
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

- All content must be inclusive and non-discriminatory.
- Posts must not include references to alcohol, drugs, inappropriate language, sexually suggestive or age-inappropriate content, unapproved sponsorships, or political advocacy.
- Booster Club posts should be submitted via the MBX Submit News form.
- Booster Officers must contact the MBUSD Public Information Officer (PIO) for event promotion and approval of photos/videos/media.
- Refer to the full MBUSD Social Media Guide for details and requirements.

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 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 reserve one Mira Costa parking lot for an event, but are prohibited from charging for its use.
- Individual parking spaces may not be auctioned off or reserved for any Booster Club.

NO ALCOHOL POLICY

- There is a Zero-Tolerance 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, including 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.
 - Coaches must submit requests to MBUSD School Board for final approval.
 - Payments and deposits will not be processed until your field trip has been approved.
 - * Please note this is a district process. MBX is not involved in the process.
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MBX GUIDELINES & REQUIREMENTS



BOOSTER EMAILS

- To ensure seamless transitions and consistent records, all Booster Clubs are required to create and maintain two generic email accounts: one for the President and one for the Treasurer.
- MBX will communicate exclusively with these generic Booster addresses to ensure all correspondence remains with the organization regardless of leadership changes.

BUDGET

- Presidents should discuss budgets with coaches and advisors before submission.
- All Booster Clubs must have at least one parent meeting for new and current parents before your season to go over your approved budget.
- Every Booster Club should provide a copy of the budget upon request.
- Booster Clubs 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 Booster Clubs (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 Club 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 must be provided.
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