

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: PAM JOLLIFF

Name of Activity Fund: COURTESY/APPRECIATION FUND Account No: 802

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:

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

**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: 4/15/2025 SITE: SMS

ACCOUNT NAME: 802 COURTESY/APPRECIATION FUND

PURPOSE

THIS ACCOUNT IS TO BE USED IN THE EVENT OF A LIFE EVENT TO SUPPORT FACILITY OR STAFF MEMBERS. THIS ACCOUNT CAN ALSO BE USED TO HELP FUND APPRECIATION LUNCHS, SNACK, OR EVENTS. GIFTS, FOOD, SUPPLIES, ETC.

SOURCE(S) OF INCOME

Academic Type Income: Advertising Sales, AP Testing Fees, Awards/Prizes, 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

PAM JOLLIFF

SIGNATURE

[Handwritten signature of Pam Jolliff] K.A.R. SMS

PRINCIPAL/DIRECTOR

RYAN BLAKE

SIGNATURE

[Handwritten signature of Ryan Blake]

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: [Handwritten signature] DATE: 4/30/25

ACCOUNT NUMBER: 802

BOARD OF EDUCATION APPROVAL DATE: _____

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025 - 2026 Sponsor Name: PAM JOLLIFF

Name of Activity Fund: COURTESY/APPRECIATION FUND Account No: 802

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>1,000.00</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
DUES/FEES	\$ <u>100.00</u>	
DONTATIONS/CONTRIBUTIONS	\$ <u>200.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>300.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>1,300.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
FOOD SUPPLIES	\$ <u>350.00</u>	
GENERAL SUPPLIES	\$ <u>100.00</u>	
GIFTS	\$ <u>50.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>500.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>800.00</u>	\$ _____

FUNDRAISER REQUEST

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

Reporting School Year: 2025-2026 Sponsor Name: PAM JOLLIFF

Name of Activity Fund: COURTESY/APPRECIATION FUND Account No: 802

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

N/A

PURPOSE OF RAISING FUNDS:

N/A

FUNDRAISER DATES: START 07/01/2025 END 05/15/2025

ACCOUNT OF MONEY TO BE RAISED:

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

SPONSOR SIGNATURE [Signature] K.A.F. - SWS

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

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: 25-26

Sponsor Name: Quinn Balow

Name of Activity Fund: Library

Account No: 803

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:

FORM	FOUND ON PAGE	INITIAL IF COMPLETE
APPROVAL OF ACCOUNT FORM	PAGE 2	
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: 4-15-25 SITE: MS

ACCOUNT NAME: LIBRARY

PURPOSE

RAISE FUNDS FOR LIBRARY

SOURCE(S) OF INCOME

LOST BOOK PAYMENTS
BOOK FAIRS

PLANNED EXPENSES

BOOKS SUPPLIES
FURNITURE

SPONSOR NAME

A. BALOWIS

SIGNATURE

[Signature]

PRINCIPAL/DIRECTOR

[Signature]

SIGNATURE

[Signature]

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: [Signature] DATE: 4/30/25

ACCOUNT NUMBER: 803

BOARD OF EDUCATION APPROVAL DATE: _____

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 25-26 Sponsor Name: Q Balow

Name of Activity Fund: Library Account No: 803

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ _____	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
<u>BOOK FAIR x 2</u>	<u>\$ 2000</u>	
<u>PAYMENT FOR LAST BOOKS</u>	<u>\$ 200</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	<u>\$ 2200</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ _____	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
<u>FURNITURE</u>	<u>\$ 1500</u>	
<u>BOOKS</u>	<u>\$ 700</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	<u>\$ 2200</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	<u>\$ 0</u>	\$ _____

FUNDRAISER REQUEST

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

Reporting School Year: 25-26 Sponsor Name: Q Brown

Name of Activity Fund: Library Account No: 803

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

PURPOSE OF RAISING FUNDS:

FUNDRAISER DATES: START Oct/MARCH END Oct/MARCH

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. 2000 - EST. EXP. 0 = EST. PROFIT 2000

SPONSOR SIGNATURE Q Brown

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION R. R.

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: KYLE FERGUSON

Name of Activity Fund: FACILITY RENTAL Account No: 806

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:

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

**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: SMS

ACCOUNT NAME: 806 FACILITY RENTAL

PURPOSE

THIS ACCOUNT IS TO BE USED IN THE EVENT OF A LIFE EVENT TO SUPPORT FACILITY OR STAFF MEMBERS. THIS ACCOUNT CAN ALSO BE USED TO HELP FUND APPRECIATION LUNCHS, SNACK, OR EVENTS. GIFTS, FOOD, SUPPLIES, ETC.

SOURCE(S) OF INCOME

Academic Type Income: Advertising Sales, AP Testing Fees, Awards/Prizes, 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

KYLE FERGUSON

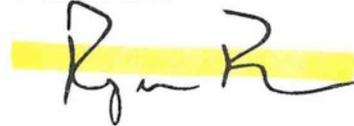
SIGNATURE



PRINCIPAL/DIRECTOR

RYAN BLAKE

SIGNATURE



TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: Laurel Borna DATE: 4/30/25

ACCOUNT NUMBER: 806

BOARD OF EDUCATION APPROVAL DATE: _____

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-2026 Sponsor Name: KYLE FERGUSON

Name of Activity Fund: FACILITY RENTAL Account No: 806

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>3,200.00</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
BUILDING RENTAL SUMMER USE	\$ <u>3,000.00</u>	
Donations	\$ <u>200.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>3,200.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>6,400.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
SCHOOL AND OFFICE SUPPLIES	\$ <u>500.00</u>	
MISC. TRANSPORTATION	\$ <u>150.00</u>	
TECHNOLOGY	\$ <u>2,000.00</u>	
FURNITURE	\$ <u>1,000.00</u>	
STAFF TRAINING EXPENDITURES	\$ <u>1,000.00</u>	
FOOD / AWARDS	\$ <u>750.00</u>	
Total Expenditures:	\$ <u>5,400.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>1,000.00</u>	\$ _____

FUNDRAISER REQUEST

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

Reporting School Year: 2025-2026 Sponsor Name: KYLE FERGUSON

Name of Activity Fund: FACILITY RENTAL Account No: 806

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

N/A

PURPOSE OF RAISING FUNDS:

N/A

FUNDRAISER DATES: START 07/01/2025 END 05/01/2026

ACCOUNT OF MONEY TO BE RAISED:

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

Sponsor Signature: Kyle A. Ferguson

SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

Principal Signature: [Signature]

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: KYLE FERGUSON

Name of Activity Fund: SPECIAL EVENTS Account No: 807

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:

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

**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: SMS

ACCOUNT NAME: 807 SPECIAL EVENTS

PURPOSE

THIS ACCOUNT IS TO BE USED TO SUPPORT FACILITY OR STAFF MEMBERS. THIS ACCOUNT CAN ALSO BE USED TO HELP FUND APPRECIATION LUNCHS, SNACKS, OR EVENTS. GIFTS, FOOD, SUPPLIES, ETC. TRANSPORTATION COSTS, REGISTRATIONS, FEES, SPECIAL OCCASIONS EXPENSES AND EVENTS.

SOURCE(S) OF INCOME

Academic Type Income: Advertising Sales, AP Testing Fees, Awards/Prizes, 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

KYLE FERGUSON

SIGNATURE

[Handwritten signature of Kyle Ferguson]

PRINCIPAL/DIRECTOR

RYAN BLAKE

SIGNATURE

[Handwritten signature of Ryan Blake]

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: [Handwritten signature of Kaulul Burns] DATE: 4/30/25

ACCOUNT NUMBER: 807

BOARD OF EDUCATION APPROVAL DATE: _____

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-2026 Sponsor Name: KYLE FERGUSON

Name of Activity Fund: SPECIAL EVENTS Account No: 807

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>17,000.00</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
DONATIONS _____	\$ <u>1,000.00</u>	
PICTURE COMMISSIONS _____	\$ <u>4,000.00</u>	
FIELD TRIP MONEY COLLECTED _____	\$ <u>3,000.00</u>	
WORKWORM MACHINE COMMISSIONS _____	\$ <u>200.00</u>	
REGISTRATIONS _____	\$ <u>2,500.00</u>	
_____	\$ _____	
Total Revenues:	\$ <u>10,700.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>27,700.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
SCHOOL AND OFFICE SUPPLIES _____	\$ <u>5,000.00</u>	
MISC. TRANSPORTATION _____	\$ <u>2,000.00</u>	
TECHNOLOGY _____	\$ <u>4,000.00</u>	
FURNITURE _____	\$ <u>3,500.00</u>	
STAFF TRAINING EXPENDITURES _____	\$ <u>2,500.00</u>	
FOOD / AWARDS _____	\$ <u>2,000.00</u>	
_____	\$ _____	
Total Expenditures:	\$ <u>19,000.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>8,700</u>	\$ _____

FUNDRAISER REQUEST

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

Reporting School Year: 2025-2026 Sponsor Name: KYLE FERGUSON

Name of Activity Fund: SPECIAL EVENTS Account No: 807

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

N/A

PURPOSE OF RAISING FUNDS:

N/A

FUNDRAISER DATES: START 07/01/2025 END 05/01/2026

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$ 0.00 - EST. EXP. \$ 0.00 = 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. - 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: KYLE FERGUSON

Name of Activity Fund: SPEF Account No: 839

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:

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

**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: SMS

ACCOUNT NAME: 839 SPEF

PURPOSE

TO PURCHASE TEACHER AND CLASS ITEMS FROM FUNDS DONATED BY SPEF GRANT PROGRAMS

SOURCE(S) OF INCOME

Academic Type Income: Advertising Sales, AP Testing Fees, Awards/Prizes, 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

KYLE FERGUSON

SIGNATURE

[Handwritten signature of Kyle Ferguson]

PRINCIPAL/DIRECTOR

RYAN BLAKE

SIGNATURE

[Handwritten signature of Ryan Blake]

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: [Handwritten signature] DATE: 4/30/25

ACCOUNT NUMBER: 839

BOARD OF EDUCATION APPROVAL DATE: _____

FUNDRAISER REQUEST

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

Reporting School Year: 2025-2026 Sponsor Name: KYLE FERGUSON

Name of Activity Fund: SPEF Account No: 839

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

N/A

PURPOSE OF RAISING FUNDS:

N/A

FUNDRAISER DATES: START 07/01/2025 END 05/01/2026

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$ 0.00 - EST. EXP. \$ 0.00 = 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. _____ - 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: Kyle A. Ferguson

Name of Activity Fund: Art Account No: 904

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:

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

**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: MIDDLE SCHOOL

ACCOUNT NAME: 904 Art

PURPOSE

ASSIST WITH ART FUNDRAISING AND EXPENDITURES AS AN ACTIVITY FUND ACCOUNT FOR THE BENEFIT FOR THE STUDENTS, TEACHERS, AND STAFF.

SOURCE(S) OF INCOME

Athletic and Performing Arts Type Income: Advertising Sales, Awards/Prizes, Concession Sales, Contest Fees, Contributions/Donations, Fees/Fines/Dues, Field Trip Collections, BOE approved Fundraisers, Gate Receipts, Grants/Scholarships, Merchandise Sales, Redeposit of Cash-Box/Start-up Cash, Rental Fees, Student Payments, Summer Camps, and Ticket Sales.

PLANNED EXPENSES

Athletic and Performing Arts Type Expenses: Awards, Advertising, Camp Expenses, Cash-Box/Start-up Cash, Charitable Activities, Apparel/Uniforms, Competition Expenses, Equipment, Facility Improvements, Fees/Dues, Field Trip Expenses, Fundraising Expenses, Travel Expenses to include meals, Meeting Supplies and Refreshments, Officials/Judges, Payroll Reimbursement, Registrations, Reimbursements, Rental Fees, Security, Stipends, Subscriptions, Technology, Transportation, Award Banquets and other Activity related materials.

SPONSOR NAME

Kyle A. Ferguson

SIGNATURE



PRINCIPAL/DIRECTOR

RYAN BLAKE

SIGNATURE



TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY:  DATE: 5/16/25

ACCOUNT NUMBER: 904

BOARD OF EDUCATION APPROVAL DATE: _____

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-2026 Sponsor Name: Kyle A. Ferguson

Name of Activity Fund: Art Account No: 904

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>5,000.00</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Fundraising Events	\$ <u>0.00</u>	
Donations	\$ <u>200.00</u>	
Dues from students	\$ <u>100.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>300.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>5,300.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
SUPPLIES	\$ <u>-3,500.00</u>	
CLUB EXPENDITURES	\$ <u>-1,200.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-4,700.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>600.00</u>	\$ _____

STILLWATER BOARD OF EDUCATION

CFB-E1

FUNDRAISER REQUEST

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

Reporting School Year: 2025-2026 Sponsor Name: Kyle A. Ferguson

Name of Activity Fund: Art Account No: 904

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

PURPOSE OF RAISING FUNDS:

Why are you raising the money? (i.e. Cover the cost of student travel expenses for competitions.)

FUNDRAISER DATES: START 07/01/2025 END 05/30/2026

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$ 0.00 - EST. EXP. \$ 0.00 = 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. _____ - 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: 25-26 Sponsor Name: Leah Dollar

Name of Activity Fund: SMS Robotics Account No: #932

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:

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

**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: 4/21/25 SITE: SMS

ACCOUNT NAME: SMS Robotics

PURPOSE

The purpose of this activity fund is to buy essential items for SMS robotics team. This includes travel expenses, tournament fees, jerseys, robotics equipment, robotics fields, and fundraising items for robotics.

SOURCE(S) OF INCOME

Fundraising, student fee, donations

PLANNED EXPENSES

Tournament Fees, Jerseys, Robotics Equipment, Robotic Game Pieces, fundraising expenses, trophies, Tournament Needs

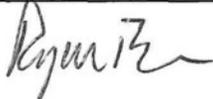
SPONSOR NAME

Leah Dollar

SIGNATURE



PRINCIPAL/DIRECTOR



SIGNATURE

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: Carlul Boyer DATE: 4/30/25

ACCOUNT NUMBER: 932

BOARD OF EDUCATION APPROVAL DATE: _____

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 25-26 Sponsor Name: Leah Dollar

Name of Activity Fund: SMS Robotics Account No: #932

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>2000</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Fundraising	\$ 4000	
Robotics Tournament	\$ 3000	
Student Fees	\$ 2000	
Donations	\$ 1000	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ 10,000	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>12,000</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Robotics Equipment	\$ 4,000	
Team Jerseys	\$ 1,000	
Tournament Fees	\$ 4,000	
Concession Stand Items	\$ 1,000	
<u>Hotels</u>	\$ <u>2000</u>	
_____	\$ _____	
Total Expenditures:	\$ <u>12,000</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>0.00</u>	\$ _____

FUNDRAISER REQUEST

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

Reporting School Year: 25-26 Sponsor Name: Leah Dollar

Name of Activity Fund: SMS Robotics Account No: 932

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

Ozark delights lollipops

PURPOSE OF RAISING FUNDS:

robotics equipment

FUNDRAISER DATES: START 9/2025 END 12/2025

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. 480.⁰⁰ - EST. EXP. 277.20 = EST. PROFIT 202.80

Leah Dollar
SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

Ryan B.
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

①

2



FUNDRAISER REQUEST

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

Reporting School Year: 25-26 Sponsor Name: Leah Dollar

Name of Activity Fund: SMS Robotics Account No: 932

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

World's Finest Chocolate

PURPOSE OF RAISING FUNDS:

Robotic equipment

FUNDRAISER DATES: START 1/2026 END 3/2026

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. 1200 - EST. EXP. 740.00 = EST. PROFIT 460

Sponsor Signature: Leah Dollar

SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

Principal Signature: [Handwritten Signature]

PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

FUNDRAISER CLOSEOUT

START DATE: END DATE:

FUNDRAISER PROFIT

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

RECEIPT BOOK #: TO

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

②

2

FUNDRAISER REQUEST

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

Reporting School Year: 25-26 Sponsor Name: Leah Dollar

Name of Activity Fund: SMS Robotics Account No: 932

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

Concession stand at SMS

PURPOSE OF RAISING FUNDS:

robotics equipment, tournament fees

FUNDRAISER DATES: START 09/20/25 END 03/20/26

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. 5,000 - EST. EXP. 2,000 = EST. PROFIT 3,000

Leah Dollar
SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

Ryan B
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

(2)

1

4

FUNDRAISER REQUEST

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

Reporting School Year: 25-26 Sponsor Name: Leah Dollar

Name of Activity Fund: SMS Robotics Account No: 932

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

Hat Day

PURPOSE OF RAISING FUNDS:

Tournament fees

FUNDRAISER DATES: START 08/2025 END 05/2026

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. 400 - EST. EXP. 50 = EST. PROFIT 350

Leah Dollar SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

Principal 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

④

2

FUNDRAISER REQUEST

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

Reporting School Year: 25-26 Sponsor Name: Leah Dollar

Name of Activity Fund: SMS Robotics Account No: 932

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

robotics shirts

PURPOSE OF RAISING FUNDS:

tournament fees

FUNDRAISER DATES: START 08/2025 END 11/2025

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. 300 - EST. EXP. 0.00 = EST. PROFIT 4300

Leah Dollar
SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

Ryan R
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



16

FUNDRAISER REQUEST

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

Reporting School Year: 25-26 Sponsor Name: Leah Dollar

Name of Activity Fund: SMS Robotics Account No: 932

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

Robotics Tournaments (2)

PURPOSE OF RAISING FUNDS:

tournament fees, worlds, State

FUNDRAISER DATES: START 10/2025 END 03/2026

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. 3000 - EST. EXP. 1000 = EST. PROFIT 2000

Sponsor Signature: Leah Dollar

SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

Principal Signature: [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: 25-26 Sponsor Name: Leah Dollar

Name of Activity Fund: SMS Robotics Account No: 932

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

Restaurant Nights

PURPOSE OF RAISING FUNDS:

robotic equipment

FUNDRAISER DATES: START 08/2025 END 05/2026

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. 400 - EST. EXP. 0.00 = EST. PROFIT \$400

Leah Dollar
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

8

2



FUNDRAISER REQUEST

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

Reporting School Year: 25-26 Sponsor Name: Leah Dollar

Name of Activity Fund: SMS Robotics Account No: 932

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

Trivia Night

PURPOSE OF RAISING FUNDS:

Robotics Fees

FUNDRAISER DATES: START 09/2025 END 03/2026

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. 700 - EST. EXP. 200 = EST. PROFIT 500

Sponsor Signature: Leah Dollar

SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

Principal Signature: [Handwritten Signature]

PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

FUNDRAISER CLOSEOUT

START DATE: END DATE:

FUNDRAISER PROFIT

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

RECEIPT BOOK #: TO

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

12

13

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: 25-26 Sponsor Name: Olivia Smith

Name of Activity Fund: SMS Singers Account No: 941

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:

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

**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: 4/25/25 SITE: SMS

ACCOUNT NAME: SMS Singers

PURPOSE

Activity fund for all Vocal Music classes at Stillwater Middle School

SOURCE(S) OF INCOME

Fundraisers, Donations, Activity Fees

PLANNED EXPENSES

T-Shirts, Binders, Sheet Music, Contest Fees, Field Trips

SPONSOR NAME

Olivia Smith

SIGNATURE

[Handwritten Signature]

PRINCIPAL/DIRECTOR

Ryan Blake

SIGNATURE

[Handwritten Signature]

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: [Handwritten Signature] DATE: 5/16/25

ACCOUNT NUMBER:

BOARD OF EDUCATION APPROVAL DATE:

STILLWATER BOARD OF EDUCATION

CFB-E1

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 25-26 Sponsor Name: Olivia Smith

Name of Activity Fund: SMS Singers Account No: 941

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ _____	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
<u>Fundraisers</u>	<u>\$ 12000</u>	
<u>Donations</u>	<u>\$ 200</u>	
<u>Activity Fees</u>	<u>\$ 3400</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ _____	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>15600</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
<u>TShirts</u>	<u>\$ 2500</u>	
<u>Binders</u>	<u>\$ 350</u>	
<u>Sheet Music</u>	<u>\$ 600</u>	
<u>Contest Fees</u>	<u>\$ 240</u>	
<u>Field Trips</u>	<u>\$ 2500</u>	
_____	\$ _____	
Total Expenditures:	\$ <u>6190</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ _____	\$ _____

1

FUNDRAISER REQUEST

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

Reporting School Year: 25-26 Sponsor Name: Olivia Smith

Name of Activity Fund: SMS Singers Account No: 941

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

Students will sell catalogue items from a website by sharing the link with the community. Items include snacks such as popcorn, chips, and popcorn

PURPOSE OF RAISING FUNDS:

For expenses such as T-Shirts, Binders, Sheet Music, Contest Fees, and Field Trips

FUNDRAISER DATES: START 10/13/25 END 10/24/25

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. 9,000 - EST. EXP. 0 = EST. PROFIT 9,000

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. - 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 (2)

FUNDRAISER REQUEST

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

Reporting School Year: 25-26 Sponsor Name: Olivia Smith

Name of Activity Fund: SMS Singers Account No: 941

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

Community Garage Sale - Students have the option to donate items to be sold to the community. They will also help to advertise and sort the donated items.

PURPOSE OF RAISING FUNDS:

For expenses such as T-Shirts, Binders, Sheet Music, Contest Fees, and Field Trips

FUNDRAISER DATES: START 4/4/25 END 4/4/25

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. 3,200 - EST. EXP. 200 = EST. PROFIT 3,000

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. - 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

6

11

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: 25-26 Sponsor Name: Quinn Baldwin

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:

PACKET CONTENTS:

FORM	FOUND ON PAGE	INITIAL IF COMPLETE
APPROVAL OF ACCOUNT FORM	PAGE 2	
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: 4-15-25 SITE: MS

ACCOUNT NAME: STULO

PURPOSE TO RAISE FUNDS FOR SCHOOL/STUDENT BETTERMENT

SOURCE(S) OF INCOME SCHOOL DANCE

PLANNED EXPENSES Playgrounds EQUIPMENT, FURNITURE, SUPPLIES ?

SPONSOR NAME Q BALDWIN J ZIMMERMAN

SIGNATURE [Signature]

PRINCIPAL/DIRECTOR [Signature]

SIGNATURE [Signature]

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: Kaulul Bayna DATE: 4/30/25

ACCOUNT NUMBER: 946

BOARD OF EDUCATION APPROVAL DATE:

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 25-26 Sponsor Name: Q BALDWIN

Name of Activity Fund: STUCA Account No: 946

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ _____	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
<u>DANCE</u>	\$ <u>3000</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>3000</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ _____	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
<u>PROGRAMMING EQ</u>	\$ <u>500</u>	<i>Supplies for what?</i>
<u>SUPPLIES</u>	\$ <u>1000</u>	
<u>FURNITURE</u>	\$ <u>2000</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>2500</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>500</u>	\$ _____



FUNDRAISER REQUEST

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

Reporting School Year: 25-26 Sponsor Name: Q Barrows

Name of Activity Fund: SNUC Account No: 946

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

DANCE Admission / Concessions

PURPOSE OF RAISING FUNDS:

School Boardmember

FUNDRAISER DATES: START May 1 END May 1

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. 3300 - EST. EXP. 300 = EST. PROFIT 3000

Sponsor Signature: Q Barrows

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

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: 25-26 Sponsor Name: MAGLIONE
 Name of Activity Fund: SMS 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:

PACKET CONTENTS:

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

**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: 4/25/25 SITE: SMS

ACCOUNT NAME: SMS TSA

PURPOSE

The purpose of this activity fund is to buy essential items for SMS TSA team. This includes travel expenses, tournament fees, jerseys, equipment & fundraising.

SOURCE(S) OF INCOME

Fundraising, student fees & donations

PLANNED EXPENSES

Tournament fees, jerseys, ~~ITSA~~ equipment, competition supplies, fundraising expenses, tournament needs

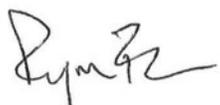
SPONSOR NAME

Matt Elton

SIGNATURE



PRINCIPAL/DIRECTOR



SIGNATURE



TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: Karol Burns DATE: 4/30/25

ACCOUNT NUMBER: 947

BOARD OF EDUCATION APPROVAL DATE: _____

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 25-26 Sponsor Name: Math Elliott

Name of Activity Fund: SMS TSA Account No: 947

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>2000</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
<u>Fundraising</u>	\$ <u>4000</u>	
<u>TSA Tournaments</u>	\$ <u>3000</u>	
<u>Student Fees</u>	\$ <u>2000</u>	
<u>Donations</u>	\$ <u>1000</u>	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>10000</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>12,000</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
<u>TSA equipment</u>	\$ <u>4000</u>	
<u>Team Jerseys</u>	\$ <u>1000</u>	
<u>Tournament Fees</u>	\$ <u>4000</u>	
<u>Concession Stand Items</u>	\$ <u>1,000</u>	
<u>Hotels (Nationals)</u>	\$ <u>2,000</u>	
_____	\$ _____	
Total Expenditures:	\$ <u>12,000</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>0.00</u>	\$ _____

FUNDRAISER REQUEST

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

Reporting School Year: 25-26 Sponsor Name: Matt Elbert

Name of Activity Fund: SMS TSA Account No: 947

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

Tonic Night

PURPOSE OF RAISING FUNDS:

TSA fees

FUNDRAISER DATES: ✓ START 09/2025 END 03/2026

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. 700 - EST. EXP. 200 = EST. PROFIT 500

[Signature]
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

①

✓

FUNDRAISER REQUEST

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

Reporting School Year: 15-26 Sponsor Name: Matt Elliott

Name of Activity Fund: SMS TSA Account No: 947

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

Restaurant Nights

PURPOSE OF RAISING FUNDS:

TSA supplies & equipment

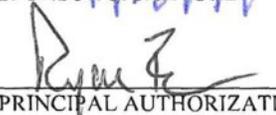
FUNDRAISER DATES: **START** 8/2025 **END** 05/2026

AMOUNT OF MONEY TO BE RAISED:

EST. INC. 400 - EST. EXP. 0.00 = EST. PROFIT 400


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

2

1

FUNDRAISER REQUEST

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

Reporting School Year: 15-26 Sponsor Name: M.H. Fitt

Name of Activity Fund: SMS TSA Account No: 947

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

Tournament fees, nationals, state ~~600~~ TSA min. conference (2)

PURPOSE OF RAISING FUNDS:

tournament fees, nationals, state

FUNDRAISER DATES: START 10/2025 END 03/2026

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. 3,000 - EST. EXP. 1,000 = EST. PROFIT 2,000

[Signature]
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

(3)



4

FUNDRAISER REQUEST

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

Reporting School Year: 25-26 Sponsor Name: Matt Elliott

Name of Activity Fund: SMS TSA Account No: 947

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

TSA shirts

PURPOSE OF RAISING FUNDS:

Tournament fees

FUNDRAISER DATES: START 08/2025 END 11/2025

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. 300 - EST. EXP. 0.00 = EST. PROFIT 300

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

④

1

FUNDRAISER REQUEST

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

Reporting School Year: 25-26 Sponsor Name: Matt Elliott

Name of Activity Fund: SMS TSA Account No: 947

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

Hat Day

PURPOSE OF RAISING FUNDS:

Tournament Fees

FUNDRAISER DATES: START 08/2025 END 05/2026

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. 400 - EST. EXP. 50 = EST. PROFIT 350

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. - 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

②

✓

6

FUNDRAISER REQUEST

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

Reporting School Year: 25-26 Sponsor Name: MATHS/TA

Name of Activity Fund: SMS TSA Account No: 947

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

Concession Stand at SMS

PURPOSE OF RAISING FUNDS:

TSA equipment, tournament fees

FUNDRAISER DATES: START 09/2025 END 03/2026

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. 5,000 - EST. EXP. 2,000 = EST. PROFIT 3,000

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

2



FUNDRAISER REQUEST

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

Reporting School Year: 25-26 Sponsor Name: Matt Elliott

Name of Activity Fund: SMS TSA Account No: 947

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

World's Finest Chocolate

PURPOSE OF RAISING FUNDS:

TSA Equipment

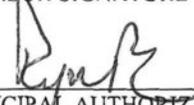
FUNDRAISER DATES: START 1/2026 END 3/2026

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. 1200 - EST. EXP. 740 = EST. PROFIT 460


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

①

②



FUNDRAISER REQUEST

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

Reporting School Year: 25-26 Sponsor Name: Matt Elia

Name of Activity Fund: SMS TSA Account No: 947

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

Ozark Delights Colli pops

PURPOSE OF RAISING FUNDS:

TSA equipment

FUNDRAISER DATES: START 9/2025 END 12/2025

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. 480.20 - EST. EXP. 277.20 = EST. PROFIT 202.80

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. - 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

8

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: 25-26 Sponsor Name: Sydney Weiser
 Name of Activity Fund: Theatre 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:

PACKET CONTENTS:

FORM	FOUND ON PAGE	INITIAL IF COMPLETE
APPROVAL OF ACCOUNT FORM	PAGE 2	
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: 4/24/25

SITE: SMS

ACCOUNT NAME: Theatre

PURPOSE

To produce four or more shows throughout the year.

SOURCE(S) OF INCOME

Fundraisers, ticket sales, donations

PLANNED EXPENSES

Venue, props, costumes, set pieces

SPONSOR NAME

Sydney Weiser

SIGNATURE

[Handwritten Signature]

PRINCIPAL/DIRECTOR

[Handwritten Signature]

SIGNATURE

[Handwritten Signature]

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: [Handwritten Signature]

DATE: 4/30/25

ACCOUNT NUMBER: 949

BOARD OF EDUCATION APPROVAL DATE: _____

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 25-26 Sponsor Name: Sydney Weiser
 Name of Activity Fund: Theatre Account No: 949

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>9000</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
<u>Ticket sales</u>	\$ <u>3000</u>	
<u>Fundraisers</u>	\$ <u>3000</u>	
<u>donations</u>	\$ <u>200</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>6200</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>17200</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
<u>Venue</u>	\$ <u>1500</u>	
<u>Costumes</u>	\$ <u>500</u>	
<u>Set pieces</u>	\$ <u>500</u>	
<u>props</u>	\$ <u>250</u>	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>2750</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>14450</u>	\$ _____

FUNDRAISER REQUEST

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

Reporting School Year: 25-26 Sponsor Name: Sydney Weiser

Name of Activity Fund: Theatre Account No: 949

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

School dance - concessions, admission

PURPOSE OF RAISING FUNDS:

To create theatre productions

FUNDRAISER DATES: START _____ END _____

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. 3000 - EST. EXP. 0 = EST. PROFIT 3000

[Signature]
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

①



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: Jennifer Daffern
 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:

PACKET CONTENTS:

FORM	FOUND ON PAGE	INITIAL IF COMPLETE
APPROVAL OF ACCOUNT FORM	PAGE 2	
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: 4/17/25

SITE: SMS

ACCOUNT NAME: Yearbook

PURPOSE

to provide resources for yearbook workers, training, food for celebrations & work days, and to get yearbooks to select students at sale of yearbooks, fundraisers no cost to students

PLANNED EXPENSES

Supplies for yearbook staff use, food/snacks for work days & celebrations, registration & travel expenses for training

SPONSOR NAME

Jennifer R. Daffern

SIGNATURE

Jenny Daffern

PRINCIPAL/DIRECTOR

Ryan Blake

SIGNATURE

Ryan Blake

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: Karelle Bennis

DATE: 4/30/25

ACCOUNT NUMBER: 951

BOARD OF EDUCATION APPROVAL DATE:

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-2026 Sponsor Name: Jennifer Daffern

Name of Activity Fund: Yearbook Account No: 951

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ _____	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
<u>Yearbook Sales</u>	\$ <u>4,000</u>	
<u>Fundraisers</u>	\$ <u>300</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>4,300</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ _____	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
<u>Supplies / Shirts</u>	\$ <u>1,000</u> (usually less)	
<u>Food / Snacks</u>	\$ <u>1,000</u> (usually less)	
<u>Registration</u>	\$ <u>1,000</u> (usually less)	
<u>Travel</u>	\$ <u>1,000</u> (usually less)	
<u>Yearbooks (Donated)</u>	\$ <u>300</u> (could be more)	
_____	\$ <u>4,300</u>	
Total Expenditures:	\$ <u>4,300</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ _____	\$ _____

FUNDRAISER REQUEST

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

Reporting School Year: 2025-2026 Sponsor Name: Jennifer Daffern

Name of Activity Fund: Yearbook Account No: 951

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

Pet Portrait Sales
Yearbook Ad Sales

PURPOSE OF RAISING FUNDS:

to raise money for yearbook funds to support its creation & to get yearbooks to low income students

FUNDRAISER DATES: START 11/3/25 END 11/21/25

ACOUNT OF MONEY TO BE RAISED:

EST. INC. 300 - EST. EXP. 300 = EST. PROFIT 0

Sponsor Signature: Jennifer Daffern

ATHLETIC DIRECTOR AUTHORIZATION: NA

Principal Authorization: [Signature]

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