



To: Any Individual/Organization Requesting Funds  
From: West Fargo Sheyenne Mustang Booster Club  
RE: Financial Request Policy

The Mustang Booster Club plans to provide financial support for as many academic and athletic requests as possible. Our goal is to distribute funds fairly and equitably to all requesting programs at West Fargo Sheyenne High School. **No purchases or transactions should occur in regards to the Mustang Boosters until a request form has been submitted and approved by the Mustang Booster Club Board.**

- All requests should be submitted to the Booster Club **by the 20th of the month** to ensure consideration at the next Booster Meeting. *The Booster Club meets the first Monday of each Month*
- At least 3 price quotes MUST be included with fund requests over \$5,000.00
- **Please submit all request forms to Mustang Booster Board email: [wfmustangboosters@gmail.com](mailto:wfmustangboosters@gmail.com)**

**Mustang Booster Club Funds Request**

Today's Date: \_\_\_\_\_ Individual/Group Name: \_\_\_\_\_  
Number of group's participants (benefiting from this financial request): \_\_\_\_\_  
Amount requested (see quote requirement above): \_\_\_\_\_ Date needed: \_\_\_\_\_  
Group contact for questions: \_\_\_\_\_ Contact phone: \_\_\_\_\_  
Describe what the funds requested will be used for (also attach brochure or other info available): \_\_\_\_\_

Are there other funding sources for this request (i.e. Fund 60)? What is the status? \_\_\_\_\_

Date(s) group worked concessions in prior year? \_\_\_\_\_

Signature of Person Making Request \_\_\_\_\_

*We do our best to contribute to as many requests as possible. Submission of a request is not, however, a guarantee that funds will be dispersed. We encourage attendance at our General Meetings for a better understanding of what is available within our club and to assist us in planning.*

Approved  Denied  Received Receipt

Amount Approved: \_\_\_\_\_

Booster Official's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The Booster Club will **need a copy of the receipt** after the item has been purchased. A copy of the receipt should be emailed to [wfmustangboosters@gmail.com](mailto:wfmustangboosters@gmail.com) or mailed to Mustang Booster Club PO Box 511 West Fargo, ND 58078 **no later than 14 days** after the funding item has been purchased.

For additional information regarding Mustang Booster Club visit our webpage [www.mustangboosterclub.org](http://www.mustangboosterclub.org); Follow us on Facebook - [West Fargo Sheyenne Mustang Boosters](#); email: [wfmustangboosters@gmail.com](mailto:wfmustangboosters@gmail.com)