



**STILLWATER PUBLIC SCHOOLS**  
**STILLWATER BOARD OF EDUCATION**

**PREPARED BY:** Mrs. Kristie Newby, MBA, CFE, Chief Financial Officer  
**APPROVED BY:** Uwe Gordon, Superintendent  
Dr. Janet Vinson, Acting Superintendent  
**DATE:** December 10, 2024

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**AGENDA ITEM:**

Annual Activity Account Fund Raising Projects for FY 2024-2025

**BOARD ACTION REQUESTED:**

Motion to Approve Annual Activity Account Fund Raising Projects for FY 2024-2025

**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.

# ACTIVITY FUND FUNDRAISER REQUESTS

SANGRE RIDGE - LIBRARY 803  
JUNIOR HIGH - STUCO 946  
HIGH SCHOOL - JUNIOR CLASS 961

FUNDRAISER REQUEST

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

Reporting School Year: 2024-2025 Sponsor Name: Morganne Clyburn

Name of Activity Fund: Library Account No: 803

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

Buy one-get one Book Sale through Scholastic Book Fairs

PURPOSE OF RAISING FUNDS:

To use funds to purchase books, supplies and subscriptions.

FUNDRAISER DATES: START 04/20/2025 END 05/15/2025

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$5,000.00 - EST. EXP. -\$3,500.00 = EST. PROFIT \$1,500.00

Morganne Clyburn 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: 2024 Sponsor Name: Kaylee Bermea

Name of Activity Fund: Student Council Account No: 946

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

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PURPOSE OF RAISING FUNDS:

STUCO fundraiser

FUNDRAISER DATES: START 11/22/24 END 11/22/24

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$100 - EST. EXP. 0 = EST. PROFIT \$100

Kaylee Bermea  
SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION  
(applicable only if athletic fundraiser)

[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)

RECEIPT BOOK #: \_\_\_\_\_ TO \_\_\_\_\_

SPONSOR SIGNATURE \_\_\_\_\_

FINANCIAL SECRETARY SIGNATURE \_\_\_\_\_

FUNDRAISER REQUEST

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

Reporting School Year: 2024-2025 Sponsor Name: K. Morton & K. Janjoo

Name of Activity Fund: Junior Class Account No: 961

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

Winter Carnival Admission- Winter carnival games, and concession booth will be set up in the student center January 11th. There will be 13 game booths. To be able to play games families will have to purchase tickets (\$1 each) at the ticket table. Concessions will be set up, we will have snacks and drinks all with varying prices. This event will be run by the Junior class officer team along with some other student led organizations, for volunteers to help run booths. We will also offer a silent auction during the event and take donations throughout the week for a Pie in the Face event held at the first spring pep rally.

PURPOSE OF RAISING FUNDS:

Additional funding for Prom 2025.

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

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$ 1,000.00 - EST. EXP. \$ 250.00 = EST. PROFIT \$ 750.00

Kirsi Morton SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

Walter R. Howell 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