

STILLWATER BOARD OF EDUCATION

CFB-EI

ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 2025-2026 Sponsor Name: Mitchell and Stepp

Name of Activity Fund: Stillwater Makes a Change (SMAC) Account No: 945

The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds \$1000 and 30% of projected revenue:

SMAC will make a large donation to Payne County Youth Services approximately April 25. The next year estimate reflects this.

PACKET CONTENTS:

FORM	FOUND ON PAGE	INITIAL IF COMPLETE
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ACTIVITY FUND SUBACCOUNT BUDGET	PAGE 3	
ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4)	PAGE 4	
REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET*	PAGE 2	

*This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2025-2026 SITE: High School

ACCOUNT NAME: 945 Stillwater Makes a Change (SMAC)

PURPOSE

SMAC is a student-led philanthropy activity which raises money for a local non-profit organization, which is chosen each year.

SOURCE(S) OF INCOME

Donations, Fundraisers

PLANNED EXPENSES

Fundraiser Expenses, Donations

SPONSOR NAME

Mitchell and Stepp

SIGNATURE

[Handwritten Signature]

PRINCIPAL/DIRECTOR

Walter R. Howell, IV

SIGNATURE

[Handwritten Signature: Walter R. Howell]

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: [Handwritten Signature] DATE: 9/23/25

ACCOUNT NUMBER: 945

BOARD OF EDUCATION APPROVAL DATE:

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-2026 Sponsor Name: Mitchell and Stepp

Name of Activity Fund: Stillwater Makes a Change (SMAC) Account No: 945

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 2,700.00	\$
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Fundraising Events	\$ 40,000.00	
Donations	\$ 15,000.00	
	\$	
	\$	
	\$	
	\$	
Total Revenues:	\$ 55,000.00	\$
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 57,700.00	\$
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Fundraising Expenses	\$ -5,000.00	
Donations	\$ -51,000.00	
	\$	
	\$	
	\$	
Total Expenditures:	\$ -56,000.00	\$
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 1,700.00	\$

FUNDRAISER REQUEST

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

Reporting School Year: 2025-2026 Sponsor Name: Mitchell & Stepp

Name of Activity Fund: Stillwater Makes A Change (SMAC) Account No: 945

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

Jump 4 SMAC event in collaboration with the elementary PE programs

PURPOSE OF RAISING FUNDS:

Donate profits

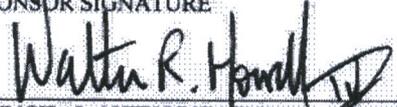
FUNDRAISER DATES:  START 08/01/2025 END 05/01/2026

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$ 6,000.00 - EST. EXP. \$ 1,000.00 = EST. PROFIT \$ 5,000.00


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)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE



FUNDRAISER REQUEST

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

Reporting School Year: 2025-2026 Sponsor Name: Mitchell & Stepp

Name of Activity Fund: Stillwater Makes A Change (SMAC) Account No: 945

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

Restaurants Dine to Donate nights

PURPOSE OF RAISING FUNDS:

Donate profits

FUNDRAISER DATES: START 08/01/2025 END 05/01/2026

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$ 2,000.00 - EST. EXP. \$ 0.00 = EST. PROFIT \$ 2,000.00

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)

RECEIPT BOOK #: TO

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

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FUNDRAISER REQUEST

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

Reporting School Year: 2025-2026 Sponsor Name: Mitchell & Stepp

Name of Activity Fund: Stillwater Makes A Change (SMAC) Account No: 945

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

Sports Tournament (Pickleball and wiffle ball)

PURPOSE OF RAISING FUNDS:

Donate profits

FUNDRAISER DATES: START 08/01/2025 END 05/01/2026

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$ 1,000.00 - EST. EXP. \$ 300.00 = EST. PROFIT \$ 700.00

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)

RECEIPT BOOK #: TO

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

4

FUNDRAISER REQUEST

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

Reporting School Year: 2025-2026 Sponsor Name: Mitchell & Stepp

Name of Activity Fund: Stillwater Makes A Change (SMAC) Account No: 945

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

Student vs Teacher Competition (Kickball, corn hole, dodge ball)

PURPOSE OF RAISING FUNDS:

Donate profits

FUNDRAISER DATES: START 08/01/2025 END 05/01/2026

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$ 1,000.00 - EST. EXP. \$ 300.00 = EST. PROFIT \$ 700.00

SPONSOR SIGNATURE

PRINCIPAL AUTHORIZATION

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

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

5

FUNDRAISER REQUEST

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

Reporting School Year: 2025-2026 Sponsor Name: Mitchell & Stepp

Name of Activity Fund: Stillwater Makes A Change (SMAC) Account No: 945

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

Dance-a-thon for SHS students, SMAC DAT, Silent Disco

PURPOSE OF RAISING FUNDS:

Donate Profits

FUNDRAISER DATES: START 08/01/2025 END 05/01/2026

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$ 2,000.00 - EST. EXP. \$ 1,000.00 = EST. PROFIT \$ 1,000.00

SPONSOR SIGNATURE [Signature]

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION [Signature: Walter R. Horn]

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: 2025-2026 Sponsor Name: Mitchell & Stepp

Name of Activity Fund: Stillwater Makes A Change (SMAC) Account No: 945

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

SMAC Gala

PURPOSE OF RAISING FUNDS:

Donate Profits

FUNDRAISER DATES:  START 08/01/2025 END 05/01/2026

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$ 25,000.00 - EST. EXP. \$ 10,000.00 = EST. PROFIT \$ 15,000.00


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)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE _____

FINANCIAL SECRETARY SIGNATURE _____

FUNDRAISER REQUEST

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

Reporting School Year: 2025-2026 Sponsor Name: Mitchell & Stepp

Name of Activity Fund: Stillwater Makes A Change (SMAC) Account No: 945

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

Letter writing donation campaign by students.

PURPOSE OF RAISING FUNDS:

Donate Profits

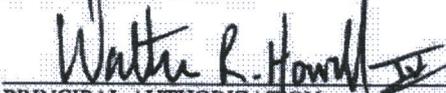
FUNDRAISER DATES: START 08/01/2025 END 05/01/2026

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$ 25,000.00 - EST. EXP. \$ 500.00 = EST. PROFIT \$ 24,500.00


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)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

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FUNDRAISER REQUEST

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

Reporting School Year: 2025-2026 Sponsor Name: Mitchell & Stepp

Name of Activity Fund: Stillwater Makes A Change (SMAC) Account No: 945

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

Mr. SHS Mangeant (male pageant)

PURPOSE OF RAISING FUNDS:

Donate Profits

FUNDRAISER DATES: START 08/01/2025 END 05/01/2026

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$ 4,000.00 - EST. EXP. \$ 1,000.00 = EST. PROFIT \$ 3,000.00

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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FINANCIAL SECRETARY SIGNATURE

9

FUNDRAISER REQUEST

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

Reporting School Year: 2025-2026 Sponsor Name: Mitchell & Stepp

Name of Activity Fund: Stillwater Makes A Change (SMAC) Account No: 945

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

Spring Merchandise Sales (theme shirt / SMAC logo shirt)

PURPOSE OF RAISING FUNDS:

Donate Profits

FUNDRAISER DATES: START 08/01/2025 END 05/01/2026

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$ 3,000.00 - EST. EXP. \$ 1,500.00 = EST. PROFIT \$ 1,500.00

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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FINANCIAL SECRETARY SIGNATURE

10

FUNDRAISER REQUEST

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

Reporting School Year: 2025-2026 Sponsor Name: Mitchell & Stepp

Name of Activity Fund: Stillwater Makes A Change (SMAC) Account No: 945

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

SHS Parking Space Auction

PURPOSE OF RAISING FUNDS:

Donate Profits

FUNDRAISER DATES: START 08/01/2025 END 05/01/2026

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$ 3,500.00 - EST. EXP. \$ 500.00 = EST. PROFIT \$ 3,000.00

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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FUNDRAISER REQUEST

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

Reporting School Year: 2025-2026 Sponsor Name: Mitchell & Stepp

Name of Activity Fund: Stillwater Makes A Change (SMAC) Account No: 945

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

Penny Wars (Change for Change). Various school sites challenge to bring the most pennies.

PURPOSE OF RAISING FUNDS:

Donate Profits

FUNDRAISER DATES: START 08/01/2025 END 05/01/2026

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$ 8,000.00 - EST. EXP. \$ 500.00 = EST. PROFIT \$ 7,500.00

SPONSOR SIGNATURE [Handwritten Signature]

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION [Handwritten Signature]

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

12

FUNDRAISER REQUEST

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

Reporting School Year: 2025-2026 Sponsor Name: Mitchell & Stepp

Name of Activity Fund: Stillwater Makes A Change (SMAC) Account No: 945

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

Silent Auction of donated items

PURPOSE OF RAISING FUNDS:

Donate Profits

FUNDRAISER DATES: START 08/01/2025 END 05/01/2026

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$ 2,000.00 - EST. EXP. \$ 0.00 = EST. PROFIT \$ 2,000.00

SPONSOR SIGNATURE [Handwritten Signature]

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION [Handwritten Signature]

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

13

FUNDRAISER REQUEST

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

Reporting School Year: 2025-2026 Sponsor Name: Mitchell & Stepp

Name of Activity Fund: Stillwater Makes A Change (SMAC) Account No: 945

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

Bake Sale (Cookies in Classrooms).

PURPOSE OF RAISING FUNDS:

Donate Profits

FUNDRAISER DATES: START 08/01/2025 END 05/01/2026

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$ 2,000.00 - EST. EXP. \$ 400.00 = EST. PROFIT \$ 1,600.00

SPONSOR SIGNATURE [Signature]

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION [Signature]

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

14

FUNDRAISER REQUEST

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

Reporting School Year: 2025-2026 Sponsor Name: Mitchell & Stepp

Name of Activity Fund: Stillwater Makes A Change (SMAC) Account No: 945

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

Run-Walk at Boomer Lake

PURPOSE OF RAISING FUNDS:

Donate Profits

FUNDRAISER DATES: START 08/01/2025 END 05/01/2026

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$ 2,000.00 - EST. EXP. \$ 500.00 = EST. PROFIT \$ 1,500.00

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)

RECEIPT BOOK #: TO

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

15

FUNDRAISER REQUEST

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

Reporting School Year: 2025-2026 Sponsor Name: Mitchell & Stepp

Name of Activity Fund: Stillwater Makes A Change (SMAC) Account No: 945

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

OSU Homecoming Parade Parking at BOE

PURPOSE OF RAISING FUNDS:

Donate Profits

FUNDRAISER DATES: START 08/01/2025 END 05/01/2026

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$ 500.00 - EST. EXP. \$ 0.00 = EST. PROFIT \$ 500.00

SPONSOR SIGNATURE [Signature]

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION [Signature]

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

16

FUNDRAISER REQUEST

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

Reporting School Year: 2025-2026 Sponsor Name: Mitchell & Stepp

Name of Activity Fund: Stillwater Makes A Change (SMAC) Account No: 945

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

Fall Merchandise Sales (theme shirt / SMAC logo shirt)

PURPOSE OF RAISING FUNDS:

Donate Profits

FUNDRAISER DATES: START 08/01/2025 END 05/01/2026

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$ 3,000.00 - EST. EXP. \$ 1,500.00 = EST. PROFIT \$ 1,500.00

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)

RECEIPT BOOK #: TO

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

17

FUNDRAISER REQUEST

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

Reporting School Year: 2025-2026 Sponsor Name: Mitchell & Stepp

Name of Activity Fund: Stillwater Makes A Change (SMAC) Account No: 945

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

Fashion Show

PURPOSE OF RAISING FUNDS:

Donate Profits

FUNDRAISER DATES: START 08/01/2025 END 05/01/2026

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$ 3,000.00 - EST. EXP. \$ 500.00 = EST. PROFIT \$ 2,500.00

SPONSOR SIGNATURE [Signature]

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION [Signature]

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

18

FUNDRAISER REQUEST

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

Reporting School Year: 2025-2026 Sponsor Name: Mitchell & Stepp

Name of Activity Fund: Stillwater Makes A Change (SMAC) Account No: 945

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

Trivia Night

PURPOSE OF RAISING FUNDS:

Donate Profits

FUNDRAISER DATES: START 08/01/2025 END 05/01/2026

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$ 1,000.00 - EST. EXP. \$ 500.00 = EST. PROFIT \$ 500.00

SPONSOR SIGNATURE

PRINCIPAL AUTHORIZATION

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

19

FUNDRAISER REQUEST

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

Reporting School Year: 2025-2026 Sponsor Name: Mitchell & Stepp

Name of Activity Fund: Stillwater Makes A Change (SMAC) Account No: 945

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

Movie Night on the SHS Football Field

PURPOSE OF RAISING FUNDS:

Donate Profits

FUNDRAISER DATES: START 08/01/2025 END 05/01/2026

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$ 250.00 - EST. EXP. \$ 0.00 = EST. PROFIT \$ 250.00

SPONSOR SIGNATURE

PRINCIPAL AUTHORIZATION

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

20

FUNDRAISER REQUEST

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

Reporting School Year: 2025-2026 Sponsor Name: Mitchell & Stepp

Name of Activity Fund: Stillwater Makes A Change (SMAC) Account No: 945

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

Yoga/Gym Nights - Workout facilities donate based on nightly attendance.

PURPOSE OF RAISING FUNDS:

Donate Profits

FUNDRAISER DATES: START 08/01/2025 END 05/01/2026

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$ 200.00 - EST. EXP. \$ 0.00 = EST. PROFIT \$ 200.00

Sponsor signature

Principal authorization signature: Walter R. Howell IV

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

21

FUNDRAISER REQUEST

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

Reporting School Year: 2025-2026 Sponsor Name: Mitchell & Stepp

Name of Activity Fund: Stillwater Makes A Change (SMAC) Account No: 945

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

Benefit concert with Wyatt Flores

PURPOSE OF RAISING FUNDS:

Donate Profits

FUNDRAISER DATES: START 08/01/2025 END 05/01/2026

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$ 5,000.00 - EST. EXP. \$ 2,500.00 = EST. PROFIT \$ 2,500.00

SPONSOR SIGNATURE

PRINCIPAL AUTHORIZATION

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

22

FUNDRAISER REQUEST

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

Reporting School Year: 2025-2026 Sponsor Name: Mitchell & Stepp

Name of Activity Fund: Stillwater Makes A Change (SMAC) Account No: 945

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

Candy grams for holidays

PURPOSE OF RAISING FUNDS:

Donate Profits

FUNDRAISER DATES: START 08/01/2025 END 05/01/2026

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$ 1,000.00 - EST. EXP. \$ 500.00 = EST. PROFIT \$ 500.00

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)

RECEIPT BOOK #: TO

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

23

FUNDRAISER REQUEST

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

Reporting School Year: 2025-2026 Sponsor Name: Mitchell & Stepp

Name of Activity Fund: Stillwater Makes A Change (SMAC) Account No: 945

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

Reverse Powder Puff (boys learn cheer/dance routines)

PURPOSE OF RAISING FUNDS:

Donate Profits

FUNDRAISER DATES: START 08/01/2025 END 05/01/2026

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$ 2,000.00 - EST. EXP. \$ 500.00 = EST. PROFIT \$ 1,500.00

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)

RECEIPT BOOK #: TO

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

FUNDRAISER REQUEST

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

Reporting School Year: 2025-2026 Sponsor Name: Mitchell & Stepp

Name of Activity Fund: Stillwater Makes A Change (SMAC) Account No: 945

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

Karaoke Night

PURPOSE OF RAISING FUNDS:

Donate Profits

FUNDRAISER DATES: START 08/01/2025 END 05/01/2026

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$ 2,000.00 - EST. EXP. \$ 500.00 = EST. PROFIT \$ 1,500.00

[Signature]
SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

Walter R. Howell IV
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

ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 2025-2026 Sponsor Name: Kristen Janloo & AnnDee Turner

Name of Activity Fund: Student Council Account No: 946

The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds \$1000 and 30% of projected revenue.

N/A - Excess fund balance is due to carryover from 22-23 school year.

PACKET CONTENTS:

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ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4)	PAGE 4	al
REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET*	PAGE 2	

*This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2025-2026 SITE: High School

ACCOUNT NAME: 946 Student Council

PURPOSE

SHS Student Council exists for two reasons - (1) to grow and support SHS school spirit and, (2) to support, grow and master leadership understanding and skills for individual student council members so each member may participate/contribute in their personal leadership journey.

SOURCE(S) OF INCOME

Donations, Dues/Fees, Fundraisers

PLANNED EXPENSES

Dues/Fees, Reimbursements, Fundraiser Expenses, Travel Expenses, Celebrations/Refreshments

SPONSOR NAME

Kristen Janloo & AnnDee Turner

SIGNATURE

Handwritten signatures of AnnDee Turner and Kristen Janloo

PRINCIPAL/DIRECTOR

Walter R. Howell, IV

SIGNATURE

Handwritten signature of Walter R. Howell, IV

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: [Handwritten Signature] DATE: 5/23/25

ACCOUNT NUMBER: 946

BOARD OF EDUCATION APPROVAL DATE:

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-2026 Sponsor Name: Kristen Janloo & AnnDee Turner

Name of Activity Fund: Student Council Account No: 946

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 7,947.00	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Donations	\$ 700.00	
Dues/Fees	\$ 100.00	
Fundraisers	\$ 450.00	
	\$ _____	
	\$ _____	
	\$ _____	
Total Revenues:	\$ 1,250.00	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 9,197.00	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Dues/Fees	\$ -2,700.00	
Reimbursements	\$ -175.00	
Fundraiser Expenses	\$ -150.00	
Travel Expenses	\$ -1,300.00	
Celebrations/Refreshments	\$ -1,900.00	
	\$ _____	
Total Expenditures:	\$ -6,225.00	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 2,972.00	\$ _____



FUNDRAISER REQUEST

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

Reporting School Year: 2025-2026 Sponsor Name: Kristen Janloo & AnnDee Turner

Name of Activity Fund: Student Council Account No: 946

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

Howdy Week

PURPOSE OF RAISING FUNDS:

Howdy Week Fundraiser - Howdy Week provides an opportunity for all students to participate in a week of settling into a new school year with activities and apparel the beginning of school.

FUNDRAISER DATES: START 08/01/2025 END 08/31/2025

ACOUNT OF MONEY TO BE RAISED:

EST. INC. \$ 5,000.00 - EST. EXP. \$ 4,000.00 = EST. PROFIT \$ 1,000.00

Sponsor signatures: AnnDee Turner, Kristen Janloo

SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

Principal signature: Walter H. Horn

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)

RECEIPT BOOK #: TO

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

STILLWATER BOARD OF EDUCATION

CFB-E1

ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 2025-2026 Sponsor Name: Tanner Rivera

Name of Activity Fund: TSA Account No: 947

The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds \$1000 and 30% of projected revenue.

~~SPONSORS - Please provide an explanation here. This applies to your AF.~~

Will use this money to pay for National before the end of the year

PACKET CONTENTS:

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REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET*	PAGE 2	

*This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2025-2026 SITE: High School

ACCOUNT NAME: 947 TSA

PURPOSE

To accelerate student achievement and support teachers by providing engaging opportunities to develop STEM skills and leadership experiences.

SOURCE(S) OF INCOME

Donations, Dues/Fees

PLANNED EXPENSES

Dues/Fees, Supplies, Refreshments

SPONSOR NAME

Tanner Rivera

SIGNATURE

[Handwritten Signature]

PRINCIPAL/DIRECTOR

Walter R. Howell, IV

SIGNATURE

[Handwritten Signature: Walter R. Howell IV]

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: [Handwritten Signature] DATE: 5/23/25

ACCOUNT NUMBER: 947

BOARD OF EDUCATION APPROVAL DATE:

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-2026 Sponsor Name: Tanner Rivera

Name of Activity Fund: TSA Account No: 947

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 1,495.00	\$
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Donations	\$ 100.00	
Dues/Fees	\$ 1,600.00	
	\$	
	\$	
	\$	
	\$	
Total Revenues:	\$ 1,700.00	\$
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 3,195.00	\$
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Dues/Fees	\$ -500.00	
Supplies	\$ -100.00	
Refreshments	\$ -100.00	
	\$	
	\$	
	\$	
Total Expenditures:	\$ -700.00	\$
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 2,495.00	\$

STILLWATER BOARD OF EDUCATION

CFB-E1

ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 2025-2026 Sponsor Name: Elizabeth Ziegler

Name of Activity Fund: Theatre Account No: 948

The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds \$1000 and 30% of projected revenue:

Every year is dependent on variables beyond our control. Therefore, there has to be a larger balance remaining to cover if ticket sales are low, plus our board budget has been cut in half over the last three years, so almost all of our expenses are moved to this account, which may include bigger projects that we have to save up for.

PACKET CONTENTS:

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REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET*	PAGE 2	

**This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2025-2026 **SITE:** SHS

ACCOUNT NAME: 948 Theatre

PURPOSE

To financially support the Theatre Department and the shows performed each semester.

SOURCE(S) OF INCOME

Donations, Dues/Fees, Ticket Sales

PLANNED EXPENSES

Dues/Fees, Supplies, Building Rental, Celebrations/Refreshments, Transportation, Stipends/Production Costs, Advertising, Scholarships

SPONSOR NAME

Elizabeth Ziegler

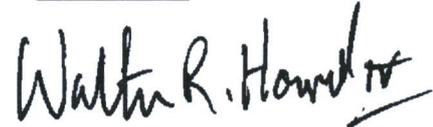
SIGNATURE



PRINCIPAL/DIRECTOR

Walter R. Howell, IV

SIGNATURE



TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY:  **DATE:** 5/23/25

ACCOUNT NUMBER: 948

BOARD OF EDUCATION APPROVAL DATE: _____

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-2026 Sponsor Name: Elizabeth Ziegler

Name of Activity Fund: Theatre Account No: 948

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>76,927.00</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Ticket Sales	\$ <u>15,000.00</u>	
Donations	\$ <u>10,000.00</u>	
Dr Fees	\$ <u>-4,000.00</u>	
	\$ _____	
	\$ _____	
	\$ _____	
Total Revenues:	\$ <u>25,000</u> 21,000.00	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ ¹⁰¹ <u>121,927.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Supplies/Dues/Fees	\$ <u>20,000</u> 18,500.00	
Transportation / <u>Competition / Contest Exps</u>	\$ <u>-1,500.00</u>	
Stipends and Production Costs	\$ <u>-8,000.00</u>	
Refreshments/Celebrations/Scholarships	\$ <u>-3,000.00</u>	
Advertising	\$ <u>-2,000.00</u>	
Building Rental	\$ <u>-3,500.00</u>	
<u>Student Achievement / Awards / Banquet</u>	\$ <u>1,000</u> <u>39,000</u>	
Total Expenditures:	\$ <u>-31,500.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 74,427.00 <u>62,927</u>	\$ _____

FUNDRAISER REQUEST

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

Reporting School Year: 2025-2026 Sponsor Name: Elizabeth Ziegler

Name of Activity Fund: Theatre Account No: 948

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

Ticket Sales for the Fall Play and Spring Musical

PURPOSE OF RAISING FUNDS:

To cover the cost of the productions, student expenses related to competitions and improvements for the department.

FUNDRAISER DATES: START 08/01/2024 END 05/10/2025

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$ 15,000.00 - EST. EXP. \$ 8,000.00 = EST. PROFIT \$ 7,000.00

Elizabeth Ziegler
SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

Walter R. Howell IV
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

STILLWATER BOARD OF EDUCATION

CFB-E1

ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 2025-2026

Sponsor Name: April Raines

Name of Activity Fund: Vocal Music

Account No: 949

The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds \$1000 and 30% of projected revenue:

Excess fund balance is due to 2022-2023 carryover and greater than expected donation from OSU Follies. Because donations fluctuate, a carryover is necessary to cover expenses during harsh economic times. Also, some students that participate in fundraisers this year are building a payment balance for next year's trip.

PACKET CONTENTS:

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REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET*	PAGE 2	

*This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2025-2026 SITE: High School

ACCOUNT NAME: 949 Vocal Music

PURPOSE

To support the purchase of student uniforms, music purchases, contest expenses and travel expenses.

SOURCE(S) OF INCOME

Donations, Dues/Fees, Student Trip Payments, Fundraisers

PLANNED EXPENSES

Classroom Supplies, Celebrations/Refreshments, Dues/Fees, Fundraiser Expenses, Travel Expenses, Reimbursements, Uniforms and accessories, Curriculum/Music, Sight-reading Materials, Rehearsal Tracks, Workshops, Contest and Conference Registrations, Student Scholarships for travel/workshops/contests

SPONSOR NAME

Aprill Raines

SIGNATURE

Aprill Raines

PRINCIPAL/DIRECTOR

Walter R. Howell, IV

SIGNATURE

Walter R. Howell IV

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: Karul B... DATE: 5/23/25

ACCOUNT NUMBER: 949

BOARD OF EDUCATION APPROVAL DATE:

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-2026 Sponsor Name: Aprill Raires

Name of Activity Fund: Vocal Music Account No: 949

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 28000	\$
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Donations	\$ 15000	
Student trip payments	\$ 10000	
Fundraiser Events	\$ 5000	
Dues/Fees	\$ 2000	
	\$	
	\$	
Total Revenues:	\$ 32000	\$
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 60000	\$
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Supplies/Curriculum/Music/Rehearsal Tracks/Sight-Rec	\$ -10000	
Dues/Fees/Registrations/Student Scholarships:	\$ -20000	
Travel Expenses and Reimbursements:	\$ -10000	
Fundraiser Expenses	\$ -2800	
Celebrations/Refreshments	\$ -1000	
Uniforms and Accessories	\$ -10000	
Total Expenditures:	\$ -53800	\$
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 6200	\$



FUNDRAISER REQUEST

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

Reporting School Year: 2025-2026 Sponsor Name: Aprill Raines

Name of Activity Fund: SHS Vocal Music Account No: 949

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

Spring Catalog Sale (Century Resources, Oklahoma Fundraiser, ButterBraids, or Eagle Fundraising)

PURPOSE OF RAISING FUNDS:

Student activities, travel expenses, workshop registration fees

FUNDRAISER DATES: START 1/6/2026 END 3/13/2026

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. 3000 - EST. EXP. 1800 = EST. PROFIT 1200

SPONSOR SIGNATURE [Signature]

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION [Signature]

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: 2025-2026 Sponsor Name: Aprill Raines

Name of Activity Fund: SHS Vocal Music Account No: 949

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

SHS Choir Sing-a-thon and bake sale (Fall)

PURPOSE OF RAISING FUNDS:

Fund student expenses for conferences, workshops, and group travel, support vocal program through additional purchases deemed necessary by the director.

FUNDRAISER DATES: START 9/2/2025 END 12/5/2026

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. 5000.00 - EST. EXP. 0 = EST. PROFIT 5000

SPONSOR SIGNATURE (Signature of Aprill Raines)

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION (Signature of Walter H. ...)

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: 2025-2026 Sponsor Name: Aprill Raines

Name of Activity Fund: SHS Vocal Music Account No: 949

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

Silent Auctions at Fall and Spring Choir Concerts

PURPOSE OF RAISING FUNDS:

Fund student expenses for conferences, workshops, and group travel, support vocal program through additional purchases deemed necessary by the director.

FUNDRAISER DATES: START 9/2/2025 END 5/18/2026

ACCOUNT OF MONEY TO BE RAISED:

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

Aprill Raines
SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

Walter R. Hood
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 _____

4

FUNDRAISER REQUEST

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

Reporting School Year: 2025-2026 Sponsor Name: Aprill Raines

Name of Activity Fund: SHS Vocal Music Account No: 949

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

Online donations and snack product sales

PURPOSE OF RAISING FUNDS:

Student activities, travel expenses, workshop registration fees

FUNDRAISER DATES: START 9/2/2025 END 12/5/2025

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. 2500 - EST. EXP. 0 = EST. PROFIT 2500.00

SPONSOR SIGNATURE: Aprill Raines

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION: Walter R. Howard

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: 2025-2026 Sponsor Name: Aprill Raines

Name of Activity Fund: SHS Vocal Music Account No: 949

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

Fall Cheesecake Sale (Eagle Fundraising)

PURPOSE OF RAISING FUNDS:

Fund student expenses for conferences, workshops, and group travel, support vocal program through additional purchases deemed necessary by the director.

FUNDRAISER DATES: START 9/2/2025 END 12/15/2025

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. 3000 - EST. EXP. 1600 = EST. PROFIT 1400

Aprill Raines
SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

Walter L. Howard
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: 2025-2026 Sponsor Name: Aprill Raines

Name of Activity Fund: Vocal Music Account No: 949

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

TBD

PURPOSE OF RAISING FUNDS:

FUNDRAISER DATES: START _____ END _____

ACCOUNT OF MONEY TO BE RAISED:

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

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)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 2025-2026 Sponsor Name: Kristin Janloo

Name of Activity Fund: Yearbook Account No: 951

The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds \$1000 and 30% of projected revenue:

N/A - The excess funds are the result of a 2022-2023 carryover and is usually depleted at the beginning of the school to cover start-up yearbook production costs.

PACKET CONTENTS:

FORM	FOUND ON PAGE	INITIAL IF COMPLETE
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ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4)	PAGE 4	<i>ll</i>
REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET*	PAGE 2	

**This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2025-2026 SITE: High School

ACCOUNT NAME: 951 Yearbook

PURPOSE

Enhancing the learning of students through the use of media by producing the yearbook and communicating with local business owners for the sale of advertising.

SOURCE(S) OF INCOME

Yearbook Sales, Yearbook Ad Sales

PLANNED EXPENSES

Yearbook Production, Yearbook Purchases, Celebrations/Refreshments, Supplies

SPONSOR NAME

Kristin Janloo

SIGNATURE

Kristin Janloo

PRINCIPAL/DIRECTOR

Walter R. Howell, IV

SIGNATURE

Walter R. Howell IV

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: Karul B... DATE: 5/23/25

ACCOUNT NUMBER: 951

BOARD OF EDUCATION APPROVAL DATE:

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-2026 Sponsor Name: Kristin Janbo

Name of Activity Fund: Yearbook Account No: 951

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 25,922.00	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Yearbook Ad Sales	\$ 8,800.00	
Yearbook Sales	\$ 13,000.00	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ 21,800.00	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2):	\$ 47,722.00	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Yearbook Production	\$ -8,000.00	
Yearbook Purchases	\$ -5,000.00	
Celebrations/Refreshments	\$ -500.00	
Supplies	\$ -1,000.00	
Newspaper Website Fees	\$ -500.00	
_____	\$ _____	
Total Expenditures:	\$ -15,000.00	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3):	\$ 32,722.00	\$ _____

FUNDRAISER REQUEST

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

Reporting School Year: 2025-2026 Sponsor Name: Kristin Janloo

Name of Activity Fund: Yearbook Account No: 951

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

Ad Sales

PURPOSE OF RAISING FUNDS:

Reduce the cost of yearbooks through ad sales to reduce burden on families and increase sales

FUNDRAISER DATES: START ²⁰²⁵ 08/15/2024 END ²⁰²⁶ 05/15/2025

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$ 7,500.00 - EST. EXP. \$ 0.00 = EST. PROFIT \$ 7,500.00

Kristin Janloo
SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

Walter B. Howell IV
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 _____

STILLWATER BOARD OF EDUCATION

CFB-E1

ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 2025-2026 Sponsor Name: Traef Richardson

Name of Activity Fund: Young Democrats Account No: 952

The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds \$1000 and 30% of projected revenue:

N/A

PACKET CONTENTS:

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REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET*	PAGE 2	

**This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2025-2026 SITE: High School

ACCOUNT NAME: 952 Young Democrats

PURPOSE

To support club activities.

SOURCE(S) OF INCOME

Donations, Dues/Fees

PLANNED EXPENSES

Supplies, Refreshments

SPONSOR NAME

Traci Richardson

SIGNATURE

Traci Richardson

PRINCIPAL/DIRECTOR

Walter R. Howell, IV

SIGNATURE

Walter R. Howell IV

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: [Signature] DATE: 5/23/25

ACCOUNT NUMBER: 952

BOARD OF EDUCATION APPROVAL DATE:

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-2026 Sponsor Name: Traci Richardson
 Name of Activity Fund: Young Democrats Account No: 952

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>270.00</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Dues/Fees	\$ <u>100.00</u>	
Donations	\$ <u>100.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>200.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>470.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Supplies	\$ <u>-100.00</u>	
Refreshments	\$ <u>-100.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-200.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>270.00</u>	\$ _____

FUNDRAISER REQUEST

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

Reporting School Year: 2025-2026 Sponsor Name: Traci Richardson

Name of Activity Fund: Young Democrats Account No: 952

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

Young Dems t-shirt sales

PURPOSE OF RAISING FUNDS:

To fund club activities.

FUNDRAISER DATES: START 08/01/2025 END 12/15/2025

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$ 600.00 - EST. EXP. -\$ 450.00 = EST. PROFIT \$ 150.00

Traci Richardson
SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

Walter R. Hord
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

STILLWATER BOARD OF EDUCATION

CFB-E1

ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 2025-2026 Sponsor Name: Josh Haar

Name of Activity Fund: Youth & Government Account No: 953

The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds \$1000 and 30% of projected revenue:

N/A

PACKET CONTENTS:

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**This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

Adoption Date: February 21, 2012

Revision Date(s): 9/10/19

Page 1 of 4

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2025-2026 SITE: High School

ACCOUNT NAME: 953 Youth & Government

PURPOSE

To afford students the opportunity to experience civic engagement, partake in debates that affect citizens in their state, and propose legislation.

SOURCE(S) OF INCOME

Donations, Dues/Fees

PLANNED EXPENSES

Supplies, Refreshments, Registrations/Dues

SPONSOR NAME

Josh Haar

SIGNATURE

Joshua Haar

PRINCIPAL/DIRECTOR

Walter R. Howell, IV

SIGNATURE

Walter R. Howell IV

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: *Rachel Boyer* DATE: *5/23/25*

ACCOUNT NUMBER: *953*

BOARD OF EDUCATION APPROVAL DATE:

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-2026 Sponsor Name: Josh Haar

Name of Activity Fund: Youth & Government Account No: 953

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>534.00</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Dues/Fees	\$ <u>100.00</u>	
Donations	\$ <u>100.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>200.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>734.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Supplies	\$ <u>-100.00</u>	
Refreshments	\$ <u>-100.00</u>	
<u>Registrations/Dues</u>	<u>\$ -100.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-300.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>434.00</u>	\$ _____

ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 2025 Sponsor Name: Shannon Peters

Name of Activity Fund: Sophomore Class Account No: 960

The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds \$1000 and 30% of projected revenue:

PACKET CONTENTS:

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**This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 4/16/25 SITE: SHS

ACCOUNT NAME: Sophomore Class

PURPOSE

To build up funds to follow the class to junior year to help with prom

SOURCE(S) OF INCOME

Class dues at enrollment

PLANNED EXPENSES

None

SPONSOR NAME

Shannon Peters

SIGNATURE

Shannon Peters

PRINCIPAL/DIRECTOR

Walter Howell

SIGNATURE

Walter Howell

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: _____ DATE: _____

ACCOUNT NUMBER: _____

BOARD OF EDUCATION APPROVAL DATE: _____

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025 Sponsor Name: Shannon Peters

Name of Activity Fund: Sophomore Class Account No: 960

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>0</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
<u>Class dues</u>	\$ <u>2000.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>2000.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>2000.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
<u>None</u>	\$ <u>0</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>0</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>2000.00</u>	\$ _____

FUNDRAISER REQUEST

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

Reporting School Year: 2025 Sponsor Name: Shanna Peters

Name of Activity Fund: Sophomore Class Account No: 960

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

N/A

PURPOSE OF RAISING FUNDS:

FUNDRAISER DATES: START END

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. - EST. EXP. = EST. PROFIT

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)

RECEIPT BOOK #: TO

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

STILLWATER BOARD OF EDUCATION

CFB-E1

ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 2025-2026 Sponsor Name: Krissi Morton

Name of Activity Fund: Junior Class Account No: 961

The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds \$1000 and 30% of projected revenue:

The ending balance was greater than anticipated due to transfers from other accounts used to fund the start up costs for the Prom and the increased attendance of students at the Prom. As the income was generated so close to the end of the year, the Junior class was not able to decide how to appropriately spend the extra income. The money will follow the students into their senior year.

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*This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2025-2026 SITE: High School

ACCOUNT NAME: 961 Junior Class

PURPOSE

To host Prom 2025.

SOURCE(S) OF INCOME

Dues/Fees, Prom Tickets, Donations

PLANNED EXPENSES

Prom Costs, Refreshments, Supplies, one faculty meeting lunch

SPONSOR NAME

Krissi Morton

SIGNATURE

Krissi Morton

PRINCIPAL/DIRECTOR

Walter R. Howell, IV

SIGNATURE

Walter R. Howell IV

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: [Signature] DATE: 5/23/25

ACCOUNT NUMBER: 961

BOARD OF EDUCATION APPROVAL DATE:

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-2026 Sponsor Name: Krissi Morton

Name of Activity Fund: Junior Class Account No: 961

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 15,997.00	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Dues/Fees	\$ 1,200.00	
From Tickets	\$ 13,000.00	
Donations	\$ 100.00	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ 14,300.00	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 29,997.00	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
From Costs	\$ -8,500.00	
Refreshments	\$ -250.00	
Supplies	\$ -250.00	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ -9,000.00	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 20,997.00	\$ _____

FUNDRAISER REQUEST

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

Reporting School Year: 2025-2026 Sponsor Name: Krissi Morton

Name of Activity Fund: Junior Class Account No: 961

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

None at this time.

PURPOSE OF RAISING FUNDS:

FUNDRAISER DATES: START END

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. - EST. EXP. = EST. PROFIT \$ 0.00

Sponsor Signature: Krissi Morton

SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

Principal Signature: Walter R. Howell IV

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

STILLWATER BOARD OF EDUCATION **CFB-EI**

ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account.

Reporting School Year: 2025-2026 Sponsor Name: H. Shepard

Name of Activity Fund: Senior Class Account No: 962

The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds \$1000 and 30% of projected revenue:

N/A

PACKET CONTENTS:

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*This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2025-2026 SITE: High School

ACCOUNT NAME: 962 Senior Class

PURPOSE

Fund all senior-specific events and graduation costs (flowers, programs, medals, VIP room, wristbands, incidentals).

SOURCE(S) OF INCOME

Dues/Fees

PLANNED EXPENSES

Graduation Expenses, Refreshments, Donations, Senior Events

SPONSOR NAME

H. Shepard

SIGNATURE

Hope Shepard

PRINCIPAL/DIRECTOR

Walter R. Howell, IV

SIGNATURE

Walter R. Howell

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: [Signature] DATE: 5/23/25

ACCOUNT NUMBER: 962

BOARD OF EDUCATION APPROVAL DATE:

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-2026 Sponsor Name: H. Shepard

Name of Activity Fund: Senior Class Account No: 962

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 11,119.42	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Dues/Fees	\$ 9,000.00	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ 9,000.00	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 20,119.42	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Donations	\$ -3,140.00	
Senior Events	\$ -2,750.00	
Graduation Costs	\$ -2,500.00	
Refreshments	\$ -2,000.00	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ -10,390.00	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 9,729.42	\$ _____

FUNDRAISER REQUEST

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

Reporting School Year: 2025-2026 Sponsor Name: H. Shepard

Name of Activity Fund: Senior Class Account No: 962

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

None at this time.

PURPOSE OF RAISING FUNDS:

FUNDRAISER DATES: START END

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. - EST. EXP. = EST. PROFIT \$ 0.00

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)

RECEIPT BOOK #: n/a TO

Hope Shepard SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 2025-2026 Sponsor Name: Kristy Self

Name of Activity Fund: Gender and Sexuality Allianca (GSA) Account No: 965

The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds \$1000 and 30% of projected revenue:

N/A

PACKET CONTENTS:

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**This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2025-2026 SITE: High School

ACCOUNT NAME: 965 Gender and Sexuality Alliance (GSA)

PURPOSE

To cover the cost of the senior party and gifts, in addition to field trips, supplies and refreshments for club meetings, registration fees, purchase club shirts, booth fees

SOURCE(S) OF INCOME

Academic Type Income: Advertising Sales, Concession Sales, Contest Fees, Contributions /Donations, Fees/Fines/Dues, Field Trip Collections, BOE approved Fundraisers, Grants/Scholarships, Merchandise Sales, Redeposit of Cash-Box/Start-up Cash, Registration Costs, Reimbursements/Refunds/Rebates, Summer Camps and Ticket Sales

PLANNED EXPENSES

Academic Type Expenses: Awards, Advertising, Camp Expenses, Cash-Box/Start-up Cash, Charitable Activities, Apparel/Uniforms, Competition Expenses, Donations, Equipment, Fees/Dues, Field Trip Expenses, Fundraising Expenses, Travel Expenses to include meals, Meeting Supplies and Refreshments, Officials/Judges, Registrations, Reimbursements, Rental Fees, Stipends, Award Banquets and other Activity related supplies and materials.

SPONSOR NAME

Kristy Self

SIGNATURE

[Handwritten Signature: Kristy Self]

PRINCIPAL/DIRECTOR

Walter R. Howell, IV

SIGNATURE

[Handwritten Signature: Walter R. Howell IV]

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: DATE:

ACCOUNT NUMBER:

BOARD OF EDUCATION APPROVAL DATE:

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-2026 Sponsor Name: Kristy Self

Name of Activity Fund: Gender and Sexuality Alliance (GSA) Account No: 965

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>580.00</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Donations	\$ <u>100.00</u>	
Student dues	\$ <u>50.00</u>	
Selling Apparel	\$ <u>75.00</u>	
	\$ _____	
	\$ _____	
	\$ _____	
Total Revenues:	\$ <u>225.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>785.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Supplies	\$ <u>-50.00</u>	
Celebrations/Refreshments	\$ <u>-150.00</u>	
Travel Expenses	\$ <u>-200.00</u>	
Reimbursements	\$ <u>-100.00</u>	
	\$ _____	
	\$ _____	
Total Expenditures:	\$ <u>-500.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>285.00</u>	\$ _____

1

FUNDRAISER REQUEST

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

Reporting School Year: 2025-2026 Sponsor Name: Kristy Self

Name of Activity Fund: Gender and Sexuality Alliance (GSA) Account No: 965

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

Selling apparel, stickers, bracelets.

PURPOSE OF RAISING FUNDS:

Cover senior party, field trip expenses, supplies, food for meetings

FUNDRAISER DATES: START 08/01/2025 END 05/20/2025

ACOUNT OF MONEY TO BE RAISED:

EST. INC. \$ 75.00 - EST. EXP. \$ 0.00 = EST. PROFIT \$ 75.00

SPONSOR SIGNATURE [Signature]

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION [Signature]

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