



STILLWATER PUBLIC SCHOOLS
STILLWATER BOARD OF EDUCATION

PREPARED BY: Mrs. Kristie Newby, MBA, CFE, Chief Financial Officer
APPROVED BY: Tyler Bridges, Superintendent
DATE: October 14 2025

AGENDA ITEM:

Annual Activity Account Fund Raising Projects for FY 2025-2026

BOARD ACTION REQUESTED:

Motion to Approve Annual Activity Account Fund Raising Projects for FY 2025-2026

BACKGROUND INFORMATION:

Fund Raising project bring additional revenue into activity accounts. They are typically approved on the accounts Annual Activity Fund Planning Packages. However, when fund raising projects become available throughout the year that are not listed on the accounts Annual Activity Fund Planning Packages, it must be presented to the Board for approval.

STILLWATER BOARD OF EDUCATION

CFB-E1

FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2025-26 Sponsor Name: Paula Sheppard FCCLA
Name of Activity Fund: FCCLA Bake Sale Account No:

DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):

Bake Sale after school in the cafeteria (FCCLA members bring baked goods) area.

PURPOSE OF RAISING FUNDS:

Raise money for United Way

FUNDRAISER DATES: START 10/27/25 END 10/31/25

AMOUNT OF MONEY TO BE RAISED:

EST. INC. 300.00 - EST. EXP. 0 = EST. PROFIT 300.00

Paula Sheppard SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

Johanna Hayes PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

FUNDRAISER CLOSEOUT

START DATE: END DATE:

FUNDRAISER PROFIT

ACT. INC. - ACT. EXP. = ACT. PROFIT (Reconciles to Deposits) (Reconciles to fundraiser related POs) (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: TO

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 25-26 Sponsor Name: Rebecca Palmatary
Name of Activity Fund: SJHS Cheer Account No: 976

DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):

Concessions @ High Football games

PURPOSE OF RAISING FUNDS:

offset cost of competitions

FUNDRAISER DATES: START 9/25 END 11/25

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. 1500 - EST. EXP. 0 = EST. PROFIT 1500

Sponsor Signature: Rebecca Palmatary

Principal Authorization: [Signature]

Athletic Director Authorization (applicable only if athletic fundraiser)

Board of Education Approval Date

FUNDRAISER CLOSEOUT

START DATE: END DATE:

FUNDRAISER PROFIT

ACT. INC. (Reconciles to Deposits) - ACT. EXP. (Reconciles to fundraiser related POs) = ACT. PROFIT (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: TO

Sponsor Signature

Financial Secretary Signature

FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 25-26 Sponsor Name: Rebecca Palmatay

Name of Activity Fund: SHS Cheer Account No: 976

DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):

Eats Night at local businesses

PURPOSE OF RAISING FUNDS:

Offset costs of competitions

FUNDRAISER DATES: START 8/25 END 5/26

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. 1000 - EST. EXP. 0 = EST. PROFIT 1000

Sponsor Signature: [Handwritten Signature]

SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

Principal Authorization: [Handwritten Signature]

PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

FUNDRAISER CLOSEOUT

START DATE: END DATE:

FUNDRAISER PROFIT

ACT. INC. - ACT. EXP. = ACT. PROFIT (Reconciles to Deposits) (Reconciles to fundraiser related POs) (Net Increase to acct. due to fundraiser)

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FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 25-26 Sponsor Name: Krissi Morton

Name of Activity Fund: Jr. Class Account No: 961

DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):

Face painting at SHS sporting events

PURPOSE OF RAISING FUNDS:

Provide funds to host the 2026 prom for Stillwater High School.

FUNDRAISER DATES: START 09/23/2025 END 04/29/2026

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$ 1,000.00 - EST. EXP. \$ 50.00 = EST. PROFIT \$ 950.00

Krissi Morton SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

Walter B. Hamill PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

FUNDRAISER CLOSEOUT

START DATE: END DATE:

FUNDRAISER PROFIT

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FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 25-26 Sponsor Name: Krissi Morton

Name of Activity Fund: Jr. Class Account No: 961

DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):

Fall Carnival including trunk r treat, carnival games, etc.

PURPOSE OF RAISING FUNDS:

Provide funds to host the 2026 prom for Stillwater High School.

FUNDRAISER DATES: START 10/31/2025 END 11/02/2025

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$ 1,000.00 - EST. EXP. \$ 50.00 = EST. PROFIT \$ 950.00

Sponsor Signature: Krissi Morton

Principal Authorization: Walter R. Handberg

Athletic Director Authorization (applicable only if athletic fundraiser)

Board of Education Approval Date

FUNDRAISER CLOSEOUT

START DATE: END DATE:

FUNDRAISER PROFIT

ACT. INC. (Reconciles to Deposits) - ACT. EXP. (Reconciles to fundraiser related POs) = ACT. PROFIT (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: TO

Sponsor Signature

Financial Secretary Signature

FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2025 Sponsor Name: B. Bowman

Name of Activity Fund: Vocal Music Account No: 949

DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):

Donation Drive at Fall Choir Concert

PURPOSE OF RAISING FUNDS:

Student Travel, contest fee's, music, apparel

FUNDRAISER DATES: START 10/13/25 END 10/14/25

ACOUNT OF MONEY TO BE RAISED:

EST. INC. \$3,000 - EST. EXP. 0 = EST. PROFIT \$3,000

Brandon M. Bowman SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

Johnna Hayes PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

FUNDRAISER CLOSEOUT

START DATE: END DATE:

FUNDRAISER PROFIT

ACT. INC. (Reconciles to Deposits) - ACT. EXP. (Reconciles to fundraiser related POs) = ACT. PROFIT (Net Increase to acct. due to fundraiser)

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SPONSOR SIGNATURE

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FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2025 Sponsor Name: B. Bowman

Name of Activity Fund: Vocal Music Account No: 949

DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):

Business/Community Partner Donation/Sponsorship

PURPOSE OF RAISING FUNDS:

Student Travel, contest fee's, music, apparel

FUNDRAISER DATES: START 10/13/25 END 11/14/25

ACOUNT OF MONEY TO BE RAISED:

EST. INC. \$5,000 - EST. EXP. 0 = EST. PROFIT \$4,000

Brandon M. Bowman SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

Principal AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

FUNDRAISER CLOSEOUT

START DATE: END DATE:

FUNDRAISER PROFIT

ACT. INC. (Reconciles to Deposits) - ACT. EXP. (Reconciles to fundraiser related POs) = ACT. PROFIT (Net Increase to acct. due to fundraiser)

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SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2025 Sponsor Name: B. Bowman

Name of Activity Fund: Vocal Music Account No: 949

DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):

Donation Drive at Winter Choir Concert

PURPOSE OF RAISING FUNDS:

Student Travel, contest fee's, music, apparel

FUNDRAISER DATES: START 12/15/25 END 12/17/25

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$4,000 - EST. EXP. 0 = EST. PROFIT \$4,000

Sponsor Signature: Brandon M. Bowman

SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

Principal Signature: Ryan B. L.

PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

FUNDRAISER CLOSEOUT

START DATE: END DATE:

FUNDRAISER PROFIT

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FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 25-26 Sponsor Name: Rebecca Palmatary

Name of Activity Fund: Robotics Account No: 932

DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):

Parking at Sprouts for Home OSU games

PURPOSE OF RAISING FUNDS:

Cover fees & costs.

FUNDRAISER DATES: START 8/28/25 END 12/30/25

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. 5000 - EST. EXP. 3,00 = EST. PROFIT 4,700

Sponsor Signature: Rebecca Palmatary

Principal Authorization: James Vester

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

BOARD OF EDUCATION APPROVAL DATE

FUNDRAISER CLOSEOUT

START DATE: END DATE:

FUNDRAISER PROFIT

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FINANCIAL SECRETARY SIGNATURE

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CFB-E1

FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 25-26 Sponsor Name: Rebecca Palmatay
Name of Activity Fund: Pioneer Robotics Account No: 932

DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):

Eats Nights at local businesses

PURPOSE OF RAISING FUNDS:

Offset costs of competitions

FUNDRAISER DATES: START 8/25 END 5/26

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. 1000 - EST. EXP. 0 = EST. PROFIT 1000

Sponsor Signature

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

Principal Authorization

BOARD OF EDUCATION APPROVAL DATE

FUNDRAISER CLOSEOUT

START DATE: END DATE:

FUNDRAISER PROFIT

ACT. INC. - ACT. EXP. = ACT. PROFIT
(Reconciles to Deposits) (Reconciles to fundraiser related POs) (Net Increase to acct. due to fundraiser)

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