



STILLWATER PUBLIC SCHOOLS
STILLWATER BOARD OF EDUCATION

PREPARED BY: Mrs. Kristie Newby, MBA, CFE, Chief Financial Officer
APPROVED BY: Tyler Bridges, Superintendent
DATE: July 8, 2025

AGENDA ITEM:

Sanctioned Accounts for FY 2025-2026

BOARD ACTION REQUESTED:

Motion to Approve Annual Sanctioned Accounts for FY 2025-2026

BACKGROUND INFORMATION:

Sanctioned Accounts contribute to the funding and well-being of Stillwater Public Schools Booster Clubs by allowing them to use our organizations tax ID. The Boosters act on their own behalf by raising money via donations or sales. The Boosters will have their own bank account, separate from the Stillwater Public Schools account. They will purchase goods/services with their own funds. Goods and services purchased will be made in the best interest of the Stillwater Public Schools Booster Club that they represent. Sanctioned accounts are subject to audit.

Stillwater Varsity Pom Squad Booster Club

The primary purpose of this organization is to assist and support the Stillwater High School Varsity Pom Squad with activities, promotions, and fundraising opportunities to provide a positive experience for the student athletes. All funds raised will be used for competitions and/or equipment used by the team. This organization will be maintained by parent officers with assistance from the head coach.

2025-2026 President/Parent Representative

Kendra Rider

2025-2026 School Representative/Sponsor

Cami Patzkowski

Term of Office

July 1st, 2025 through June 30th, 2026

Head Coach

Rachel Wilson

Secretary/Treasurer

Mindy Goff

Intended Use of Funds

Camps, choreography, competitions, and equipment

Banking Institution

Simmons Bank

July 2025

To: **Chief Financial Officer**
Stillwater Public Schools

From: Kendra Rider, President/Parent Representative, Stillwater Varsity Pom Booster Club
Cami Patzkowski, School Representative/Sponsor, Stillwater Varsity Pom Booster Club
Rachel Wilson, Head Coach, Stillwater Varsity Pom Squad
Mindy Goff, Secretary/Treasurer, Stillwater Varsity Pom Booster Club

Re: **Sanctioning for Stillwater Varsity Pom Booster Club**

To Whom It May Concern:

Please consider our annual request for sanctioning of the Stillwater High School Varsity Pom Booster Club. It is in the best interest of the Stillwater High School Varsity Pom program for the team to have a parent-run organization, in order to truly aid and ease the fundraising process that provides the much needed support for these student athletes. This organization will provide financial and parental support for the team, which relies heavily on fundraising opportunities for a majority of our year. Please see the attached information and consider our request again for the upcoming year. We are greatly appreciative for your support of the Stillwater High School Varsity Pom Squad. Thank you for your consideration.

Sincerely,

Kendra Rider, Cami Patzkowski, Rachel Wilson, and Mindy Goff

APPLICATION FOR SANCTIONING

Due Annually on July 5

This is a request for sanctioning by the applicant to the Stillwater Board of Education, pursuant to which the funds collected by the applicant are exempt from the statutory controls over school activity funds. All fields are required.

Date Submitted: 6/27/25

Select One: Initial Application

Renewal

Name of Sanctioned Organization:

Stillwater High School Varsity Pom

Official Mailing Address for the organization:

3406 S Canopy Ln., [Booster Club]Organization's Taxpayer I.D. Number: 26-2768718Stillwater, OK 74074**Organization President****Organization Treasurer**Name: Kendra RiderName: Melinda (Mindy) GoffPhone: (405) 334-2395Phone: (417) 825-0333Email: kendra.ridervale@gmail.comEmail: cmgoffclub@gmail.com

Organization's Purpose, Goals, and the Benefit to District Students: The purpose of this organization is to assist and support the SHS Varsity Pom Squad with activities, fundraising, and financial support.

Organizations's Website and/or Social Media Accounts:

Website - sites.google.com/stillwaterschools.com/spiritsquad/about

(All funds raised by the organization will be used to achieve the stated purpose and goals of the organization. No administrative fees or stipends to officers or others will be permitted. Any payments to coaches or employees must be approved by and paid through Stillwater Public Schools.)

Applicant certifies that it does not and will not discriminate with respect to its benefits, membership, programs, operation, or organization on the basis of race, gender, age, religion, national origin, or disability.

Applicant acknowledges that the board of education has the discretion to sanction or decline the applicant, and the decision of the board of education is final and nonappealable. Applicant further acknowledges that (a) the board of education can, at any time, request the records maintained by the applicant, which the applicant will promptly make available, and (b) the board of education can, at any time it believes it is in the best interests of the school district to do so, withdraw sanctioning, and the decision of the board of education is final and nonappealable.

Applicant agrees that any legal or audit expenses incurred by Stillwater Public Schools related to the sanctioned organization will be billed to and paid for by the sanctioned organization.

Applicant also acknowledges, that if requested by the board of education the organization will be required to submit financial and supporting documentation for an agreed upon procedure review to be performed by the school district's external auditor. This information must be submitted by the deadline established at the time of the request.

APPLICATION FOR SANCTIONING (Cont.)

Instructions for Completing Application:

- ✓ 1. Read policies CFBB and CFBB-P and complete this application: the cash flow statement for the prior school year, the cash flow statement estimate for the future school year and the independent audit review certification. If necessary, use additional sheets of paper.
- ✓ 2. Attach twelve (12) months of bank statements and a reconciliation to the unaudited cash flow statement (bank statement credits and debits should match the cash flow summary collections and expenditures respectively, and be reconciled to the ending balance).
- ✓ 3. Attach proof of insurance for the corresponding year that covers funds from theft, embezzlement, or loss, general liability and accident medical coverage in case of injury, financial loss in the event of a claim, and officers liability from legal action.
- ✓ 4. Provide a copy of your organization's by-laws and/or constitution and a list of all officers.
- ✓ 5. Sign and date this application and have the school faculty sponsor review and sign (required).
- ✓ 6. Email or deliver the application and attachments to:

Chief Financial Officer
 314 S. Lewis
 Stillwater, OK 74074

- ✓ 7. Signing this form certifies that you agree to attend mandatory district training.

Kendra Rider (President)
 Mindy Goff (Secretary/Treasurer)

Cami Patzkowski
 (School Rep/
 Sponsor)

Organization Representative/Office Name and Position (printed)

Kendra Rider
 Mindy Goff
 Signature

Date 6/27/25

Rachel Wilson (Head Pom Coach)

School Faculty Sponsor / Athletic Coach Name (printed)

Rachel Wilson
 Signature

Date 6/27/25

Collections

2024-2025

Venmo Transactions/Cash Outs	\$51,802.24
Stillwater High School: Deposits and Donations (Cash/Check)	<u>\$19,292.10</u>
	\$71,094.34

The above transactions include individual account deposits and donations, as well as the following fundraising opportunities for the Stillwater High School Varsity Pom Squad Booster Club- **Individual "Fill My Pom Pom" Venmo Fundraiser 2024 (July), Spirit Squad Calendar Sales (August), "Future SHS Pom" Youth Clinic (September), Fall Pansy Sales (October), Meditations Cinnamon Roll Sales (November), "Egg Your Yard" Easter Egg Fundraiser (March/April), Spring Flower Fundraiser (April), Chipotle Restaurant Night Fundraiser (May), Dance Recital Flower Sales (May)**

Expenditures

2024-2025

Stillwater High School Expenditures (Cash/Check/Venmo)

● Uniforms and Poms	\$8,689.58
● Fundraising Purchases	\$13,771.28
○ Individual "Fill My Pom Pom" Venmo Fundraiser	
○ Spirit Squad Calendar Sales	
○ "Future SHS Pom" Youth Clinic	
○ Fall Pansy Sales	
○ Meditations Cinnamon Roll Sales	
○ "Egg Your Yard" Easter Egg Fundraiser	
○ Spring Flower Fundraiser	
○ Chipotle Restaurant Night Fundraiser	
○ Dance Recital Flower Sales	
● Camp/Competition Music and Fees	\$30,734.38
● State Championship Title Expenses (Rings, T-Shirts, Plaques)	\$3,179.78
● Choreography and Guest Cleaning Services	\$5,831.75
● Food for Team and/or Choreographers	\$1,683.93
● Travel/Hotel Fees for Choreographers and Guest Cleaners	\$2,305.06
● Miscellaneous (Gear and Equipment)	<u>\$1,779.86</u>
	\$67,975.62 ✓

Balance July 2024

\$11,566.01 ✓

Collections

\$71,094.34

\$82,660.35

Expenditures

\$67,975.62 ✓

Balance July 2024

\$14,684.73 ✓

APPLICATION FOR SANCTIONING (Cont.)

ORGANIZATION/ASSOCIATION
UNAUDITED CASH FLOW STATEMENT FOR PRIOR SCHOOL YEAR (ACTUALS JULY 1 - JUNE 30)

Name of Organization/Association: Stillwater High school Varsity pom

FINANCIAL ACTIVITY FOR SCHOOL YEAR 24-25 Booster club

Beginning Cash Balance, July 1, 2024 \$ 11,566.01

Collections:

- Fundraiser, Merchandise Sales, Etc. \$ _____
- Donations \$ _____
- Parent/Student Contributions \$ _____
- Other (list): _____
- _____ \$ _____
- _____ \$ _____
- _____ \$ _____

} see attached
\$ 71,094.34

Total Collections

Expenditures:

Current

- Fundraising Expenses \$ _____
- Other (list): _____
- _____ \$ _____
- _____ \$ _____
- _____ \$ _____
- _____ \$ _____
- _____ \$ _____
- _____ \$ _____
- _____ \$ _____

} see attached

Total Expenditures \$ 67,975.62

Ending Cash Balance, June 30, 2025 \$ 14,684.73

I, the undersigned officer of the above-named organization/association, do hereby certify that this is a true and complete representation of the organization's financial activity for the 24-25 school year, to the best of my knowledge and belief. I further certify that, in accordance with the policy of the Stillwater Board of Education, I/we may be required to submit further financial information on the organization/association at the request of the board of education, and the failure to do so may result in revocation of the board's sanctioning approval.

Representative/Officer: Mindy [Signature] Kendra Rider Date: 6/27/25

Title: Secretary/Treasurer president

Received and reviewed by Chief Financial Officer:

Name/Title: _____ Date: _____

APPLICATION FOR SANCTIONING (Cont.)

ORGANIZATION/ASSOCIATION
UNAUDITED CASH FLOW STATEMENT FOR UPCOMING SCHOOL YEAR (JULY 1 - JUNE 30)

Name of Organization/Association: Stillwater High School Varsity Pom
BOOSTER CLUB
FINANCIAL ACTIVITY FOR SCHOOL YEAR 25-26

Beginning Cash Balance, July 1, 2025 proposed \$ 14,684.73

Collections:

Fundraiser, Merchandise Sales, Etc.	\$ _____	} \$19,000.00
Donations	\$ _____	
Parent/Student Contributions	\$ _____	
Other (list): <u>Venue Transactions</u>	\$ <u>53,000.00</u>	
	\$ _____	
	\$ _____	
Total Collections		\$ <u>72,000.00</u>

Expenditures:

• Fundraising Expenses	<u>proposed</u> → \$ <u>10,000.00</u>	
Other (list):		
• <u>Uniforms and poms</u>	→ \$ <u>8,000.00</u>	• Misc. (Gear and Equipment)
• <u>Camp/comp. Music and Reg. Fees</u>	→ \$ <u>31,000.00</u>	
	\$ _____	→ \$ <u>2,500.00</u>
• <u>State Champ Title Exp.</u>	→ \$ <u>2,500.00</u>	
• <u>Choro + Guest cleaning</u>	→ \$ <u>6,000.00</u>	
• <u>Food for Team + Chor.</u>	→ \$ <u>1,500.00</u>	
• <u>Travel/Hotel Fees for Chor.</u>	→ \$ <u>2,000.00</u>	
Total Expenditures		\$ <u>63,500</u>

Ending Cash Balance, June 30, 2026 \$ 23,184.73

I, the undersigned officer of the above-named organization/association, do hereby certify that this is a true and complete representation of the organization's financial activity for the 25-26 school year, to the best of my knowledge and belief. I further certify that, in accordance with the policy of the Stillwater Board of Education, I/we may be required to submit further financial information on the organization/association at the request of the board of education, and the failure to do so may result in revocation of the board's sanctioning approval.

Representative/Officer: Mindy [Signature] Kendra Rider Date: 6/27/25
Title: secretary/treasurer president

Received and reviewed by Chief Financial Officer:
Name/Title: _____ Date: _____

APPLICATION FOR SANCTIONING (Cont.)

ORGANIZATION/ASSOCIATION
INDEPENDENT REVIEW CERTIFICATION

This form certifies that an internal audit committee, that is comprised of individuals who are independent from the club officers, conducted an annual audit of the club's financial records for the year ended. A minimum of two individuals performed this audit. The audit committee should be familiar with board policies CFBB and CFBB-P and should consider recommended internal controls for sanctioned organizations.

At a minimum, an audit consists of reviewing 12 months of bank statements for the organization and confirming that they reconcile to the Unaudited Cash Flow Statement submitted as part of the annual application for sanctioning.

Signing this independent review certification also indicates that all expenditures followed the requirements in board policy CFBB with particular attention to the requirement that,

- All funds raised by the organization will be used to achieve the stated purposes and goals of the organization. No administrative fees or stipends to officers or others will be permitted. Any payments to coaches or employees must be approved by and paid through Stillwater Public Schools.

To the best of their knowledge and belief, the internal audit committee of the above-named organization/association certifies that the financial activity of the organization for the 24-25 school year was in accordance with board policy, reconciles to the submitted unaudited cash flow statement, and all financial transaction were made in accordance with the organization's by-laws and procedures. (A minimum of two signatures required.)

President
Representative: Kendra Rider Date: 6/27/25

Secretary/Treasurer Mindy Self
Representative: _____ Date: 6/27/25

School Representative/
Representative: Sponsor Langstaff Date: 6/27/25

Head Coach Raquel Dill
Representative: _____ Date: 6/27/25

Representative: _____ Date: _____

BYLAWS

Stillwater Varsity Pom Squad Parent Booster Club

Article I Name and Purpose

Section 1.01. Name. The name of this organization shall be Stillwater Varsity Pom Squad Parent Booster Club.

Section 1.02. Purpose. The organization is organized and operated for the charitable and educational purposes of fundraising for the squads to assist the district with funding.

Article II Membership

Section 2.01. Qualification. All parents, guardians, or other persons with a child enrolled and attending Stillwater High School and actively participating in the SHS Pom squad shall be considered voting members of the organization. The Principal, Assistant Principals, athletic directors and/or members of the licensed teaching staff could be non-voting, advisory members of the organization.

Section 2.02. Rights and Responsibilities. The members shall have the right and responsibility to attend meetings and events sponsored by the organization, serve on committees, and be nominated or volunteer to office. Voting members shall have the right to approve officers, review and approve the annual budget, and approve amendments to these bylaws.

Section 2.03. Quorum. The members present at any membership meeting of the organization, provided half or more members are present, shall constitute a quorum for the transaction of business. In the absence of a quorum the membership may choose to not take action. In that event, any matter brought before the membership at a meeting at which quorum is not present shall be discussed and decided by the Executive Board. Email votes are allowed for any decision and will be allowed to meet the criteria of quorum.

Section 2.04. Meetings. There shall be at least one general annual meeting of the membership at which the officers volunteer.

Article III Executive Board

Section 3.01. Membership. The Executive Board shall consist of the officers of the organization.

Section 3.02. Authority. The affairs, activities and operation of the organization shall be managed by the Executive Board. The Executive Board shall transact necessary business during the intervals between the meetings of the membership and such other business as may be referred to it by the membership or these bylaws. It may create Standing and Special Committees, approve the plans and work of standing and special committees, prepare and submit a budget to the membership for approval, and, in general, conduct the business and activities of the organization.

Section 3.03. Meetings. The Executive Board shall meet as needed with a minimum of (2) per year.

Section 3.04. Quorum. A quorum of the Executive Board for the conduct of business shall consist of at least two (2) officers in attendance.

Section 3.05. Action Without a Meeting. Any action required or permitted to be taken at a meeting of the Board of Directors (including amendment of these bylaws) or of any committee may be taken without a meeting if all the members of the Board or committee consent in writing to taking the action without a meeting and to approving the specific action. Such consents shall have the same force and effect as a unanimous vote of the Board or of the committee as the case may be.

Section 3.06. Participation in Meeting by Video or Audio Conference Call. Members of the Executive Board may participate in a meeting through use of video or audio software/applications or similar communications equipment, so long as members participating in such a meeting can hear one another.

Section 3.07. Reimbursement. Executive Board members shall serve without compensation with the exception that expenses incurred in the furtherance of the organization's business are allowed to be reimbursed with documentation in accordance with the organization's financial policies, and prior approval.

Article IV Officers and Their Elections

Section 4.01. Officers. The officers of this organization shall include one parent representative, head coach, and a Secretary/Treasurer and such additional officer(s) as may be elected or appointed by the Executive Board from time to time.

Section 4.02. Election. The coach and the current parent representative team will nominate candidates that shall be announced to the membership as soon as possible. Only those who have consented to serve shall be eligible for nomination, either by the committee or from the floor. Officers shall be elected at a meeting of the organization by the members present. Officers shall assume their official duties on the last day of the current school year following their election.

Section 4.03. Term. Officers may serve a one-year term or be elected for multiple consecutive terms in the same office.

Section 4.04. Vacancies. A vacancy occurring in any office shall be filled for the unexpired term by a person nominated or volunteered with a vote of the remaining members of the Executive Board.

Article V Duties of Officers

Section 5.01. Coach and Parent Representative Team. The coach and parent rep team shall be the principal executive officers of the organization and, subject to the control of the Executive Board shall in general supervise and control all of the activities of the organization. The coach and parent rep team shall be a member of the Executive Board and, when present, shall preside at all meetings of the Executive Board and all meetings of the membership. The coach and parent representative team shall be voting members of the

Executive Board and shall select and appoint the chairpersons of all Standing and Special Committees and shall be an ex-officio member of all committees of the organization.

Section 5.02. Secretary/Treasurer. The Secretary/Treasurer shall be a member of the Executive Board. They shall keep the minutes of the proceedings of the membership and the Executive Board, shall see that all notices are duly given in accordance with these Bylaws, shall be responsible for the publishing of meeting minutes, shall manage and keep an accurate tally of the volunteer records and, in general, perform all duties incident to the office of Secretary/Treasurer and such other duties as may be assigned by the President or the Executive Board. The Secretary/Treasurer is the authorized custodian to have oversight of all funds of the organization in accordance with the organization's financial policies. The Secretary/Treasurer will organize, document, and record all financial activities. The Secretary/Treasurer will be diligent and conscientious in ensuring all funds are received and spent in accordance with the organization's tax-exempt purpose, bylaws and budget. The financial records belong to the organization and must be available to the other officers and members upon request.

The Secretary/Treasurer shall:

- Prepare an annual budget for review and approval by the members.
- Ensure that all funds are timely deposited in the organization's authorized bank account(s).
- Ensure that payments and disbursements are authorized by approved budget, or an amendment to the budget.
- See that an annual sanctioning report and financial review or audit, as appropriate based on budget size, is conducted and presented to the Executive Board, General Membership, and other stakeholders.

Article VI Finances

Section 6.01. Budget. The Executive Board shall present to the membership at the first regular meeting of the membership after the officers have been elected, or as soon thereafter as practicable, a budget of anticipated revenue and expenses for the year. This budget shall be used to guide the activities of the organization during the year, including serving as approval for anticipated expenditures. Any substantial deviation from the budget must be approved in advance by the membership.

Section 6.02. Checks. All checks, drafts, or other orders for the payment of money on behalf of the organization shall be signed by the Secretary/Treasurer or by any other person as authorized in writing by the Executive Board.

Section 6.03. Financial Controls. The organization shall adopt appropriate financial controls to ensure the integrity of its funds. Specifically, without limitation, the organization shall maintain separation of financial controls so that, minimally:

- All expenses over \$500 must be approved by the Executive Board;
- At least two (2) persons shall annually audit all finances, or hire and supervise an outside accountant or auditing firm to conduct a review of corporate financial records.

Section 6.04. Fiscal Year. The fiscal year of the organization shall be from July 1 to June 30 but may be changed at the request of the school district.

ARTICLE VIII Indemnification

Every member of the Executive Board, officer or employee of the Organization may be indemnified by the Organization against all expenses and liabilities, including counsel fees, reasonably incurred or imposed upon such members of the Board, officer or employee in connection with any threatened, pending, or completed action, suit or proceeding to which she/he may become involved by reason of her/his being or having been a member of the Board, officer, or employee of the Organization, or any settlement thereof, unless adjudged therein to be liable for negligence or misconduct in the performance of her/his duties. Provided, however, that in the event of a settlement the indemnification herein shall apply only when the Board approves such settlement and reimbursement as being in the best interest of the Organization. The foregoing right of indemnification shall be in addition and not exclusive of all other rights which such member of the Board, officer or employee is entitled.

ARTICLE IX Amendments

These Bylaws may be amended at any regular or special meeting of the membership by a vote of the members, provided that notice of the proposed amendments has been made to the membership.



ASSOCIATION
INSURANCE
MANAGEMENT INC

MEMBER CERTIFICATE OF INSURANCE

06/24/2025

Thank you for purchasing your insurance from AIM. This is your Member Certificate and should be kept with your permanent records.

Named Insured Member (mailing address):

Stillwater HS Varsity Pom Booster Club
Melinda Goff or Current Officer
3406 S Canopy Ln
Stillwater, OK 74074

Named Insured & Mailing Address

Education Support Purchasing Group
c/o AIM
P.O. Box 742946
Dallas, TX 75374-2946

Producer Name

AIM Association Insurance
Management, Inc.
P.O. Box 742946
Dallas, TX 75374-2946

Named Insured Member (physical address):

3406 S Canopy Ln
Stillwater, OK 74074

Insured #: OKBO19170

Coverage	Policy #	Effective Dates	Deductible	Limits of Insurance	
General Liability Concert Specialty Insurance Company	GL2025AIM33506	06/25/25 - 06/25/26	\$0	Per Occurrence	\$1,000,000
		06/25/25 - 06/25/26		Damage to Rented Premises	\$50,000
		06/25/25 - 06/25/26		Extended Medical	\$5,000
		06/25/25 - 06/25/26		Personal & Advertising Injury	\$1,000,000
				General Aggregate	\$2,000,000
				Products - Comp/Ops	\$2,000,000

Certificate Holder:

Proof of Insurance

This member certificate, together with the common policy conditions, coverage part(s), coverage form(s), and endorsements, if any complete the above numbered policy. Copies of the Master Policies are available upon request.

AUTHORIZED REPRESENTATIVE