

MBX School Connected Organization (“SCO”) Policies

In calendar year 2019, MBX and our forty-plus SCOs received over \$3.7 million of donations, payments, sales and special event revenue, processed over 2,500 check requests and spent over \$3.8 million in support of Mira Costa, faculty and our students. Please help us increase good governance policies and reduce opportunities for errors by acknowledging that your organization will abide by the policies below:

1 – Without prior approval of the Manhattan Beach Unified School District (“MBUSD”) and MBX Foundation, no SCO shall operate or maintain any bank account outside of MBX.

2 – MBX processes more than a hundred checks per week. To ensure that your checks are processing correctly, MBX asks that each check be formally requested via email or delivered by hard copy using the MBX check request form found on the MBX website. To ensure proper control and oversight, only requests by the SCO designated officers will be honored.

3 – Monetary donations (as well as payments used to pay for specific items) are tax-deductible to the extent allowed by law. Donations made online through “Active” will receive an online tax receipt. Cash and check donation acknowledgement are the responsibility of the SCO.

4 – SCOs must submit all donations and all other payments or collections to MBX directly using one of the designated payment options. Using personal payment platforms such as Venmo (where one parent collects funds and remits those funds to MBX) do not provide protections to the donor or SCO volunteer collecting the funds. Using a non-approved method of collection threatens the deductibility of the contribution.

5 – MBX maintains a credit card to use for large expenses such as banquet deposits, hotel and flight reservations and large uniform and equipment purchases. Please restrict the use of this card only to responsible officers or committee chairs and acknowledge below that you will submit a credit card authorization form either before or shortly after any credit card usage.

6 – SCOs exist only after annual authorizations by the MBUSD Board of Trustees. Payments made by SCOs for repairs, maintenance or improvements to MBUSD facilities such as fields, courts, gyms or pools should not be made until approval – via a donation agreement – is obtained by MBUSD.

7 – SCO’s shall elect at least 3 separate and unrelated officers. These officers shall consist of the following: President, Vice President or Secretary, and Treasurer.

Received and Acknowledged:

SCO Organization

SCO President

Date

SCO Treasurer

Date