

**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: Rita Williams

Name of Activity Fund: Student Supply Account No: 801

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 the activity fund balance if it exceeds \$1000 and 30% of projected revenue:

**PACKET CONTENTS:**

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REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET*	PAGE 3	RW

*\* 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: Highland Park

ACCOUNT NAME: Student Supplies

PURPOSE

To purchase classroom and student supplies, student achievement awards, field trips, program expenses

SOURCE(S) OF INCOME

Student supply fees, donations, fees/fines/dues, field trip contributions, grants/scholarships, PALS profit, student payments, reimbursements/refunds/rebates, district distributions

PLANNED EXPENSES

All district approved student supplies (educational learning games, pencil boxes & pouches, books/audio books and misc), pre-k nap mats, classroom related supplies/materials (address labels, card stock, lamination, colored paper, misc.), recess equipment, achievement awards, field trips, subscriptions, registrations, technology expenses, art/music/library/pe supplies and equipment, musical instruments and

SPONSOR NAME

Rita Williams

SIGNATURE

Rita Williams

PRINCIPAL/DIRECTOR

Laura Gordon

SIGNATURE

Laura Gordon

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: [Signature]

DATE: 5/16/25

ACCOUNT NUMBER: 801

BOARD OF EDUCATION APPROVAL DATE:

**ACTIVITY FUND SUBACCOUNT BUDGET**

Reporting School Year: 2025-2026 Sponsor Name: Rita Williams

Name of Activity Fund: Student Supply Account No: 801

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ _____	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
student school supply fee	\$ 8000.00	
field trip collections	\$ 200.00	
PALS profit sharing	\$ 5000.00	
Donations	\$ 100.00	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ _____	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 14,200	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
classroom supplies	\$ -10,000.00	
field trips	\$ -200.00	
prek nap mats	\$ -700.00	
end of year awards	\$ -150.00	
co-curricular subscriptions	\$ -500.00	
cash box/start up fee	\$ -200.00	
Total Expenditures:	\$ -11,750	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ _____	\$ _____

\* Leave this column blank until actuals are determined at the end of the school year/fiscal year.

FUNDRAISER REQUEST

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

Reporting School Year: 2025-2026

Sponsor Name: Rita Williams

Name of Activity Fund: Student Supply

Account No: 801

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

PURPOSE OF RAISING FUNDS:

Handwritten 'N/A' with a pink diagonal line through it.

FUNDRAISER DATES: START \_\_\_\_\_ END \_\_\_\_\_

AMOUNT OF MONEY TO BE RAISED:

EST. INC. \_\_\_\_\_ - EST. EXP. \_\_\_\_\_ = EST. PROFIT \_\_\_\_\_

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

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION \_\_\_\_\_

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

FUNDRAISER CLOSEOUT

START DATE: \_\_\_\_\_ END DATE: \_\_\_\_\_

FUNDRAISER PROFIT

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

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

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

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

**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: Courtney Parks

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 the activity fund balance if it exceeds \$1000 and 30% of projected revenue:

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ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2025-2026

SITE: Highland Park

ACCOUNT NAME: Library

PURPOSE

To purchase library books, audio books, equipment, supplies and subscriptions.

SOURCE(S) OF INCOME

Library type of income: book fair sales, donations, fees/fines/dues, grants/scholarships, lost/damaged book fees, merchandise sales, reimbursements/refunds/rebates, student payments, redeposit of cash-box/start up cash.

PLANNED EXPENSES

Library type of expenses: awards, advertising, books, audio books, cash-box/start-up cash, competition expenses/prizes, equipment/furniture, fees/dues, fundraiser expenses, book fair decorations, meeting supplies/refreshments, student food/treats, registrations, newspaper, magazines, subscriptions, supplies/materials and technology expenses

SPONSOR NAME

Courtney Parks

SIGNATURE

[Handwritten signature]

PRINCIPAL/DIRECTOR

Laura Gordon

SIGNATURE

Laura Gordon

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: [Handwritten signature]

DATE: 5/16/25

ACCOUNT NUMBER: 803

BOARD OF EDUCATION APPROVAL DATE:

**ACTIVITY FUND SUBACCOUNT BUDGET**

Reporting School Year: 2025-2026 Sponsor Name: Courtney Parks

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:		
Fall Book Fair	\$ 2,000.00	
Lost/Damaged Book Fees	\$ 3,000.00	
Lost/Damaged Book Fees	\$ 100.00	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ _____	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 5,100.00	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Books - printed & audio	\$ -1,900.00	
Online Subscriptions	\$ -2,600.00	
Supplies (book jackets, tape, clear tubs, e	\$ -500.00	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ -5000.00	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ _____	\$ _____

\* Leave this column blank until actuals are determined at the end of the school year/fiscal year.



FUNDRAISER REQUEST

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

Reporting School Year: 25-26 Sponsor Name: Courtney Parks

Name of Activity Fund: Highland Park Library Activity Account No: \_\_\_\_\_

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

Scholastic book fair. We will sell posters, pens, books, and other small items.

PURPOSE OF RAISING FUNDS:

Generate money to be used in the library

FUNDRAISER DATES: START Nov. 3, 2025 END Nov 7, 2025

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. 10,000 - EST. EXP. 7,500 = EST. PROFIT 2,500

SPONSOR SIGNATURE [Handwritten Signature]

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION [Handwritten Signature: Laura Gordon]

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: Courtney Parks

Name of Activity Fund: Highland Park Library Activity Account No: \_\_\_\_\_

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

Scholastic book fair. We will sell books, posters, pens, and other small items.

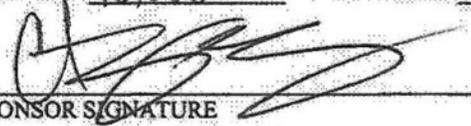
**PURPOSE OF RAISING FUNDS:**

Generate money to be used in the library

**FUNDRAISER DATES:**  START Feb. 25, 2026 END March 6, 2026

**ACCOUNT OF MONEY TO BE RAISED:**

EST. INC. 10,000 - EST. EXP. 7,500 = EST. PROFIT 2,500

  
SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION  
(applicable only if athletic fundraiser)

Laura Gardner  
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: Rita Williams

Name of Activity Fund: Facilities 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 the activity fund balance if it exceeds \$1000 and 30% of projected revenue:

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ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2025-2026

SITE: Highland Park

ACCOUNT NAME: Facility Rental

PURPOSE

Use funds for the use of our facility and spend it on the needs of the school. This includes supplies and refreshments/awards for staff and students and staff appreciation.

SOURCE(S) OF INCOME

Facility Rental

PLANNED EXPENSES

All listed BOE approved expenditure for the 2025-2026 school year: Supplies, Awards, Refreshments for Staff/Students, Student State Testing Snacks, Travel Expenses and Reimbursements.

SPONSOR NAME

Rita Williams

SIGNATURE

*Rita Williams*

PRINCIPAL/DIRECTOR

Laura Gordon

SIGNATURE

*Laura Gordon*

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: *Kenneth Byrnes*

DATE: 5/15/25

ACCOUNT NUMBER: 806

BOARD OF EDUCATION APPROVAL DATE:

**ACTIVITY FUND SUBACCOUNT BUDGET**

Reporting School Year: 2025-2026

Sponsor Name: Rita Williams

Name of Activity Fund: Facilities Rental

Account No.: 806

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ _____	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Gym Rental	\$ 1000.00	
Donations	\$ 200.00	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ _____	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 1200.00	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Refreshments for meetings/Staff Appreci	\$ -1,500.00	
Travel expenses & Reimbursements	\$ - 500.00	
Students Awards, Snacks and Party's	\$ - 200.00	
Subscriptions	\$ - 200.00	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ -2,400.00	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ _____	\$ _____

\* Leave this column blank until actuals are determined at the end of the school year/fiscal year.

FUNDRAISER REQUEST

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

Reporting School Year: 2025-2026

Sponsor Name: Rita Williams

Name of Activity Fund: Facilities Rental

Account No: 806

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

PURPOSE OF RAISING FUNDS:

N/A

FUNDRAISER DATES: START \_\_\_\_\_ END \_\_\_\_\_

AMOUNT OF MONEY TO BE RAISED:

EST. INC. \_\_\_\_\_ - EST. EXP. \_\_\_\_\_ = EST. PROFIT \_\_\_\_\_

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

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION \_\_\_\_\_

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

FUNDRAISER CLOSEOUT

START DATE: \_\_\_\_\_ END DATE: \_\_\_\_\_

FUNDRAISER PROFIT

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

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

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

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

**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: Rita Williams

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 the activity fund balance if it exceeds \$1000 and 30% of projected revenue:

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ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2025-2026

SITE: Highland Park

ACCOUNT NAME: Special Events

PURPOSE

To allow the faculty and staff to hold special events. This will include staff/student contests, awards, food & treats, student state testing snacks, promote professional development for teachers, registration and travel reimbursements, staff celebrations (teacher of the year, support staff of the year, retirements, etc.), subscriptions.

SOURCE(S) OF INCOME

Coke Commission, Fall & Spring Photograph's Commission, Box Tops, PALS, Donations, Grants

PLANNED EXPENSES

All approved BOE approved expenditures: staff/student contests, awards, food/treats, student state testing snacks, staff celebrations, professional development/registration/travel reimbursements. 5th grade fun day/graduation, subscriptions

SPONSOR NAME

Rita Williams

SIGNATURE

Rita Williams

PRINCIPAL/DIRECTOR

Laura Gordon

SIGNATURE

Laura Gordon

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: [Signature]

DATE: 5/16/25

ACCOUNT NUMBER: 807

BOARD OF EDUCATION APPROVAL DATE:

**ACTIVITY FUND SUBACCOUNT BUDGET**

Reporting School Year: 2025-2026

Sponsor Name: Rita Williams

Name of Activity Fund: Special Events

Account No: 807

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ _____	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
PALS	\$ 5000.00	
Donations	\$ 500.00	
Coke Commission	\$ 300.00	
School Picture Commissions	\$ 1500.00	
Box Tops	\$ 150.00	
	\$ _____	
Total Revenues:	\$ 7,450.00	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ _____	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Refreshments/Treats for Staff & Student	\$ -5,000.00	
Travel Expenses & Reimbursements	\$ -1,500.00	
Student Awards/Parties	\$ - 500.00	
5th Grade Fun Day & Graduation	\$ - 1,200.00	
Subscriptions	\$ - 500.00	
	\$ _____	
Total Expenditures:	\$ -8,700.00	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ _____	\$ _____

\* Leave this column blank until actuals are determined at the end of the school year/fiscal year.

FUNDRAISER REQUEST

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

Reporting School Year: 2025-2026 Sponsor Name: Rita Williams

Name of Activity Fund: Special Events Account No: 807

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

PURPOSE OF RAISING FUNDS:

N/A

FUNDRAISER DATES: START END

AMOUNT OF MONEY TO BE RAISED:

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

SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

FUNDRAISER CLOSEOUT

START DATE: END DATE:

FUNDRAISER PROFIT

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

RECEIPT BOOK #: TO

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

**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: Abby Varnum

Name of Activity Fund: Thanks A Latta Account No: 820

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 the activity fund balance if it exceeds \$1000 and 30% of projected revenue:

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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: 20025-2026

SITE: Highland Park

ACCOUNT NAME: Thanks A Latta

PURPOSE

Thanks A Latte is a student run business that fosters independence and life skill for special education students at HP. Students take orders, prepare snacks and drinks, collect money and keep inventory. They have also started propagating and caring for plants that teacher's buy once every nine weeks.

SOURCE(S) OF INCOME

Sale of refreshments and plants.

PLANNED EXPENSES

Supplies for cart (food, drinks, condiments, paper products, etc.) and plant sales ( pots, potting soil, fertilizer, etc.) classroom supplies and refreshments for classroom party.

SPONSOR NAME

Abby Varnum

SIGNATURE

Abby Varnum

PRINCIPAL/DIRECTOR

Laura Gordon

SIGNATURE

Laura Gordon

TO BE COMPLETED BY FINANCE DEPARTMENT

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

ACCOUNT NUMBER: 820

BOARD OF EDUCATION APPROVAL DATE:

**ACTIVITY FUND SUBACCOUNT BUDGET**

Reporting School Year: 2025-2026

Sponsor Name: Abby Varnum

Name of Activity Fund: Thanks A Latta

Account No: 820

	NEXT YEAR EST:	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ _____	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Sales from customers - coffee cart	\$ 400.00	
Sales from plant sales	\$ 600.00	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ _____	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 1000.00	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
restock snack & drink cart	\$ -300.00	
restock plant sales	\$ -100.00	
classroom supplies	\$ -200.00	
classroom treats and parties	\$ -100.00	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ -700.00	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ _____	\$ _____

\* Leave this column blank until actuals are determined at the end of the school year/fiscal year.



FUNDRAISER REQUEST

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

Reporting School Year: 2025-2026

Sponsor Name: Abby Varnum

Name of Activity Fund: Thanks A Latta

Account No: 820

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

LATTE SALES YEAR FROM SEPT - APRIL

PURPOSE OF RAISING FUNDS:

FUNDRAISER DATES: START 9/10/24 END 4/17/25

AMOUNT OF MONEY TO BE RAISED:

EST. INC. \$1,000 - EST. EXP. \$300 = EST. PROFIT \$700

SPONSOR SIGNATURE Abby Varnum

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION Laura Gordon

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: Rita Williams

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 the activity fund balance if it exceeds \$1000 and 30% of projected revenue:

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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: Highland Park

ACCOUNT NAME: SPEF Grants

PURPOSE

To purchase good and services as specified in the approved SPEF Grant application

SOURCE(S) OF INCOME

SPEF Grant account are solely funded by SPEF grant awards

PLANNED EXPENSES

The items listed in the SPEF Grant

SPONSOR NAME

Rita Williams

SIGNATURE

Rita Williams

PRINCIPAL/DIRECTOR

Laura Gordon

SIGNATURE

Laura Gordon

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: Rita Williams

Name of Activity Fund: SPEF

Account No: 839

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ _____	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
SPEF Grant - estimate	\$ 5000.00	
SPEF Grant - estimate	\$ 2500.00	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ _____	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 7500.00	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Grant estimated expenditures	\$ -5000.00	
Grant estimated expenditures	\$ -2500.00	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ -7500.00	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ _____	\$ _____

\* Leave this column blank until actuals are determined at the end of the school year/fiscal year.

FUNDRAISER REQUEST

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

Reporting School Year: 2025-2026

Sponsor Name: Rita Williams

Name of Activity Fund: SPEF

Account No: 839

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

PURPOSE OF RAISING FUNDS:

N/A

FUNDRAISER DATES: START \_\_\_\_\_ END \_\_\_\_\_

AMOUNT OF MONEY TO BE RAISED:

EST. INC. \_\_\_\_\_ - EST. EXP. \_\_\_\_\_ = EST. PROFIT \_\_\_\_\_

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

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION \_\_\_\_\_

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

FUNDRAISER CLOSEOUT

START DATE: \_\_\_\_\_ END DATE: \_\_\_\_\_

FUNDRAISER PROFIT

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

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

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

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

**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: Amy Francen

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 the activity fund balance if it exceeds \$1000 and 30% of projected revenue:

**PACKET CONTENTS:**

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

\* 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: Highland Park

ACCOUNT NAME: Art

PURPOSE

To purchase art supplies beyond the standard classroom supplies. Promote art in different media. To purchase art class curriculum.

SOURCE(S) OF INCOME

Fund Raisers, Donations, Grants/Scholarships, Merchandise Sales.

PLANNED EXPENSES

Art Supplies & Art Curriculum

SPONSOR NAME

Amy Francen

SIGNATURE

*Amy Francen*

PRINCIPAL/DIRECTOR

Laura Gordon

SIGNATURE

*Laura Gordon*

TO BE COMPLETED BY FINANCE DEPARTMENT

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

ACCOUNT NUMBER: *876*

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

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-2026

Sponsor Name: Amy Francen

Name of Activity Fund: Art

Account No: 876

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ _____	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Donations	\$ 100.00	
Fund Raiser	\$ 400.00	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ _____	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 500.00	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Classroom Supplies	\$ -500.00	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ -500.00	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ _____	\$ _____

\* Leave this column blank until actuals are determined at the end of the school year/fiscal year.

**FUNDRAISER REQUEST**

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

Reporting School Year: 2025-2026

Sponsor Name: Amy Francen

Name of Activity Fund: Art

Account No: 876

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

*Square Art, etc*

**PURPOSE OF RAISING FUNDS:**

*To purchase art supplies*

**FUNDRAISER DATES:**  **START** 9-14-25

**END** 5-20-26

**AMOUNT OF MONEY TO BE RAISED:**

EST. INC. 500<sup>00</sup> - EST. EXP. 500<sup>00</sup> = EST. PROFIT 0

*Amy Francen*  
SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION  
(applicable only if athletic fundraiser)

*Laura Gordon*

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: Unknown at this time

Name of Activity Fund: Running Club Account No: 937

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 the activity fund balance if it exceeds \$1000 and 30% of projected revenue:

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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: Highland Park

ACCOUNT NAME: Running Club

PURPOSE

To promote physical education.

SOURCE(S) OF INCOME

T-shirt sales, grants and donations.

PLANNED EXPENSES

T-shirts, competition expenses, transportation.

SPONSOR NAME

Unknow at this time

SIGNATURE

PRINCIPAL/DIRECTOR

Laura Gordon

SIGNATURE

*Laura Gordon*

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: *Karl B...* DATE: *5/15/25*

ACCOUNT NUMBER: *937*

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

**ACTIVITY FUND SUBACCOUNT BUDGET**

Reporting School Year: 2025-2026

Sponsor Name: Unknow at this time

Name of Activity Fund: Running Club

Account No: 937

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ _____	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
t-shirt sales	\$ 600.00	
donation	\$ 100.00	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ _____	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 700.00	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
T-shirts	\$ -600.00	
competition expenses	\$ - 50.00	
transportation	\$ -150.00	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ -800.00	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ _____	\$ _____

\* Leave this column blank until actuals are determined at the end of the school year/fiscal year.

FUNDRAISER REQUEST

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

Reporting School Year: 2025-2026

Sponsor Name: Unknow at this time

Name of Activity Fund: Running Club

Account No: 937

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

PURPOSE OF RAISING FUNDS:

FUNDRAISER DATES: START END

AMOUNT OF MONEY TO BE RAISED:

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

SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

Laura Gordon

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: Susan Weaver

Name of Activity Fund: Science Club

Account No: 938

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 the activity fund balance if it 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: Highland Park

ACCOUNT NAME: Science Club

PURPOSE

To teach students about science and nature

SOURCE(S) OF INCOME

Student fees/dues, Donations

PLANNED EXPENSES

Academic type expenses: fees/dues, supplies, equipment, registration, traveling programs/guest speakers, refreshments, awards.

SPONSOR NAME

Susan Weaver

SIGNATURE

Susan Weaver

PRINCIPAL/DIRECTOR

Laura Gordon

SIGNATURE

Laura Gordon

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: Karhu Boma

DATE: 5/16/25

ACCOUNT NUMBER: 938

BOARD OF EDUCATION APPROVAL DATE:

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-2026

Sponsor Name: Susan Weaver

Name of Activity Fund: Science Club

Account No: 938

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ _____	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Student Fees	\$ 100.00	
Donations	\$ 100.00	
	\$ _____	
	\$ _____	
	\$ _____	
	\$ _____	
Total Revenues:	\$ _____	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 200.00	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
traveling programs/guest speakers	\$ -500.00	
class supplies	\$ -300.00	
student refreshments	\$ -200.00	
	\$ _____	
	\$ _____	
	\$ _____	
Total Expenditures:	\$ -1,000.00	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ _____	\$ _____

\* Leave this column blank until actuals are determined at the end of the school year/fiscal year.

FUNDRAISER REQUEST

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

Reporting School Year: 2025-2026

Sponsor Name: Susan Weaver

Name of Activity Fund: Science Club

Account No: 938

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

No fund raiser for this upcoming year

PURPOSE OF RAISING FUNDS:

FUNDRAISER DATES: START \_\_\_\_\_ END \_\_\_\_\_

AMOUNT OF MONEY TO BE RAISED:

EST. INC. \_\_\_\_\_ - EST. EXP. \_\_\_\_\_ = EST. PROFIT \_\_\_\_\_

Susan Weaver
SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

Laura Gordon
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