

ESTABLISHING A SCHOOL CONNECTED ORGANIZATION BOOSTER CLUB

The Manhattan Unified School District (MBUSD) Board of Trustees – in Board Policy 1230 – recognizes that parents and community members may wish to organize for the purpose of supporting education programs and/or extracurricular programs such as athletic teams, musical groups, performing arts groups and other co-curricular activities.

The Board recognizes that these organizations are independent of the Schools or District and requires that these School Connected organizations (SCOs) be approved annually by the Board of Trustees. School Connected Organizations are often referred to as booster clubs. The term “booster club” is used interchangeably with SCO throughout this document.

THE PRIMARY GOALS OF AN SCO ARE TO:

- Promote the student program/sport at Mira Costa High School (MCHS) and in the community
- Support the coaching staff/instructors and student athletes/participants
- Fundraise to financially support the program/sport as required
- Create a budget and manage funds to support the sport/program
- Ensure adequate communication to parents about the sport/program

The MBX Foundation, a Federal 501c3 tax-exempt organization, and an umbrella administrative body for SCOs, is tasked with gathering pertinent information from each SCO annually and submitting this information to the MBUSD Board of Trustees no later than June 30th of each year. This exercise serves to formally recognize each of the SCOs related to Mira Costa High School programs/athletics.

REQUIRED ELEMENTS OF AN SCO APPLICATION:

- The name of the organization
- The names, email addresses and phone numbers of all officers (see board roles in this document)
- A brief description of the organization’s purpose
- A list of specific annual objectives including
 - A list of proposed fundraising projects and / or events
 - An explanation of donations to be requested from each participant as well as an example of a fundraising letter to be sent to parents and/or participants (see SAMPLE VOLUNTARY DONATION LETTER in this handbook)
 - An annual budget approved by the SCO utilizing the format as recommended by the MBX Foundation (See Budget Worksheet)

Every SCO must apply and receive Board authorizations annually. The Superintendent may recommend that an authorization be revoked by the Board.

SUBMITTING AN SCO APPLICATION:

The Annual SCO Application is submitted via Google Form. Prior to accessing the form, it will be helpful to complete the following worksheets available on this webpage. The information compiled is also the information needed to complete the Google Form application:

- SCO Information Summary
- 2017 – 2018 Budget Worksheet

[Click here to access the SCO Application form](#)

In addition to completing the Google form, each SCO is asked to submit the following via email:

- "Ask" letter (sample attached)
- SCO Information Summary (attached)

Email Contact:

Jennifer@mbxfoundation.org

SCO FINANCES AND DONATIONS:

Any program, fundraiser, or other activity sponsored by the SCO shall be authorized and conducted according to California Education Code, MBUSD Board Policy, administrative regulations and school rules.

Teachers/coaches may have an advisory role in a SCO, but neither they nor their family members may hold offices (i.e. they cannot hold a voting position in the SCO).

All Board approved SCOs must maintain their funds with the MBX Foundation.

VOLUNTARY DONATIONS:

The primary fundraiser that most SCOs have is voluntary parent donations. When your program or season starts, the SCO typically sends a request to parents asking for voluntary donations (the "ask" letter). Your SCO board will determine a suggested amount based on the SCOs budget.

In August 2012 California Assembly Bill 1575 was approved and entered into law. The bill's name is the Constitutional Free Public Education Guarantee and focuses on upholding the California constitutional requirement of a "free public education for all." The bill outlines complaint procedures for fees charged for virtually anything related to public education, both classroom and extracurricular related. For this reason, SCOs must be very careful to always frame donation and fundraising requests as completely optional.

Some of the key language to avoid in your donation and fundraising requests are:

- Do not make any references to a fee or charging for participation in SCO related programs/sports
- Do not set any deadlines for payment(s) even for donations, a due date implies a compulsory fee
- Do not make any reference to required participation pertaining to donations or fundraising activities
- It is recommended that wording about scholarships or fee waivers be included when you are asking for funds for additional activities such as team bonding events, banquets, etc.
- Inclusion of this wording does not offset or negate any of the above-mentioned guidelines.

Contact the MBX board leadership if you are ever unclear about the wording of a fundraising or donation request

The donations provided by parents should not be shared with coaches/instructors or other parents. Donations can be made either online through MBX website or by check made payable to MBX Foundation.

A sample donation request letter is available upon request.

ACCEPTING ONLINE PAYMENTS VIA CREDIT CARDS OR ELECTRONIC CHECK:

MBX has set up each SCO to accept donations online via the MBX website. MBX Foundation accepts all major credit cards as well as an electronic check option. The transaction fees will be charged back to the SCO. Charges are as follows:

- 1.76% technology fee for every transaction
- +2.75% for credit card transactions (which means credit card fees are 4.51%)
- + .5% for electronic check transactions (which means e-check fees are 2.26%)

Some SCOs ask their donors to increase their donation to cover the credit card fee. As an example, if your suggested donation is \$100, you might ask donors to consider donating \$103 to cover the credit card processing costs.

