



REQUEST FOR FUNDING

Updated Oct. 2024

West Fargo Packer Backers financial assistance is offered on a “***funds available***” basis for academic, extra-curricular and athletic requests. We do our best to distribute funds fairly and equitably to all requesting programs. Submission of a request is not a guarantee that funds will be dispersed. The Packer Backers supplements but does not replace the district's budgetary obligations. We are here to compliment your existing fundraising program.

Our main sources of revenue are **membership and donations**. Please encourage the adults associated with your group to become Packer Backer members so we continue to have resources for funding requests. We also encourage attendance at our board meetings for a better understanding of what is available within our club.

General Guidelines

- Requestor must be an adult. If a funding request is submitted by a parent, the Coach or Advisor **MUST** sign the form in order for the request to be considered.
- The Packer Backers will generally NOT be funding requests related to:
 - Apparel or equipment that will not be reused or remain with the school (including coaches or students / athlete's personal apparel / uniforms, etc.)
 - Items covered under the school budget (contact Activities Dept for assistance, if needed.)

Submission Guidelines

- Submit the attached request form no later than the week prior to the upcoming Packer Backers Board Meeting (first Monday of every month @ 6:30pm).
- Requests should be submitted through the Activities Department for initial review.
- Group advisor/coach and at least 1 student will attend the next Packer Backers Board Meeting to verbally present the request and answer questions (approx. 5 minutes).
- For any requests over \$2000, at least 2 competing quotes will be needed with the submission.

Upon Approval

- If approved, the Packer Backers will send a check to the Activities Office payable to group/team Fund 60 account.
- The Packer Backers will need a copy of the receipt after the item has been purchased. A copy of the receipt should be emailed to wfpackerbackers@gmail.com no later than 14 days after the funding item has been purchased.
- **Groups who receive donations are requested to announce Packer Backers support of your group on social media and/or with your students and their families.**



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Club/Group/Team Name: _____ Date: _____

Name of Requestor: _____

Email: _____ Cell Phone: _____

Coach/Advisor Signature (required if different from Requestor) _____

Details of Request:

Number of students that would benefit from this donation: _____

Amount of Request: _____

Purpose/Description of the Request: _____

If request is for an event, what is the name and date: _____

Please list all fundraising efforts: _____

Has your group worked concessions in prior years? _____

Can your group work concessions if needed? _____

Additional Comments: _____

Board use only:

Date Received: / /

Date of Board Action: / /

Approved/Declined (circle)

Amount if Approved: _____

Authorized By: _____

Title: _____

Receipt Received: Yes/No

Photo/Social Media
Acknowledgement Yes/No