



Mariner Marauder Booster Club (MMBC) Annual Sub-Club Agreement Form

MMBC Sub-Club Name: _____ New Established

Coach/Advisor Name: _____ Phone: (____) _____

Coach/Advisor Email: _____

Parent/Liaison Name: _____ Phone: (____) _____

Parent/Liaison Email: _____

- MMBC President/Treasurer will deposit all funds given by any sub-club with a MMBC Sub-Club Agreement.
- A **Deposit Worksheet** must be completed by the sub-club liaison and verified by a booster officer. All checks must be made payable to: Mariner Marauder Booster Club.
- Deposits should be completed within 48 hours of collection. Paperwork for deposits must be submitted within **7 days** of deposit. Both the Deposit Worksheet and bank receipt are required. Bank Night drop can be used with the Deposit Worksheet and bank will hold for MMBC board. You may take deposits directly to Washington Federal or if unable to do so place the deposit in the locking MMBC box in the MHS work room and email marinerboosters@gmail.com as notification that the deposit has been delivered and is ready for pick-up and deposit.
- MMBC **REQUIRES** that a **Sub-Club Fundraising Authorization Form** be completed for all fundraising activities taking place throughout the year. Many fundraising opportunities require liability insurance and the MMBC carries the insurance liability for all sub-clubs. **Sub-Club Fundraising Authorization Forms must be submitted at least 3 weeks in advance of the fundraising event.**
- MMBC **REQUIRES** a **Pre-Purchase Request Form** prior to placing orders for sub-clubs with a responsibility of booster monies paying for the purchase. The form is available on the MMBC website and in the MMBC box in the MHS workroom. Make sure to submit the Pre-Purchase Request Form with plenty of lead time for executive officer processing.
- **Check Request Forms** are available on the MMBC website and in the MMBC Box in the MHS workroom. Check Request Forms require backup documents including invoices and all receipts. The coach/advisor of the sub-club is required to sign the form. Backup receipts must be attached.
- Each sub-club that has a balance exceeding \$250 will be charged a \$25.00 membership fee each fiscal year.

Coach/Advisor/Parent/Liaison (Printed Name)

Coach/Advisor/Parent/Liaison (Signature)

____/____/____
Date