be made via direct deposit through the Bill.com system.
 - MBX must have a W-9 and direct deposit form on file for the coach to complete the request. Payment cannot be made until these forms are received.
 - If gift cards are purchased and submitted for reimbursement, a list of all individuals receiving gift cards and the value given to each individual must be provided.
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MBX FUNDRAISING GUIDELINES & APPROVAL PROCESS



BOOSTER CLUBS MAY ONLY PARTICIPATE IN FUNDRAISERS THAT HAVE BEEN:

- ① Submitted via the MBX Booster Fundraising Form
- ② Approved by MBX (confirmed by email)
- ③ Listed on the MBX Fundraising Schedule

The following are exempt from the MBX Fundraising Form requirement:

- Restaurant Nights
- Camps: Once your coach has obtained date approval and secured the facility through the AD, all camps must be submitted using the MBX Camp Registration Form
- Booster Branded Merchandise: Items featuring both the Mira Costa AND your Booster Club name.

POKER NIGHTS, RAFFLES & PARENT PARTIES

POKER NIGHTS	Poker nights are prohibited, including at parent parties, unless it has been approved as your Booster's <i>Exclusive Fundraiser</i> for the year.
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RAFFLES	To ensure compliance with state regulations, Boosters must follow these procedures: • Email fundraising@mbxfoundation.org to report any planned raffle prior to advertising or sales, including those held at parent parties. • 50/50 raffles are not allowed. • Submit Raffle Income and Expense Forms to the MBX Finance Department within 2 weeks of the event. • Refer to the full Raffle Guidelines for further details.
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PARENT PARTIES	• Alcohol-Free Branding: Event advertisement and invitations must not include images of, or reference to, alcoholic beverages. • Fundraising Approval: If your parent party includes a fundraising component, you must submit it for approval using the MBX Fundraising Form.
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EXCLUSIVE FUNDRAISERS

This is an event or product (e.g., pumpkin sales, graduation leis) that your Booster Club has the sole right to market outside your program to the broader MBUSD community.

Limits & Approval:

Booster Clubs are allowed a maximum of two *Exclusive Fundraisers* per year. These must be submitted for approval on the SCO application and will be marked as "*Exclusive*" on the schedule.

Branding:

- Exclusive Items: May feature the Costa logo only.
- Standard Items: Must include your specific Booster Club name.

Promotion:

- Exclusive: Can be promoted to the broader community.
- Standard: Must be promoted within your own program and sold only at your specific events.

MBX FUNDRAISING SCHEDULE

- The schedule that lists all MBX approved fundraisers and is updated throughout the year.
- A live link to view the schedule will be sent to all Presidents, Treasurers and Fundraising Chairs.

SCO Application Form Questions



Each year, the Board of Trustees of the Manhattan Beach Unified School District requires that all SCOs submit an annual application, including SCO asks and SCO budgets. MBX will review and consolidate these applications prior to district submission.

SCO General Information

- SCO Organization Name
 - SCO General Email
 - SCO President Email
 - SCO Treasurer Email
 - SCO Website, Facebook, Instagram
-

SCO Booster Officers

- President Name and Cell Phone
 - Co-President Name and Cell Phone (if applicable)
 - Treasurer Name and Cell Phone
 - Co-Treasurer Name and Cell Phone (if applicable)
 - Fundraising Chair Name and Cell Phone (if applicable)
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BUDGET

- Info from Julie
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CAMPS & FUNDRAISERS

- Info from Julie
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MBX BOOSTER PARENT MEETING TALKING POINTS



ALL BOOSTER CLUBS MUST HAVE AT LEAST 1 BOOSTER BOARD MEETING AND 1 PARENT MEETING PRIOR TO YOUR NEW YEAR.

GENERAL TALKING POINTS

- Discuss all things that are included in your ask/donation.
(ie/uniforms, transportation, coaches stipends, equipment, travel, etc.)
 - Review your budget and provide copies to any parent who requests.
 - Read the MBX document/description included in this binder.
 - Review fundraising for the year.
 - Inform parents that Venmo MAY NOT BE USED for any booster event or merchandise sales.
(ie/hometown fair, spirit items, senior night meals, banquet tickets, etc.)
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FUNDRAISING TALKING POINTS

- All booster fundraisers must be approved by MBX. There is a set protocol for all booster-related fundraising efforts. This includes parent parties and events, merchandise and spirit item sales, giving campaigns, etc.
 - If a booster parent has a fundraising idea, make sure they contact the designated person on your board. It is that individual's responsibility to reach out to MBX for approval before proceeding.
 - Parental funding support is limited, so MBX has implemented guidelines to ensure that we don't overburden our Costa parents with excessive fundraising efforts.
 - Discuss all fundraisers that your club has planned for the 2025-2026 school year. This includes your MBX approved *Exclusive Fundraisers*.
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How do you become a Booster Club?

- MBX Foundation is recognized as a 501(c)3 organization and sponsors all Booster Clubs.
- Every organization must apply each year to run a Booster Club (41 clubs).
- This process includes attending a training with your board members, submitting an application which includes your board members, budget, ask letter, fundraisers, etc.
- Once approved by MBX, your proposal goes to the Superintendent as well as the School Board for approval.
- Booster Clubs are required to keep no more than 20% of their operative budget in reserve.



Sign up for the
MBX Newsletter



Follow @mbxfoundation
on Instagram

Budget/Ask

What is our operating budget?

2026-2027 \$xxxx.xx

As of 9/1/26 \$xxxx.xx

What is the Ask/Donation?

- In order to run an effective program, the Booster Club is asking for a donation of \$xxx per player.
- This donation is tax deductible.

What does MBUSD and the Booster Club pay for?

MBUSD pays for:

- Head Coach and x other coaches during the Mira Costa Season

Booster Club pays for:

- Coaches during Pre-Season & Off-Season
- Additional Assistant Coaches during season
- Additional Assistant Coaches during summer
- Coaches for mini mustang camps
- Coaches needed for tryouts
- End-of-Year gifts for Coaches
- Uniforms (includes 2 training jerseys, 1 team sweatshirt, shorts, socks)
- Trainers needed for away games
- Transportation to at least 1 game
- Equipment (nets, balls, etc.)
- Tournaments

Fundraising

What Special Events do we fundraiser for?

- Program bonding events
- Team Gatherings
- Parent Party
- Camp Lunches
- Senior Night
- Senior Night Dinner for all Players
- End-of-Season Banquet

How do we do all this?

Fundraising Event	Estimated Income
Camps	\$X,XXX
Hometown Fair	\$X,XXX
Restaurant Nights	\$XXX
Snack Stand	\$X,XXX
Spirit Gear & Merchandise	\$X,XXX
Sponsorships	\$X,XXX
Donations	\$XX,XXX

What are important dates to remember?

- x/x Team Parent Social
- x/x Camp Fundraiser
- x/x Our Exclusive Fundraiser



WHAT DOES MBX DO?

The MBX Foundation acts as the umbrella 501(c)(3) non-profit and administrative hub for over 40 "School Connected Organizations" (SCOs)—more commonly known as Booster Clubs—within MBUSD.

Here is a breakdown of what they provide:

1. Financial Oversight & Non-Profit Status

- **Tax-Exempt Umbrella:** Because MBX is a 501(c)(3), donations made to your Booster Club through them are tax-deductible for parents and donors.
- **Banking & Accounting:** They manage the high-level finances, including processing check requests, petty cash, and deposits.
- **Online Payments:** MBX provides the platform for Booster Clubs to accept credit card donations and "Ask" letters via their website.

2. Compliance & Legal Protection

- **Insurance:** They provide liability insurance for Booster Club events and camps, which is required by the school district.
- **District Liaison:** MBX handles the annual reporting to the MBUSD Board of Trustees, ensuring all Booster Clubs meet district standards.
- **Raffle & Auction Regulation:** They ensure that fundraisers follow strict California state laws to protect the school from legal issues.

3. Administrative Support

- **Camp Registration:** They manage the registration, insurance and waiver process for summer and sports camps.
- **Fundraising Coordination:** Approve all booster fundraisers and manage the schedule.
- **Training & Forms:** They provide all the necessary templates for SCO applications, financial reporting, and parent communications.

4. Communication & Marketing

- **Promotion Avenues:** MBX helps promote Booster news and events through their newsletters and website.

5. Facilities & Capital Projects

- **Project Planning:** We plan, fund, and purchase major capital expenditure (CapEx) projects.
- **Maintenance:** MBX oversees the ongoing upgrades and maintenance of fields and school facilities.

MCHS FACILITIES & RENTAL PROCEDURES



MCHS FACILITY RESERVATIONS:

Please email the designated individual below to verify availability and protocols. Once availability is confirmed, complete the Facility Rental Application and forward to the same person for further processing.

Go to mbxfoundation.org>Booster Clubs>SCO tab for links to the:

- Facility Rental Application
- Facility Fee Schedule
- MBUSD Facility Reservations Information Page



Mira Costa Auditorium or Multi-Purpose Room

Cary Jordahl - cjordahl@mbusd.org



Rooms and the Mira Costa Cafeteria

Zara Jamani - zjamani@mbusd.org



Mira Costa Athletic Facility, Waller Stadium and West Field

Reserve online through MCHS Facilitron at facilitron.com/mchs90266

If you're looking for time during the school day, please reach out to

AD Mike Rosenthal at MRosenthal@mbusd.org

RENTALS/CUSTODIAN REQUESTS:

STEP 1

Fill out your request and include all required set up information on Facilitron.
Go to facilitron.com/mchs90266

STEP 2

The booster contact will receive (within 24-48 hours) an email through Facilitron that will include any fees incurred. If you're requesting tables and chairs you will provide a form.

STEP 3

Complete the form and provide payment and drop to Krishna Berkes in the Costa Administration office. All other fees (if any) will be paid through Facilitron.

STEP 4

Once your form and payment are received, you will receive a second confirmation email through Facilitron that shows your paid form.

MBX BANNER GUIDELINES



WALLER STADIUM

Banner Size	12'(L) x 4.5'(H)
Banner Color	Green Background & Yellow Logo, Print
Banner Border	Yellow
Border Size	1.75"
Vendor	The Copy Shop (1811 Manhattan Beach Blvd., Manhattan Beach)
Contact	Adam (310.374.3666)

Senior Banners

- Boosters may create 1 senior banner that can hang throughout the season on the fence located at the bottom of Waller Stadium bleachers.
Banner Size - 12'(L) x 2.5'(H)
- Individual senior banners may be displayed only on senior night.

Note - Waller Stadium banners may only be displayed during your booster season and CIF games. Banners must be given to the front office 1 week prior for M&O to hang. At the end of the season they will be removed and available for pick up in the office for one week and then will be recycled.

BASEBALL & SOFTBALL FIELDS

Banner Size	10'(L) x 5'(H)
Banner Color	Black White
Banner Border	Green
Border Size	3.75"
Vendor	Image 360 (363 Coral Circle, El Segundo)
Contact	Angeles (310.577.0300)

AQUATICS CENTER

Banner Size	3'(H) x 6'(W)
Banner Color	Green Background & Yellow Logo, Print
Banner Border	Yellow
Border Size	1"
Vendor	The Copy Shop (1811 Manhattan Beach Blvd., Manhattan Beach)
Contact	Adam (310.374.3666)

Note - Aquatic banners may only be displayed during your booster season and CIF games. Banners must be given to the front office 1 week prior for M&O to hang. At the end of the season they will be removed and available for pick up in the office for one week and then will be recycled.

TENNIS COURTS

Banner Size	4'(H) x 8'(W) or 4'(H) x 6'(W)
Banner Color	Black
Banner Border	Green and Yellow
Border Size	Copy Shop has dimensions
Vendor	The Copy Shop (1811 Manhattan Beach Blvd., Manhattan Beach)
Contact	Adam (310.374.3666)
