

MBX FUNDRAISING PROCEDURES & APPROVAL PROCESS



BOOSTER CLUBS MAY ONLY PARTICIPATE IN FUNDRAISERS THAT HAVE BEEN:

- 1 Submitted via the MBX Booster Fundraising Form
- 2 Approved by MBX (confirmed by email)
- 3 Listed on the MBX Fundraising Schedule

The following are exempt from the MBX Fundraising Form requirement:

- **Restaurant Nights**
- **Camps:** Once your coach has obtained date approval and secured the facility through the Athletic Director, all camps must be submitted using the MBX Camp Registration Form
- **Booster Branded Merchandise:** Items featuring both the Mira Costa AND your Booster Club name

POKER NIGHTS, RAFFLES & PARENT PARTIES

POKER NIGHTS Poker nights are prohibited, including at parent parties, unless it has been approved as your Booster Club's *Exclusive Fundraiser* for the year.

To ensure adherence to state regulations, all Booster Clubs must complete the following requirements:

RAFFLES

- Review the MBX Raffle Guidelines document and adhere to all listed protocols.
- Email fundraising@mbxfoundation.org to report any planned raffle prior to advertising or sales, including those held at parent parties.
- Submit Raffle Income and Expense Forms to the MBX Finance Department within 2 weeks of the event's conclusion.

PARENT PARTIES

- Alcohol-Free Branding: Event advertisement and invitations must not include images of, or reference to, alcoholic beverages.
- Fundraising Approval: If your parent party includes a fundraising component, you must submit it for approval using the MBX Fundraising Form.

EXCLUSIVE FUNDRAISERS

These are events or products (e.g., pumpkin sales, pickleball tournament, graduation leis) that your Booster Club has the sole right to market outside your program to the broader MBUSD community.

Allowance & Approval:

- Limit: Booster Clubs are allowed a max of two *Exclusive Fundraisers* per year.
- Authorization: These must be requested on the SCO Application and, once approved, will be designated as "*Exclusive*" on the fundraising schedule.

Branding:

- Exclusive Items: May feature the Costa logo only.
- Standard Items: Must include your specific Booster Club name.

Promotion:

- Exclusive Fundraisers: Can be promoted to the broader community.
- Standard Fundraisers: Must be promoted within your own program and sold only at your specific events.
- MBX Communication Promotion Avenues: Refer to our website for detailed list of marketing platforms and advertising methods offered through MBX, MBUSD and HBCSD (Booster Clubs > SCO Tab).

MBX FUNDRAISING SCHEDULE

- The schedule that lists all MBX approved fundraisers and is updated throughout the year.
- A live link to view the schedule will be sent to all Presidents, Treasurers and Fundraising Chairs.