

MBUSD GUIDELINES

- Booster Clubs are allowed to reserved one Mira Costa parking lot for an event, but are not allowed to charge for the use.
- Booster Clubs are not allowed to exchange donations for admissions into ticketed games.
- Parking spaces may not be auctioned off or reserved for any booster club.
- 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 boosters must adhere to the MBX banner guidelines, including no soliciting of Kinecta or any financial businesses.

MBX 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.

FUNDRAISING

- Submit all fundraisers for approval to MBX using the [MBX Booster Fundraising Form](#). Also use this form to propose new fundraisers throughout the year.
- Spirit gear may be sold at your events only, unless approved by MBX.
- Fundraisers should be discussed before submitting your budget.
- Each Booster Club may have 2 *Exclusive Fundraisers*, which must be submitted for approval on your SCO application.
- Booster Clubs are responsible for ordering and fulfillment.
- NO 50/50 raffles are allowed.

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 boosters officers must be copied.
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