

**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: Kristena Rudloff  
 Name of Activity Fund: Courtesy 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:

N/A

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REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET*	PAGE 2	KR

*\*This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual*

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2025-2026 SITE: SJHS

ACCOUNT NAME: 802 Courtesy Fund

PURPOSE

The purpose of this activity fund is to help provide flowers, refreshments, decorations, and other items for employee celebrations and bereavement. Funded by SJHS employees

SOURCE(S) OF INCOME

SJHS Employees.

PLANNED EXPENSES

Flowers, plants, parties, cards, congratulation gifts, etc

SPONSOR NAME

Kristena Rudloff

SIGNATURE

[Handwritten signature of Kristena Rudloff]

PRINCIPAL/DIRECTOR

Doug Stafford

SIGNATURE

[Handwritten signature of Doug Stafford]

TO BE COMPLETED BY FINANCE DEPARTMENT

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

ACCOUNT NUMBER: 802

BOARD OF EDUCATION APPROVAL DATE:

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-2026 Sponsor Name: Kristena Rudloff  
 Name of Activity Fund: Courtesy Fund Account No: 802

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>785.</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Donations	\$ <u>300</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>300</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>1085</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Flowers, plants, parties, cards, congratulation gifts, etc	\$ <u>- 300</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>- 300</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>785</u>	\$ _____

**FUNDRAISER REQUEST**

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

Reporting School Year: 2025-2026 Sponsor Name: Kristena Rudloff

Name of Activity Fund: Courtesy Fund Account No: 802

**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 \$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: Kristena Rudloff

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:

Excess revenue was the result of greater than anticipated profit from book fairs.

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**ACTIVITY FUND REQUEST FOR ACCOUNT**

DATE: 2025-2026 SITE: SJHS

ACCOUNT NAME: 803 Library

**PURPOSE**

To purchase library books.

**SOURCE(S) OF INCOME**

Library Type Income: Advertising Sales, Awards/Prizes, Book Fair Sales, Contest Fees, Contributions/Donations, Fees/Fines/Dues, BOE approved Fundraisers, Grants/Scholarships, Lost/Damaged Book Fee, Merchandise Sales, Redeposit of Cash-Box/Start-up Cash, Registrations, Reimbursements/Refund/Rebates, Rental Fees, Student Payments, and Ticket Sales.

**PLANNED EXPENSES**

Library Type Expenses: Awards, Advertising, Books, Cash-Box/Start-up Cash, Competition Expenses, Custodial Expenses, Equipment/Furniture, Fees/Dues, Fundraising Expenses, Meeting Supplies and Refreshments, Newspapers, Registrations, Reimbursements/Refunds, Rental Fees, Subscriptions, Supplies/Materials and Technology Expenses.

**SPONSOR NAME**

Kristena Rudloff

**SIGNATURE**



**PRINCIPAL/DIRECTOR**

Doug Stafford

**SIGNATURE**



**TO BE COMPLETED BY FINANCE DEPARTMENT**

APPROVED BY: Kalul Boyer DATE: 5/16/25

ACCOUNT NUMBER: 803

BOARD OF EDUCATION APPROVAL DATE: \_\_\_\_\_

**ACTIVITY FUND SUBACCOUNT BUDGET**

Reporting School Year: 2025-2026 Sponsor Name: Kristena Rudloff

Name of Activity Fund: Library Account No: 803

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>525.90</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Scholastic Book Fairs (2)	\$ <u>4,500.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>4,500.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>5025.90</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Book Fair Expenses	\$ <u>-3,500.00</u>	
_____	\$ _____	
Book repair supplies	\$ <u>-300</u>	
_____	\$ _____	
Library Books	\$ <u>-500</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-4300.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>725.90</u>	\$ _____

**FUNDRAISER REQUEST**

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

Reporting School Year: 2025-2026 Sponsor Name: Kristena Rudloff

Name of Activity Fund: Library Account No: 803

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

Spring book fair

**PURPOSE OF RAISING FUNDS:**

To purchase library books

**FUNDRAISER DATES:**  START 03/02/2026 END 03/06/2026

**ACCOUNT OF MONEY TO BE RAISED:**

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

Kristena Rudloff  
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: 2025-2026 Sponsor Name: Kristena Rudloff

Name of Activity Fund: Library Account No: 803

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

Fall book fair

**PURPOSE OF RAISING FUNDS:**

To purchase library books

**FUNDRAISER DATES:**  START 10/06/2025 END 10/10/2025

**ACCOUNT OF MONEY TO BE RAISED:**

EST. INC. \$ 2,500.00 - EST. EXP. -\$ 2,000.00 = 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. \_\_\_\_\_ - 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: Tammy Williamson

Name of Activity Fund: Site General Account No: 805

**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

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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: SJHS

ACCOUNT NAME: 805 Site General

## PURPOSE

To purchase school related supplies, training, celebrations, appreciation gifts/awards, refreshments, toner and similar items.

## SOURCE(S) OF INCOME

All listed BOE approved revenue sources for the 2025-2025 school year including but not limited to Fall School Picture Commissions, Donations, Drink Commissions, Damages, School Id's/ Lanyard

## PLANNED EXPENSES

All listed BOE approved expenditures for the 2025-2026 school year including but not limited to school related supplies, Competition/Registration expense, Membership for organizations, refreshments and special events,

## SPONSOR NAME

Tammy Williamson

## SIGNATURE



## PRINCIPAL/DIRECTOR

Doug Stafford

## SIGNATURE



## TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: Karol Begg DATE: 5/14/25

ACCOUNT NUMBER: 805

BOARD OF EDUCATION APPROVAL DATE: \_\_\_\_\_

**ACTIVITY FUND SUBACCOUNT BUDGET**

Reporting School Year: 2025-2026 Sponsor Name: Tammy Williamson

Name of Activity Fund: Site General Account No: 805

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>8,000.00</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Fall School Picture Commission	\$ <u>1,400.00</u>	
Donations	\$ <u>200.00</u>	
Drink Commissions	\$ <u>200.00</u>	
Damages	\$ <u>500.00</u>	
School ID's/Lanyards	\$ <u>6,200.00</u>	
	\$ _____	
Total Revenues:	\$ <u>8,500.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>16,500.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
School related supplies	\$ <u>-3,500.00</u>	
Competition/Registration Expenses	\$ <u>-500.00</u>	
Memberships for organizations and societies	\$ <u>-100.00</u>	
Refreshments and special events	\$ <u>-1,000.00</u>	
	\$ _____	
	\$ _____	
Total Expenditures:	\$ <u>-5,100.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>11,400.00</u>	\$ _____

FUNDRAISER REQUEST

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

Reporting School Year: 2025-2026 Sponsor Name: Tammy Williamson

Name of Activity Fund: Site General Account No: 805

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 \$ 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

## 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: Tammy WilliamsonName of Activity Fund: Lockers Account No: 813

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: SJHS

ACCOUNT NAME: 813 Lockers

PURPOSE

Maintain lockers, locks & keys

SOURCE(S) OF INCOME

Fees from lost and/or damaged locker locks and keys, transfer from acct 806

PLANNED EXPENSES

New locks and/or Keys.

SPONSOR NAME

Tammy Williamson

SIGNATURE

Tammy Williamson

PRINCIPAL/DIRECTOR

Doug Stafford

SIGNATURE

Doug Stafford

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: Karul Berra DATE: 5/16/25

ACCOUNT NUMBER: 813

**ACTIVITY FUND SUBACCOUNT BUDGET**

Reporting School Year: 2025-2026 Sponsor Name: Tammy Williamson

Name of Activity Fund: Lockers Account No: 813

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>141.00</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Lost Locks & Keys	\$ <u>105.00</u>	
Transfer from JH Site Rental Acct (806)	\$ <u>2,787.77</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>2,892.77</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>3,033.77</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
New Locks & or Keys	\$ <u>-1,300.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-1,300.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>1,733.77</u>	\$ _____

**FUNDRAISER REQUEST**

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

Reporting School Year: 2025-2026 Sponsor Name: Tammy Williamson

Name of Activity Fund: Lockers Account No: 813

**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 \$ 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: Susan Ammons

Name of Activity Fund: SPEF Grant 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:

N/A

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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

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ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2025-2026 SITE: JH

ACCOUNT NAME: 839 SPEF Grant

PURPOSE

To purchase school supplies for classrooms based on grant awarded by Stillwater Public Education Foundation (SPEF).

SOURCE(S) OF INCOME

Grants awarded by SPEF.

PLANNED EXPENSES

Items specified in the grant award and fall within the parameters set forth by the BOE approved expenditures for the 2025-2026 school year.

SPONSOR NAME

Susan Ammons

SIGNATURE

Susan Ammons

PRINCIPAL/DIRECTOR

Doug Stafford

SIGNATURE

Doug Stafford

TO BE COMPLETED BY FINANCE DEPARTMENT

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

ACCOUNT NUMBER: 839

BOARD OF EDUCATION APPROVAL DATE:

**ACTIVITY FUND SUBACCOUNT BUDGET**

Reporting School Year: 2025-2026 Sponsor Name: Susan Ammons

Name of Activity Fund: SPEF Grant Account No: 839

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>0.00</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
SPEF grant awarded	\$ <u>1,000.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>1,000.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>1,000.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Classroom Supplies	\$ <u>-800.00</u>	
Instructional Supplies	\$ <u>-200.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-1,000.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>0.00</u>	\$ _____

**ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE**

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

Reporting School Year: 2025-2026 Sponsor Name: Kristen Swank

Name of Activity Fund: Art Account No: 876

**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

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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: SJHS

ACCOUNT NAME: 876 Art

PURPOSE

To purchase art supplies.

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

Kristen Swank

SIGNATURE

[Handwritten Signature]

PRINCIPAL/DIRECTOR

Douglas Stafford

SIGNATURE

[Handwritten Signature]

TO BE COMPLETED BY FINANCE DEPARTMENT

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

ACCOUNT NUMBER: 876

BOARD OF EDUCATION APPROVAL DATE:

**ACTIVITY FUND SUBACCOUNT BUDGET**

Reporting School Year: 2025-2026 Sponsor Name: Kristen Swank

Name of Activity Fund: Art Account No: 876

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>120.00</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Student Supply Fees	\$ <u>3,900.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>3,900.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>4,020.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Art Supplies	\$ <u>-3,800.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-3,800.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>220.00</u>	\$ _____

FUNDRAISER REQUEST

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

Reporting School Year: 2025-2026 Sponsor Name: Kristen Swank

Name of Activity Fund: Art Account No: 876

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 \$ 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 #: 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: Samantha Allen

Name of Activity Fund: Science

Account No: 880

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
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ACTIVITY FUND SUBACCOUNT BUDGET	PAGE 3	
ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4)	PAGE 4	

#  
880  
JH

PURPOSE

SOURCE(S) OF INCOME

Donations, BOE approved Fundraisers, Grants/Scholarships

PLANNED EXPENSES

School related, Student awards

SPONSOR NAME

Samantha Allen

SIGNATURE

Sarah Allen

PRINCIPAL/DIRECTOR

Douglas Stafford

SIGNATURE

Douglas Stafford

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY:

Karol Bonna

DATE:

5/16/25

ACCOUNT NUMBER:

880

BOARD OF EDUCATION APPROVAL DATE: \_\_\_\_\_

## ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025 - 2026

Sponsor Name: Samantha Allen

Name of Activity Fund: Science

Account No: 880

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ _____	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
<u>Donations</u>	\$ <u>500</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>500</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ _____	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
<u>Classroom Supplies</u>	\$ <u>300</u>	
<u>Student Awards</u>	\$ <u>200</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>500</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ _____	\$ _____

**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: Janita Cornell

Name of Activity Fund: Speech & Drama Account No: 883

**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 carry over funds will be used to purchase materials that must be purchased prior to fundraising events. These things include scripts, royalties, licenses, batteries, subscriptions that provide access to scripts and scenes, costumes and props/set pieces for performances, and construction materials.

**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: SJHS

ACCOUNT NAME: 883 Speech & Drama

PURPOSE

This fund will pay royalty fees and purchase scripts, subscriptions for scene/play script resources, props, costumes, stage supplies, building materials, t-shirts, and cast party supplies.

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

Janita Cormell

SIGNATURE

[Handwritten signature of Janita Cormell]

PRINCIPAL/DIRECTOR

Doug Stafford

SIGNATURE

[Handwritten signature of Doug Stafford]

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: [Handwritten signature of Karlul Boyer] DATE: 5/16/25

ACCOUNT NUMBER: 883

BOARD OF EDUCATION APPROVAL DATE: \_\_\_\_\_

**ACTIVITY FUND SUBACCOUNT BUDGET**

Reporting School Year: 2025-2026 Sponsor Name: Janita Cornell

Name of Activity Fund: Speech & Drama Account No: 883

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>0.00</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Gate for Fall Shows and Spring Shows	\$ <u>3,500.00</u>	
Donation Drive	\$ <u>3,000.00</u>	
t shirt sales	\$ <u>125.00</u>	
Community Event (Jolly Jamboree or kid's event)	\$ <u>200.00</u>	
_____	\$ _____	
_____	\$ _____	
<b>Total Revenues:</b>	<b>\$ <u>6,825.00</u></b>	<b>\$ _____</b>
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>6,825.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Scripts, subscriptions	\$ <u>-2,000.00</u>	
Royalty fees	\$ <u>-500.00</u>	
Props, costumes, set materials	\$ <u>-1,500.00</u>	
Supplies for cast parties	\$ <u>-200.00</u>	
Musical Showkit	\$ <u>-1,000.00</u>	
tshirts	\$ <u>-1,400.00</u>	
<b>Total Expenditures:</b>	<b>\$ <u>-6,600.00</u></b>	<b>\$ _____</b>
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>225.00</u>	\$ _____



FUNDRAISER REQUEST

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

Reporting School Year: 25-26

Sponsor Name: Janita Cornell

Name of Activity Fund: Speech ? Drama

Account No: 883

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

Sponsorship Drive

PURPOSE OF RAISING FUNDS:

T-shirts for kids who can't afford to purchase one, fieldtrips, props, scripts, royalties, fees, classroom resources.

FUNDRAISER DATES: START Aug. 2025 END Dec. 2025

AMOUNT OF MONEY TO BE RAISED:

EST. INC. 3000.00 EST. EXP. 150.00 = EST. PROFIT 2850.00

Janita Cornell  
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: 25-26 Sponsor Name: Janita Cornell

Name of Activity Fund: Speech & Drama Account No: 883

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

Spring Theatre Productions Gates - Admission to shows

PURPOSE OF RAISING FUNDS:

Rental of facility (Stillwater Community Center) posters for advertising, Scripts, Royalties, performance materials

FUNDRAISER DATES: START Jan. 2026 END May 2026

AMOUNT OF MONEY TO BE RAISED:

EST. INC. 3000.00 EST. EXP. 1600.00 EST. PROFIT 1400.00

Janita Cornell 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. (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

3

FUNDRAISER REQUEST

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

Reporting School Year: 25-26

Sponsor Name: Janita Cornell

Name of Activity Fund: Speech & Drama

Account No: 883

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

Fall Theatre Production Gates - Admission to show.

PURPOSE OF RAISING FUNDS:

Purchases - scripts, royalties, video license, props, scenery materials, classroom materials, stage materials.

FUNDRAISER DATES: START Oct. 2025 END Dec. 2025

AMOUNT OF MONEY TO BE RAISED:

EST. INC. 500.00 - EST. EXP. 0 = EST. PROFIT 500.00

Janita Cornell 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

FUNDRAISER REQUEST

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

Reporting School Year: 25-26

Sponsor Name: Janita Cornell

Name of Activity Fund: Speech & Drama

Account No: 883

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

t-shirt sales

PURPOSE OF RAISING FUNDS:

Student activities

FUNDRAISER DATES: START Aug 2025 END May 2025

AMOUNT OF MONEY TO BE RAISED:

EST. INC. 125.00 - EST. EXP. 125.00 = EST. PROFIT 0

Janita Cornell
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

5

FUNDRAISER REQUEST

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

Reporting School Year: 25-24 Sponsor Name: Janita Cormell

Name of Activity Fund: Speech & Drama Account No: 883

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

Community event to give students another leadership and performance opportunity

PURPOSE OF RAISING FUNDS:

Student activities and resources

FUNDRAISER DATES: [check] START Oct. 25 END March 26

AMOUNT OF MONEY TO BE RAISED:

EST. INC. 200.00 - EST. EXP. - EST. PROFIT 200.00

Janita Cormell
SPONSOR SIGNATURE
[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: 20 25-26 Sponsor Name: Clay Jackson  
 Name of Activity Fund: 9<sup>th</sup> gr. Art Activity Fund 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:

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REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET*	PAGE 2	CJ

\*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: \_\_\_\_\_ SITE: Junior High

ACCOUNT NAME: 904 9<sup>th</sup> gr Art Activity Fund

PURPOSE Fund 9<sup>th</sup> gr Art program + projects

SOURCE(S) OF INCOME  
Student art fees

PLANNED EXPENSES  
supplies for 9<sup>th</sup> gr Art

SPONSOR NAME  
Clay Jackson

SIGNATURE Clay Jackson

PRINCIPAL/DIRECTOR  
Douglas Stafford

SIGNATURE  
Douglas Stafford

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: *Valuedonna* DATE: 5/16/25

ACCOUNT NUMBER: 904

BOARD OF EDUCATION APPROVAL DATE: \_\_\_\_\_

**ACTIVITY FUND SUBACCOUNT BUDGET**

Reporting School Year: \_\_\_\_\_ Sponsor Name: Clay Jackson  
 Name of Activity Fund: 9<sup>th</sup> gr Art Activity Fund Account No: 904

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ _____	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
<u>Student Supply Fee's</u>	\$ <u>4,500.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>4,500.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>4,500.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
<u>Art Supplies</u>	\$ <u>4500-</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-4,500.00</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: 2025-26 Sponsor Name: Clay Jackson
Name of Activity Fund: 9th gr Art Activity Fund Account No: 904

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 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: Kristena Rudloff

Name of Activity Fund: Beta Club Account No: 907

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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REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET*	PAGE 2	KR

*\*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:** SJHS  
**ACCOUNT NAME:** 907 Beta Club

**PURPOSE**

Honors/service society

**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**

Kristena Rudloff

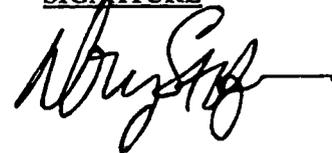
**SIGNATURE**



**PRINCIPAL/DIRECTOR**

Doug Stafford

**SIGNATURE**



**TO BE COMPLETED BY FINANCE DEPARTMENT**

**APPROVED BY:**  **DATE:** 5/16/25

**ACCOUNT NUMBER:** 907

**BOARD OF EDUCATION APPROVAL DATE:** \_\_\_\_\_

**ACTIVITY FUND SUBACCOUNT BUDGET**

Reporting School Year: 2025-2026 Sponsor Name: Kristena Rudloff

Name of Activity Fund: Beta Club Account No: 907

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ _____	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Dues from students	\$ 6000	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ 6000	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ _____	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
National dues	\$ -4800	
_____	\$ _____	
Supplies for projects	\$ -1500	
_____	\$ _____	
Student led activities	\$ -2,000.00	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ 8300	\$ _____
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: Kristena Rudloff

Name of Activity Fund: Beta Club Account No: 907

**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 \$ 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: William Rogers

Name of Activity Fund: BPA Account No: 909

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: 2025-2026 SITE: SJHS

ACCOUNT NAME: 909 BPA

PURPOSE

A student organization that promotes business skills and prepares students for their future careers.

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

William Rogers

SIGNATURE

Handwritten signature of William Rogers

PRINCIPAL/DIRECTOR

Douglas Stafford

SIGNATURE

Handwritten signature of Douglas Stafford

TO BE COMPLETED BY FINANCE DEPARTMENT

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

ACCOUNT NUMBER: 909

BOARD OF EDUCATION APPROVAL DATE:

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-2026 Sponsor Name: William Rogers

Name of Activity Fund: BPA Account No: 909

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ _____	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Membership dues	\$ 400.00	
Student payments	\$ 200.00	
	\$ _____	
	\$ _____	
	\$ _____	
	\$ _____	
Total Revenues:	\$ 600.00	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 809.00	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Competition registration	\$ -600.00	
	\$ _____	
	\$ _____	
	\$ _____	
	\$ _____	
Total Expenditures:	\$ -600.00	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ _____	\$ _____

(TBD)

(TBD)

(TBD)

**FUNDRAISER REQUEST**

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

Reporting School Year: 2025-2026 Sponsor Name: William Rogers

Name of Activity Fund: BPA Account No: 909

**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 \$ 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: Paula Sheppard  
 Name of Activity Fund: FCCLA Account No: 915

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	ps
ACTIVITY FUND SUBACCOUNT BUDGET	PAGE 3	ps
ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4)	PAGE 4	N/A
REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET*	PAGE 2	ps

*\*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: SJHS

ACCOUNT NAME: 915 FCCLA

PURPOSE

To promote student involvement in a national career and technical student organization for young men and women in Family and Consumer Science.

SOURCE(S) OF INCOME

Membership dues and donations, transfer from account 939

PLANNED EXPENSES

Dues, Competition/Registration expenses, club t-shirts.

SPONSOR NAME

Paula Sheppard

SIGNATURE

Paula Sheppard

PRINCIPAL/DIRECTOR

Doug Stafford

SIGNATURE

Doug Stafford

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: Karl B... DATE: 5/10/25

ACCOUNT NUMBER: 915

BOARD OF EDUCATION APPROVAL DATE:

**ACTIVITY FUND SUBACCOUNT BUDGET**

Reporting School Year: 2025-2026 Sponsor Name: Paula Sheppard  
 Name of Activity Fund: FCCLA Account No: 915

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>547.00</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Membership dues	\$ <u>600.00</u>	
Donations	\$ <u>200.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
<b>Total Revenues:</b>	<b>\$ <u>1054.80</u></b>	<b>\$ _____</b>
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>1,601.80</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Dues	\$ <u>-300.00</u>	
Competition/Registration Expenses	\$ <u>-500.00</u>	
Club Shirts	\$ <u>-200.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
<b>Total Expenditures:</b>	<b>\$ <u>-1,000.00</u></b>	<b>\$ _____</b>
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>601.80</u>	\$ _____

**FUNDRAISER REQUEST**

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

Reporting School Year: 2025-2026 Sponsor Name: Paula Sheppard  
Name of Activity Fund: FCCLA Account No: 915

**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 \$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