



Mariner Marauder Booster Club Annual Sub-Club Agreement Form

MMBC Sub-Club Name: _____ New ☐ Established w/MMBC ☐
Coach/Advisor Name: _____ Phone: (____) _____
Parent Liaison Name: _____ Phone: (____) _____
Coach/Advisor/Parent Liaison Email: _____

The MMBC President/Treasurer is responsible for all funds received from any sub-club that operates under a valid MMBC Sub-Club Agreement.

1. Deposits

- 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 or MMBC
- Deposits must be made within 48 hours of funds collection.
- All deposit paperwork (Deposit Worksheet and bank receipt) must be submitted within 7 days of deposit.
- Deposit Options:
 - Take deposits directly to designated WAFd (Washington Federal) bank listed on deposit form.
 - Use the Bank Night Drop with a Deposit Worksheet; the bank will hold the deposit for the MMBC board.
 - Place the deposit in the locking MMBC box in the MHS mailroom. If using this option, email marinerboosters@gmail.com to notify that the deposit is ready for pick-up and deposit.

2. Fundraising Requirements

- All sub-club fundraising activities must be pre-approved by submitting a Sub-Club Fundraising Authorization Form.
- This form is required at least 3 weeks prior to the fundraising event.
- Note: Many fundraising events require liability insurance. The MMBC provides liability coverage for all sub-clubs once authorization is approved.

3. Purchase Requests

- A **Pre-Purchase Request Form** is required **prior to placing any orders** that will be paid for using booster funds.
- Submit requests with **sufficient lead time** to allow for processing by MMBC executive officers.

4. Check Requests

- Each form must include:
 - **Backup documentation** such as invoices and receipts.
 - **Coach/advisor signature** from the sub-club.
 - All original receipts must be attached to the form.

All forms are available on the MMBC website @ <https://www.marinerboosterclub.com> under Forms.

5. Annual Membership Fee

- Any sub-club with an account balance exceeding \$250 will be charged a \$25 annual membership fee each fiscal year.

Coach/Advisor/Parent Liaison (Signature)

____/____/____
Date