
MBX FUNDRAISING GUIDELINES & APPROVAL PROCESS



YOUR BOOSTER CLUB CAN ONLY PARTICIPATE IN FUNDRAISERS THAT HAVE BEEN:

- ① Submitted to MBX using the MBX Booster Fundraising Form
- ② Approved by MBX
- ③ Listed on the MBX Fundraising Schedule*

The following are the only booster fundraisers that do not need to be submitted on the MBX Booster Fundraising Form:

- Restaurant Nights
- Camps
 - Once your coach has obtained date approval and secured the facility through the AD, register camps using form available at mbxfoundation.org>Booster Clubs>SCO tab
- Merchandise and spirit wear with Mira Costa AND your booster club name.
 - Selling merchandise with only the Costa logo and without your booster club name must be one of your approved Exclusive Fundraisers.**

FUNDRAISING APPROVAL PROCEDURES

STEP 1 Submit all fundraisers that require MBX approval using the MBX Booster Fundraising Form at mbxfoundation.org>Booster Clubs>SCO tab

STEP 2 You will receive a confirmation email from MBX upon approval.

STEP 3 All approved booster fundraisers will be listed on the MBX Fundraising Schedule*.

STEP 4 Submit additional entries using the form if you are:

- Making modifications to previously approved fundraisers, such as cancellations or date changes.
- Proposing new fundraisers for approval throughout the school year.

*WHAT IS THE MBX FUNDRAISING SCHEDULE?

- The schedule that lists all booster fundraisers that have been approved by MBX.
- The schedule is updated with fundraising changes and approved additions throughout the year.
- A live link to view the schedule will be sent to all Presidents, Treasurers and Fundraising Chairs.

**WHAT IS FUNDRAISING EXCLUSIVITY?

- Fundraising exclusivity means your SCO has exclusive rights to a particular fundraiser that you can promote outside your booster club program to the broader MBUSD community.
- Examples include a selling pumpkins, grad leis, or specific merchandise with Costa logo, and without your booster club name or hosting a poker party for the larger Costa community.
- Booster Clubs are only allowed exclusive rights to 2 fundraisers that must be approved by MBX during the SCO application process. If approved, these fundraisers will be marked as "Exclusive" on the schedule.
 - All other booster fundraisers can only be promoted within your own booster program.
 - All other merchandise must include your booster club name.