
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).

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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