

**Request for Online Registration or Payments  
MBX newsletter and MBX website posts  
Fundraising Calendar Posts**



**Instructions:**

1. **Download this form to your computer**
2. **Either complete the form on your computer, or print a copy and fill out information by hand.**
3. **Save the completed form onto your computer (scan if completing by hand).**
4. **Email and attach the completed form to [Kathy@mbxfoundation.org](mailto:Kathy@mbxfoundation.org), [jennifer@mbxfoundation.org](mailto:jennifer@mbxfoundation.org), and [mbx.foundation@gmail.com](mailto:mbx.foundation@gmail.com)**
5. **Attach flyers (pdf) and images (jpg) if you would like them included in the post.**
6. **Please allow one week for Online Requests to be live.**

**Include flyers (PDF) and images (jpg)**

Today's Date \_\_\_\_\_

Your organization \_\_\_\_\_

Contact Person/Email \_\_\_\_\_

Name of Event or Item \_\_\_\_\_

I am requesting (mark all that apply):

Online Payment/Registration \_\_\_\_\_

MBX Newsletter Fundraiser Post \_\_\_\_\_

MBX Booster Web Page Post (includes fundraisers) \_\_\_\_\_

Fundraising Calendar Post \_\_\_\_\_

Date and Time of Event \_\_\_\_\_

Start Date for Online Payment \_\_\_\_\_

Cut Off Date for Online Payment \_\_\_\_\_

Maximum Enrollment/Sales \_\_\_\_\_

Location of Event (if applicable) \_\_\_\_\_

Waiver Needed? (attach verbiage) \_\_\_\_\_

Cost of Event/Items (be sure to account for fees up to 5%) \_\_\_\_\_

General Ledger Account (i.e. fundraising/ Travel/Apparel/etc.) \_\_\_\_\_

Information you need on the report – tell us what you need collected with each sale  
(i.e. student name, parent name, parent email, parent cell, items purchased, etc.)

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Description of Event/Item – Blurb for newsletter and web page listing (may attach separately)

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