



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

**PREPARED BY:** Michael Arnold, Chief Financial Officer  
**APPROVED BY:** Uwe Gordon, Superintendent  
**DATE:** August 13, 2024

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**AGENDA ITEM:**

Annual Activity Fund Planning and Approval Packages for FY 2024-25

**BOARD ACTION REQUESTED:**

Motion to Approve Annual Activity Fund Planning and Approval Packages for FY 2024-25

**BACKGROUND INFORMATION:**

Our auditor has stated that the Board of Education, at the beginning of each fiscal year, should approve all Activity Fund Sub-accounts and the purposes for which monies collected can be expended. They have further recommended that this be done in the following manner:

“Written documents should be prepared for each of the District’s Activity Funds on an annual basis.... These documents should outline the appropriate collections and acceptable expenditures for every Activity Fund Subaccount....”

The attached Annual Activity Fund Planning and Approval Package (Policy CFB-E1) provides the purpose of the account, the source(s) of income, and planned expenses. In addition, the package includes a Fund Subaccount Budget for 2022-2023, a Report on the Prior Year Fund Subaccount Budget, and Fundraiser Request for 2022-2023. New account requests are marked as NEW. These are in addition to those approved at previous Board of Education meetings.



**July 31, 2024**

**HS ACTIVITY FUND  
PACKETS**

**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: 2024-2025 Sponsor Name: Misty Horne

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:

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ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4)	PAGE 4	N/A
REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET*	PAGE 2	<i>auc</i>

*\*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: 2024-2025 SITE: High School

ACCOUNT NAME: 802 Courtesy Fund

PURPOSE

Funded by SHS employees to help provide flowers, refreshments, decorations, and other items for employee celebrations and bereavement.

SOURCE(S) OF INCOME

All listed BOE approved revenue sources for the 2024-2025 school year.

PLANNED EXPENSES

All listed BOE approved expenditures for the 2024-2025 school year.

SPONSOR NAME

Misty Horne

SIGNATURE

Misty Horne

PRINCIPAL/DIRECTOR

Walter R. Howell, IV

SIGNATURE

Walter R. Howell IV

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: DATE:

ACCOUNT NUMBER:

BOARD OF EDUCATION APPROVAL DATE:

STILLWATER BOARD OF EDUCATION

CFB-E1

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-2025 Sponsor Name: Misty Horne

Name of Activity Fund: Courtesy Fund Account No: 802

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 752.50	\$
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Donations from SHS employees	\$ 200.00	
	\$	
	\$	
	\$	
	\$	
	\$	
Total Revenues:	\$ 200.00	\$
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 952.50	\$
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Flowers or plants	\$ -200.00	
Donations "in honor of"	\$ -200.00	
	\$	
	\$	
	\$	
Total Expenditures:	\$ -400.00	\$
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 552.50	\$

HS-802

STILLWATER BOARD OF EDUCATION

CFB-E1

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2023-2024 Sponsor Name: Charity Long

Name of Activity Fund: Courtesy/ Appreciation Fund Account No: 602

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 600.00	\$ 733.-
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Donations From Teachers	\$ 400.00	
	\$	
	\$ 0.00	
	\$	
	\$	
	\$	
Total Revenues:	\$ 400.00	\$ 20.-
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 1,000.00	\$ 753.-
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Flowers or Plants	\$ -200.00	
Donation In Honor Of	\$ -200.00	
	\$ 0.00	
	\$	
	\$	
	\$	
Total Expenditures:	\$ -400.00	\$ 0
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 600.00	\$ 753.-

**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: 2024-2025 Sponsor Name: Brenda Ferguson

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:

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ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2024-2025 SITE: High School
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

Brenda Ferguson

SIGNATURE

Brenda Ferguson (handwritten signature)

PRINCIPAL/DIRECTOR

Walter R. Howell, IV

SIGNATURE

Walter R. Howell IV (handwritten signature)

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: DATE:

ACCOUNT NUMBER:

BOARD OF EDUCATION APPROVAL DATE:

**ACTIVITY FUND SUBACCOUNT BUDGET**

Reporting School Year: 2024-2025 Sponsor Name: Brenda Ferguson

Name of Activity Fund: Library Account No: 803

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>101.00</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Scholastic Book Fair	\$ <u>2,000.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>2,000.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>2,101.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Book Fair Expenses	\$ <u>-1,500.00</u>	
Book repair supplies	\$ <u>-250.00</u>	
Library Books	\$ <u>-150.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-1,900.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>201.00</u>	\$ _____

FUNDRAISER REQUEST

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

Reporting School Year: 2024-2025 Sponsor Name: Brenda Ferguson

Name of Activity Fund: Library Account No: 803

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

Book Fair with dates to be determined. (i.e. Fall or Spring Fair)

PURPOSE OF RAISING FUNDS:

To purchase library books

FUNDRAISER DATES: START 09/01/2024 END 05/01/2025

ACCOUNT OF MONEY TO BE RAISED:

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

Brenda Ferguson
SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

Walter B. Howell Jr
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

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2023-2024 Sponsor Name: Brenda Ferrguson

Name of Activity Fund: Library Account No: 803

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>73.00</u>	\$ <u>73.00</u>
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Scholastic Book Fair - Spring	\$ <u>2,000.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>2,000.00</u>	\$ <u>79.00</u>
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>2,073.00</u>	\$ <u>152.00</u>
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Book Fair Expenses	\$ <u>-1,800.00</u>	
Book repair supplies	\$ <u>-250.00</u>	
Library Books	\$ <u>-150.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-2,200.00</u>	\$ <u>51.00</u>
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>127.00</u>	\$ <u>101.00</u>

**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: 2024-2025 Sponsor Name: Misty Horne

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:

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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: 2024-2025 SITE: High School
ACCOUNT NAME: 805 Site General

PURPOSE

To provide support for general activities within SHS and to support other budgets that may not fiscally support all needs of SHS.

SOURCE(S) OF INCOME

All listed BOE approved revenue sources for the 2024-2025 school year.

PLANNED EXPENSES

All listed BOE approved expenditures for the 2024-2025 school year.

SPONSOR NAME

Misty Horne

SIGNATURE

Misty Horne

PRINCIPAL/DIRECTOR

Walter R. Howell, IV

SIGNATURE

Walter R. Howell, IV

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: DATE:

ACCOUNT NUMBER:

BOARD OF EDUCATION APPROVAL DATE:

**ACTIVITY FUND SUBACCOUNT BUDGET**

Reporting School Year: 2024-2025 Sponsor Name: Misty Horne

Name of Activity Fund: Site General Account No: 805

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>962.75</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Replacement lanyards & IDs	\$ <u>500.00</u>	
Transcript fees	\$ <u>20.00</u>	
Survey Participation	\$ <u>1,500.00</u>	
Field trip payments	\$ <u>200.00</u>	
Donations	\$ <u>200.00</u>	
Soda Commissions	\$ <u>250.00</u>	
Total Revenues:	\$ <u>2,670.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>3,632.75</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Lanyards	\$ <u>-200.00</u>	
ID supplies	\$ <u>-300.00</u>	
Field trip transportation	\$ <u>-300.00</u>	
Classroom Supplies	\$ <u>-500.00</u>	
Staff refreshments	\$ <u>-200.00</u>	
Spirit Shirts	\$ <u>-400.00</u>	
Total Expenditures:	\$ <u>-1,900.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>1,732.75</u>	\$ _____

**ACTIVITY FUND SUBACCOUNT BUDGET**

Reporting School Year: 2023-2024 Sponsor Name: Charity Long

Name of Activity Fund: Site General Activity Account Account No: 805

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>2,600.00</u>	\$ <u>3175.-</u>
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Transcript Fees	\$ <u>50.00</u>	
Spirit Wear sold at CVS etc.	\$ <u>70.00</u>	
Survey Participation	\$ <u>1,500.00</u>	
Field Trip Payments	\$ <u>200.00</u>	
Payments for Replacement Id's	\$ <u>500.00</u>	
	\$ _____	
Total Revenues:	\$ <u>2,320.00</u>	\$ <u>8024.-</u>
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>4,920.00</u>	\$ <u>11,199.-</u>
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Bus Transportation for Field Trips	\$ <u>-500.00</u>	
Miscellaneous Supplies	\$ <u>-1,400.00</u>	
T-Shirts	\$ <u>-200.00</u>	
	\$ _____	
	\$ _____	
	\$ _____	
Total Expenditures:	\$ <u>-2,100.00</u>	\$ <u>8573.-</u>
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>2,820.00</u>	\$ <u>963.-</u>

*transfers = 1663.-*

**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: 2024-2025 Sponsor Name: Misty Horne

Name of Activity Fund: Parking Fees Account No: 812

**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: 2024-2025 SITE: High School

ACCOUNT NAME: 812 Parking Fees

PURPOSE

To provide parking decals for students parking in SHS parking as well as fine those not following SHS parking procedures. This account assists with other costs within SHS that may not be supported by other funds.

SOURCE(S) OF INCOME

All listed BOE approved revenue sources for the 2024-2025 school year.

PLANNED EXPENSES

All listed BOE approved expenditures for the 2024-2025 school year.

SPONSOR NAME

Misty Horne

SIGNATURE

Misty Horne

PRINCIPAL/DIRECTOR

Walter R. Howell, IV

SIGNATURE

Walter R. Howell

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: DATE:

ACCOUNT NUMBER:

BOARD OF EDUCATION APPROVAL DATE:

**ACTIVITY FUND SUBACCOUNT BUDGET**

Reporting School Year: 2024-2025 Sponsor Name: Misty Horne

Name of Activity Fund: Parking Fees Account No: 812

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>3,565.00</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Parking Permits _____	\$ <u>8,000.00</u>	
Fines _____	\$ <u>400.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>8,400.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>11,965.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Car decals _____	\$ <u>-700.00</u>	
Supplies _____	\$ <u>-200.00</u>	
Staff and student appreciation refreshments & awards _____	\$ <u>-3,000.00</u>	
Safety and Security items _____	\$ <u>-6,000.00</u>	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-9,900.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>2,065.00</u>	\$ _____

**ACTIVITY FUND SUBACCOUNT BUDGET**

Reporting School Year: 2023-2024 Sponsor Name: Charity Long

Name of Activity Fund: Parking Fees Account No: 812

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>1,500.00</u>	\$ <u>3021.-</u>
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Decals	\$ <u>8,000.00</u>	
Fines	\$ <u>400.00</u>	
	\$ _____	
	\$ _____	
	\$ _____	
	\$ _____	
<b>Total Revenues:</b>	<b>\$ <u>8,400.00</u></b>	<b>\$ <u>15,527.-</u></b>
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>9,900.00</u>	\$ <u>18,548.-</u>
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Student Decals	\$ <u>-500.00</u>	
Staff Decals	\$ <u>-200.00</u>	
Supplies	\$ <u>-2,000.00</u>	
Appreciation Items (meals, gifts, awards)	\$ <u>-3,000.00</u>	
Safety, Security Items	\$ <u>-1,000.00</u>	
	\$ _____	
<b>Total Expenditures:</b>	<b>\$ <u>-6,700.00</u></b>	<b>\$ <u>14,983.-</u></b>
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>3,200.00</u>	\$ <u>3,565.-</u>

**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: 2024-2025 Sponsor Name: Robin Johnson

Name of Activity Fund: Pioneer Pantry Account No: 816

**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 pantry is restocked four times a year after deliveries of needed items are made to school sites in the District. Requests for donations are continuous to ensure that this account is fully funded for this year and for years into the future. This will allow the pantry to operate during periods of economic uncertainty, when this population needs the most assistance.

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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: 2024-2025 SITE: High School

ACCOUNT NAME: 816 Pioneer Pantry

PURPOSE

The Pioneer Pantry exists as a service to all SPS students, providing necessary hygiene items, along with clothing, school supplies and occasional food supplies for students in need at all eleven school sites. The Pantry is 100% funded by donations from the community, including church groups, civic clubs and individuals who regularly donate to the Pantry.

SOURCE(S) OF INCOME

All listed BOE approved revenue sources for the 2024-2025 school year.

PLANNED EXPENSES

All listed BOE approved expenditures for the 2024-2025 school year.

SPONSOR NAME

Robin Johnson / Co-Sponsor Natalie Brown per email 7/30/24

SIGNATURE

[Handwritten signature of Robin Johnson]

PRINCIPAL/DIRECTOR

Walter R. Howell, IV

SIGNATURE

[Handwritten signature of Walter R. Howell, IV]

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: DATE:

ACCOUNT NUMBER:

BOARD OF EDUCATION APPROVAL DATE:

**ACTIVITY FUND SUBACCOUNT BUDGET**

Reporting School Year: 2024-2025 Sponsor Name: Robin Johnson

Name of Activity Fund: Pioneer Pantry Account No: 816

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>41,233.00</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Donations	\$ <u>5,000.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>5,000.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>46,233.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Hygiene Items	\$ <u>-3,000.00</u>	
_____	\$ _____	
Clothing	\$ <u>-3,000.00</u>	
_____	\$ _____	
Other student and family supplies as needed	\$ <u>-3,000.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-9,000.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>37,233.00</u>	\$ _____

HS-816

### ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2023-2024      Sponsor Name: Robin Johnson

Name of Activity Fund: Pioneer Pantry      Account No: 816

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>32,000.00</u>	\$ <u>32,447</u>
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
_____	\$ _____	
Donations	\$ <u>5,000.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>5,000.00</u>	\$ <u>16,276</u>
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>37,000.00</u>	\$ <u>48,723</u>
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
✓ Hygeine items	\$ <u>-3,000.00</u>	
Clothing	\$ <u>-3,000.00</u>	
Misc.	\$ <u>-3,000.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-9,000.00</u>	\$ <u>7490</u>
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>28,000.00</u>	\$ <u>41,233</u>

as of 5/12/24

## 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: 2024-2025 Sponsor Name: Steve ShanksName of Activity Fund: Performing Art Center (PAC) Account No: 817

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:

Upgrades to lighting were accomplished in FY 2024. More improvements are planned for FY 2025 as we determine what is covered by Government Funds and what must be paid with Activity Funds.

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

\*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:** 2024-2025 **SITE:** School Site

**ACCOUNT NAME:** 817 Performing Art Center (PAC)

**PURPOSE**

The SHS PAC activity account earns money by charging for facility rentals. The money is used for a variety of things, all of which positively impact students, the performing art departments, our school district, and our community. Things that are vital to Tech Theater include sound and lighting equipment, student celebrations, new equipment/technology/tools and student scholarships/activities.

**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.

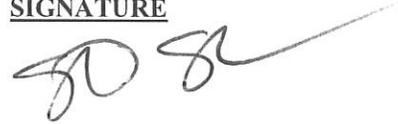
**PLANNED EXPENSES**

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**

Steve Shanks

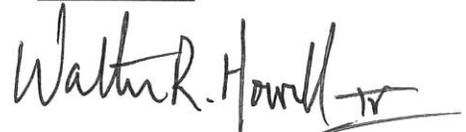
**SIGNATURE**



**PRINCIPAL/DIRECTOR**

Walter R. Howell, IV

**SIGNATURE**



**TO BE COMPLETED BY FINANCE DEPARTMENT**

**APPROVED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**ACCOUNT NUMBER:** \_\_\_\_\_

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

**ACTIVITY FUND SUBACCOUNT BUDGET**

Reporting School Year: 2024-2025 Sponsor Name: Steve Shanks

Name of Activity Fund: Performing Art Center (PAC) Account No: 817

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>54,696.00</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Facility Rentals	\$ <u>5,000.00</u>	
Donations from Freshman Follies	\$ <u>40,000.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>45,000.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>99,696.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
New Equipment	\$ <u>-30,000.00</u>	
Repairs and Equipment Replacement	\$ <u>-20,000.00</u>	
Student Celebrations	\$ <u>-1,000.00</u>	
Security	\$ <u>-2,000.00</u>	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-53,000.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>46,696.00</u>	\$ _____

HS-817

STILLWATER BOARD OF EDUCATION

CFB-E1

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2023-2024 Sponsor Name: Garrett Reding

Name of Activity Fund: Performing Arts Center (PAC) Account No: 817

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 45,017.00	\$ 48,423.
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Facility Rentals	\$ 5,000.00	
Donations from Freshmen Follies	\$ 45,000.00	
	\$	
	\$	
	\$	
	\$	
Total Revenues:	\$ 50,000.00	\$ 34,384.
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 95,017.00	\$ 82,807.
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
New Equipment	\$ -8,000.00	
Equipment Replacement	\$ -2,000.00	
Student Celebrations	\$ -1,000.00	
	\$	
	\$	
	\$	
Total Expenditures:	\$ -11,000.00	\$ 28,111.
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 84,017.00	\$ 54,696.

Adoption Date: February 21, 2012

Revision Date(s): 9/10/19

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\* subject to change based on closing & paying open invoices.

as of 5/12/24

**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: 2024-2025 Sponsor Name: Misty Horne

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.*

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2024-2025 SITE: School Site

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 2024-2025 school year.

SPONSOR NAME

Misty Horne

SIGNATURE

Misty W Horne

PRINCIPAL/DIRECTOR

Walter R. Howell, IV

SIGNATURE

Walter R. Howell

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: DATE:

ACCOUNT NUMBER:

BOARD OF EDUCATION APPROVAL DATE:

**ACTIVITY FUND SUBACCOUNT BUDGET**

Reporting School Year: 2024-2025 Sponsor Name: Misty Horne

Name of Activity Fund: SPEF Grant Account No: 839

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>1,011.00</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>2,011.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Classroom Supplies	\$ <u>-872.00</u>	
Instructional Supplies	\$ <u>-1,000.00</u>	
Unused portion of grants returned to SPEF	\$ <u>-139.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-2,011.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>0.00</u>	\$ _____

HS-839

STILLWATER BOARD OF EDUCATION

CFB-E1

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2023-2024 Sponsor Name: Audra Casson on behalf of SPEF

Name of Activity Fund: SPEF Grant Account No: 839

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 365.00	\$ 537.-
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
SPEF Grants (estimating one large grant)	\$ 5,000.00	
SPEF Grants (estimating one small grant)	\$ 2,500.00	
	\$	
	\$	
	\$	
	\$	
Total Revenues:	\$ 7,500.00	\$ 10,485.-
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 7,865.00	\$ 11,022.-
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Large Grant specific expenditures	\$ -5,000.00	
Small Grant specific expenditures	\$ -2,800.00	
Return of unused portion from prior year	\$ -65.00	
	\$	
	\$	
	\$	
Total Expenditures:	\$ -7,865.00	\$ 10,011.-
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 0.00	\$ 1,011.-

Adoption Date: February 21, 2012

Revision Date(s): 9/10/19

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as of 5/12/24

**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: 2024-2025 Sponsor Name: Misty Horne

Name of Activity Fund: Class of 1963 Account No: 860

**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:**

Funds collected this year will roll over to FY 2024-2025 in anticipation of a large purchase.

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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: 2024-2025 SITE: High School

ACCOUNT NAME: 860 Class of 1963

PURPOSE

To receive donations from prior graduates to be used for needs at Stillwater High School.

SOURCE(S) OF INCOME

All listed BOE approved revenue sources for the 2024-2025 school year.

PLANNED EXPENSES

All listed BOE approved expenditures for the 2024-2025 school year.

SPONSOR NAME

Misty Horne

SIGNATURE

Misty D Horne

PRINCIPAL/DIRECTOR

Walter R. Howell, IV

SIGNATURE

Walter R. Howell Jr

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: DATE:

ACCOUNT NUMBER:

BOARD OF EDUCATION APPROVAL DATE:

**ACTIVITY FUND SUBACCOUNT BUDGET**

Reporting School Year: 2024-2025 Sponsor Name: Misty Horne

Name of Activity Fund: Class of 1963 Account No: 860

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>1,853.00</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Donations	\$ <u>2,500.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>2,500.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>4,353.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
To be determined based on need	\$ <u>-4,000.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-4,000.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>353.00</u>	\$ _____

HS-860

<b>STILLWATER BOARD OF EDUCATION</b>	<b>CFB-E1</b>
<b>ACTIVITY FUND SUBACCOUNT BUDGET</b>	
Reporting School Year: <u>2022-23</u>	Sponsor Name: <u>Walter Howell</u>
Name of Activity Fund: <u>Class of 1963</u>	Account No: <u>860</u>
	NEXT YEAR EST.      ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>0</u> \$ <u>0</u>
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:	
<u>Donations</u>	\$ <u>2500<sup>00</sup></u>
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
Total Revenues:	\$ <u>2500<sup>00</sup></u> \$ <u>1853.-</u>
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>2500<sup>00</sup></u> \$ <u>1853.-</u>
4. EXPENDITURES AND ESTIMATED AMOUNTS:	
<u>N/A</u>	\$ <u>0</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
Total Expenditures:	\$ <u>0</u> \$ <u>0</u>
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>2500<sup>00</sup></u> \$ <u>1853.-</u>
Adoption Date: February 21, 2012	Revision Date(s): 9/10/19
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as of 5/12/24

**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: 2024-2025 Sponsor Name: Shannon Peters

Name of Activity Fund: Advanced Art Account No: 874

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: 2024-2025 SITE: High School  
ACCOUNT NAME: 874 Advanced Art

**PURPOSE**

Collect art fees to be used to buy art supplies to use in class.

**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**

Shannon Peters

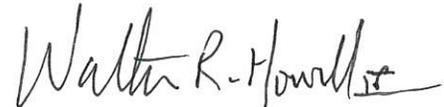
**SIGNATURE**



**PRINCIPAL/DIRECTOR**

Walter R. Howell, IV

**SIGNATURE**



**TO BE COMPLETED BY FINANCE DEPARTMENT**

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

ACCOUNT NUMBER: \_\_\_\_\_

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

**ACTIVITY FUND SUBACCOUNT BUDGET**

Reporting School Year: 2024-2025 Sponsor Name: Shannon Peters

Name of Activity Fund: Advanced Art Account No: 874

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>1,437.00</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Art Fees	\$ <u>3,000.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>3,000.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>4,437.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Art Supplies	\$ <u>-4,000.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-4,000.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>437.00</u>	\$ _____

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STILLWATER BOARD OF EDUCATION

CFB-E1

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2023-2024 Sponsor Name: Shannon Peters

Name of Activity Fund: Advanced Art Account No: 874

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 1,031.65	\$ 903.-
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Art Fees	\$ 3,000.00	
	\$	
	\$	
	\$	
	\$	
	\$	
Total Revenues:	\$ 3,000.00	\$ 3825.-
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 4,031.65	\$ 4728.-
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Art Supplies	\$ -4,000.00	
	\$	
	\$	
	\$	
	\$	
Total Expenditures:	\$ -4,000.00	\$ 3291.-
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 31.65	\$ 1437.-

as of 5/12/24

**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: 2024-2025 Sponsor Name: Katie Sajewski

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: 2024-2025 SITE: High School

ACCOUNT NAME: 876 Art

PURPOSE

Collect art fees to be used to buy art supplies to use in class.

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

Katie Sajewski

SIGNATURE

[Handwritten signature of Katie Sajewski]

PRINCIPAL/DIRECTOR

Walter R. Howell, IV

SIGNATURE

[Handwritten signature of Walter R. Howell, IV]

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: DATE:

ACCOUNT NUMBER:

BOARD OF EDUCATION APPROVAL DATE:

**ACTIVITY FUND SUBACCOUNT BUDGET**

Reporting School Year: 2024-2025 Sponsor Name: Katie Sajewski

Name of Activity Fund: Art Account No: 876

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>427.00</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Art Fees	\$ <u>300.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>300.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>727.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Art Supplies	\$ <u>-500.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-500.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>227.00</u>	\$ _____

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STILLWATER BOARD OF EDUCATION

CFB-E1

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2023-2024 Sponsor Name: Katie Sajewski

Name of Activity Fund: Art Account No: 876

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 10.00	\$ 79. —
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Dues	\$ 220.00	
Donations	\$ 100.00	
	\$	
	\$	
	\$	
	\$	
Total Revenues:	\$ 320.00	\$ 794. —
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 330.00	\$ 873. —
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Art Supplies	\$ -300.00	
	\$	
	\$	
	\$	
	\$	
Total Expenditures:	\$ -300.00	\$ 446. —
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 30.00	\$ 427. —

as of 5/12/24

**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: 2024-2025 Sponsor Name: Joey Parker

Name of Activity Fund: Pottery Account No: 878

**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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REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET*	PAGE 2	<i>auc</i>

*\*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:** 2024-2025 **SITE:** High School

**ACCOUNT NAME:** 878 Pottery

**PURPOSE**

Collect art fees to be used to buy art supplies to use in class.

**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.

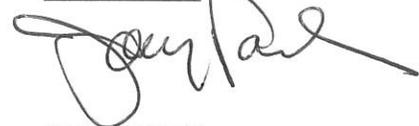
**PLANNED EXPENSES**

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**

Joey Parker

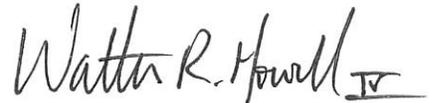
**SIGNATURE**



**PRINCIPAL/DIRECTOR**

Walter R. Howell, IV

**SIGNATURE**



**TO BE COMPLETED BY FINANCE DEPARTMENT**

**APPROVED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**ACCOUNT NUMBER:** \_\_\_\_\_

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

**ACTIVITY FUND SUBACCOUNT BUDGET**

Reporting School Year: 2024-2025 Sponsor Name: Joey Parker  
 Name of Activity Fund: Pottery Account No: 878

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>1,951.00</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Art Fees	\$ <u>2,500.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>2,500.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>4,451.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Art Supplies	\$ <u>-3,500.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-3,500.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>951.00</u>	\$ _____

HS-878

STILLWATER BOARD OF EDUCATION

CFB-E1

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 23-24 Sponsor Name: Joey Parker

Name of Activity Fund: Sculpture/Pottery/AP Art Design Account No: 878

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 883.00	\$ 1573.-
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Student Art Fees	\$ 2,500.00	
	\$	
	\$	
	\$	
	\$	
	\$	
Total Revenues:	\$ 2,500.00	\$ 4750.-
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 3,383.00	\$ 6323.-
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Supplies/Art	\$ -2,500.00	
	\$	
	\$	
	\$	
	\$	
	\$	
Total Expenditures:	\$ -2,500.00	\$ 4372.-
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 883.00	\$ 1951.-

as of 5/12/24

**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: 2024-2025 Sponsor Name: Misty Horne

Name of Activity Fund: Instructional Account No: 885

**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 - As all monies collected for testing will be paid when the invoice arrives in late May.

**PACKET CONTENTS:**

FORM	FOUND ON PAGE	INITIAL IF COMPLETE
APPROVAL OF ACCOUNT FORM	PAGE 2	<i>amc</i>
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ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4)	PAGE 4	N/A
REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET*	PAGE 2	<i>amc</i>

*\*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: 2024-2025 SITE: High School

ACCOUNT NAME: 885 Instructional

PURPOSE

Student testing to include the PSAT and AP tests.

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

Misty Horne

SIGNATURE

Misty D Horne

PRINCIPAL/DIRECTOR

Walter R. Howell, IV

SIGNATURE

Walter R. Howell IV

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: DATE:

ACCOUNT NUMBER:

BOARD OF EDUCATION APPROVAL DATE:

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-2025 Sponsor Name: Misty Horne

Name of Activity Fund: Instructional Account No: 885

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 611.00	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
AP Exam Fees	\$ 16,000.00	
PSAT Exam Fees	\$ 1,000.00	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ 17,000.00	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 17,611.00	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
AP Exam Test	\$ -16,000.00	
PSAT Test	\$ -1,000.00	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ -17,000.00	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 611.00	\$ _____

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2023-2024 Sponsor Name: Charity Long

Name of Activity Fund: Instructional Account No: 885

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 0.00	\$ 611. —
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
AP Exam Fees	\$ 16,000.00	
PSAT Exam Fees	\$ 1,000.00	
	\$	
	\$	
	\$	
	\$	
	\$	
Total Revenues:	\$ 17,000.00	\$ 25,899. —
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 17,000.00	\$ 33,567. —
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
AP Exam Test	\$ -16,000.00	
PSAT Test	\$ -1,000.00	
	\$	
	\$	
	\$	
	\$	
Total Expenditures:	\$ -17,000.00	\$ 14,678. —
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 0.00	\$ 18,889. —

Transfer \$7057. —

\* amts do not include increased invoice expected for FY 24 EXAMS.

as of 5/12/24

**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: 2024-2025 Sponsor Name: Matt Nance

Name of Activity Fund: Academic Team Account No: 901

**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:**

FORM	FOUND ON PAGE	INITIAL IF COMPLETE
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ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4)	PAGE 4	<i>anc</i>
REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET*	PAGE 2	<i>anc</i>

*\*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 SUBACCOUNT BUDGET**

Reporting School Year: 2024-2025 Sponsor Name: Matt Nance

Name of Activity Fund: Academic Team Account No: 901

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>828.00</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Snack Sale Fundraiser	\$ <u>700.00</u>	
Tournament Hosting Fees	\$ <u>300.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>1,000.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>1,828.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Tournament Registrations (excluding Nationals)	\$ <u>-300.00</u>	
Nationals Registrations	\$ <u>-700.00</u>	
Fundraiser Expenses	\$ <u>-300.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-1,300.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>528.00</u>	\$ _____

HS-901

STILLWATER BOARD OF EDUCATION

CFB-E1

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2023-2024 Sponsor Name: Matt Nance

Name of Activity Fund: SHS Academic Team Account No: 901

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 642.61	\$ <u>889.-</u>
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Snack Sale Fundraiser	\$ 700.00	
Hosting a tournament	\$ 300.00	
	\$	
	\$	
	\$	
	\$	
Total Revenues:	\$ 1,000.00	\$ <u>2268.-</u>
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 1,642.61	\$ <u>3157.-</u>
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Tournament Registrations (excluding Nationals)	\$ -300.00	
Nationals Registrations	\$ -700.00	
	\$	
	\$	
	\$	
	\$	
Total Expenditures:	\$ -1,000.00	\$ <u>2329.-</u>
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 642.61	\$ <u>828.-</u>

Adoption Date: February 21, 2012

Revision Date(s): 9/10/19

Page 3 of 4

as of 5/12/24

**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: 2024-2025 Sponsor Name: Kat Stepp, Coach Davis

Name of Activity Fund: Afro Am Club Account No: 903

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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REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET*	PAGE 2	<i>all</i>

*\*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: 2024-2025 SITE: High School

ACCOUNT NAME: 903 Afro Am Club

PURPOSE

To help students of all races celebrate, embrace, and expand their knowledge of African American history and culture.

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

Kat Stepp, Coach Davis

SIGNATURE

[Handwritten signature: K. Stepp]

PRINCIPAL/DIRECTOR

Walter R. Howell, IV

SIGNATURE

[Handwritten signature: Walter R. Howell IV]

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: DATE:

ACCOUNT NUMBER:

BOARD OF EDUCATION APPROVAL DATE:

**ACTIVITY FUND SUBACCOUNT BUDGET**

Reporting School Year: 2024-2025 Sponsor Name: Kat Stepp, Coach Davis

Name of Activity Fund: Afro Am Club Account No: 903

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>478.00</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Fundraising Events _____	\$ <u>1,000.00</u>	
Donations _____	\$ <u>100.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>1,100.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>1,578.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Meeting Supplies _____	\$ <u>-200.00</u>	
Trip Expenses _____	\$ <u>-200.00</u>	
Fundraising Expenses _____	\$ <u>-550.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-950.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>628.00</u>	\$ _____

**FUNDRAISER REQUEST**

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

Reporting School Year: 2024-2025 Sponsor Name: Kat Stepp & Coach Davis

Name of Activity Fund: Afro Am Club Account No: 903

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

Soul Food Day - Catered soul food dishes to share the food and culture with the community.

**PURPOSE OF RAISING FUNDS:**

To cover the cost of supplies for student outreach projects at other schools.

**FUNDRAISER DATES:** START 02/01/2024 END 02/29/2024

**ACCOUNT OF MONEY TO BE RAISED:**

EST. INC. \$ 400.00 - EST. EXP. -\$ 200.00 = EST. PROFIT \$ 200.00

K. Stepp  
SPONSOR SIGNATURE

\_\_\_\_\_  
ATHLETIC DIRECTOR AUTHORIZATION  
(applicable only if athletic fundraiser)

Walter R. Howell IV  
PRINCIPAL AUTHORIZATION

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

**FUNDRAISER CLOSEOUT**

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

**FUNDRAISER PROFIT**

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

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

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

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

FUNDRAISER REQUEST

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

Reporting School Year: 2024-2025 Sponsor Name: Kat Stepp & Coach Davis

Name of Activity Fund: Afro Am Club Account No: 903

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

Hat Day

PURPOSE OF RAISING FUNDS:

To cover the cost of supplies for student outreach projects at other schools.

FUNDRAISER DATES: START 02/01/2024 END 02/29/2024

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$ 200.00 - EST. EXP. -\$ 150.00 = EST. PROFIT \$ 50.00

Sponsor Signature: K. Stepp

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

Principal Authorization: Walter R. Hardt

BOARD OF EDUCATION APPROVAL DATE

FUNDRAISER CLOSEOUT

START DATE: END DATE:

FUNDRAISER PROFIT

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

RECEIPT BOOK #: TO

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

**FUNDRAISER REQUEST**

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

Reporting School Year: 2024-2025 Sponsor Name: Kat Stepp & Coach Davis

Name of Activity Fund: Afro Am Club Account No: 903

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

Hat Day

**PURPOSE OF RAISING FUNDS:**

To cover the cost of supplies for student outreach projects at other schools.

**FUNDRAISER DATES:** START 02/01/2024 END 02/29/2024

**ACCOUNT OF MONEY TO BE RAISED:**

EST. INC. \$ 200.00 - EST. EXP. -\$ 150.00 = EST. PROFIT \$ 50.00

K. Stepp  
SPONSOR SIGNATURE

\_\_\_\_\_  
ATHLETIC DIRECTOR AUTHORIZATION  
(applicable only if athletic fundraiser)

Walter K. Howell IV  
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

HS - 903

STILLWATER BOARD OF EDUCATION

CFB-E1

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2023-2024 Sponsor Name: Kat Stepp, Coach Davis

Name of Activity Fund: Afro Am Club Account No: 903

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 599.58	\$ 600.-
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Fundraising Events	\$ 200.00	
Donations	\$ 100.00	
	\$	
	\$	
	\$	
	\$	
Total Revenues:	\$ 300.00	\$ 0
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 899.58	\$ 600.-
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Meeting Supplies	\$ -200.00	
Trip Expenses	\$ -200.00	
Fundraising Expenses	\$ -150.00	
	\$	
	\$	
	\$	
Total Expenditures:	\$ -550.00	\$ 122.-
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 349.58	\$ 478.-

Adoption Date: February 21, 2012

Revision Date(s): 9/10/19

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as of 5/12/24

**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: 2024-2025 Sponsor Name: Joey Parker

Name of Activity Fund: Art Club 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:

N/A

**PACKET CONTENTS:**

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ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4)	PAGE 4	N/A
REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET*	PAGE 2	<i>auc</i>

*\*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: 2024-2025 SITE: High School

ACCOUNT NAME: 904 Art Club

**PURPOSE**

Collect art fees to be used to buy art supplies to use during club events and meetings.

**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.

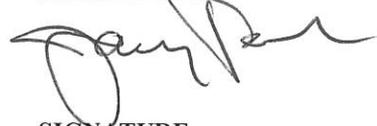
**PLANNED EXPENSES**

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**

Joey Parker

**SIGNATURE**



**PRINCIPAL/DIRECTOR**

Walter R. Howell, IV

**SIGNATURE**



**TO BE COMPLETED BY FINANCE DEPARTMENT**

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

ACCOUNT NUMBER: \_\_\_\_\_

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

**ACTIVITY FUND SUBACCOUNT BUDGET**

Reporting School Year: 2024-2025 Sponsor Name: Joey Parker

Name of Activity Fund: Art Club Account No: 904

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>959.00</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Club fees	\$ <u>100.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>100.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>1,059.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Art Supplies	\$ <u>-250.00</u>	
Student meeting expenses	\$ <u>-100.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-350.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>709.00</u>	\$ _____

HS-904

STILLWATER BOARD OF EDUCATION

CFB-E1

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2023-2024 Sponsor Name: JParker

Name of Activity Fund: Art Club Account No: 904

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 957.00	\$ 958.-
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
_____	\$ _____	
_____	\$ _____	
Dues from students	\$ 100.00	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ 100.00	\$ 100.-
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 1,057.00	\$ 1,058.-
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Supplies for donated work	\$ -250.00	
Student Meetings	\$ -100.00	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ -350.00	\$ 99.-
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 707.00	\$ 959.-

Adoption Date: February 21, 2012

Revision Date(s): 9/10/19

Page 3 of 4

as of 5/12/24

## 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: 2024-2025 Sponsor Name: Kevin ZamborskyName of Activity Fund: Band Account No: 905

**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 - Almost all of funds raised during 2023-2024 were expensed in the same year. The large carryover from prior year donations will be used in future years as the band continues to travel to out of state and international events.

## PACKET CONTENTS:

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

*\*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

Page 1 of 4

**ACTIVITY FUND REQUEST FOR ACCOUNT**

DATE: 2024-2025 SITE: High School

ACCOUNT NAME: 905 Band

**PURPOSE**

Students raise money for individual accounts to be used for various expenses throughout their time in band to include entry fees, instrument supplies and repairs, apparel, refreshments, travel, and more.

**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**

Kevin Zamborsky

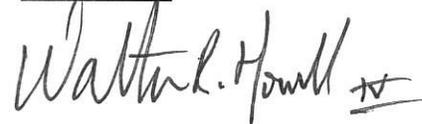
**SIGNATURE**



**PRINCIPAL/DIRECTOR**

Walter R. Howell, IV

**SIGNATURE**



**TO BE COMPLETED BY FINANCE DEPARTMENT**

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

ACCOUNT NUMBER: \_\_\_\_\_

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

**ACTIVITY FUND SUBACCOUNT BUDGET**

Reporting School Year: 2024-2025 Sponsor Name: Kevin Zamborsky

Name of Activity Fund: Band Account No: 905

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>95,375.00</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Fundraising Events	\$ <u>50,000.00</u>	
Donations	\$ <u>13,500.00</u>	
Dues from students	\$ <u>18,000.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>81,500.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>176,875.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Achievement Awards	\$ <u>-1,500.00</u>	
Apparel and Uniforms	\$ <u>-33,000.00</u>	
Competition and Registration Expenses	\$ <u>-7,500.00</u>	
Field Trip Expenses	\$ <u>-80,000.00</u>	
Supplies	\$ <u>-16,000.00</u>	
_____	\$ _____	
Total Expenditures:	\$ <u>-138,000.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>38,875.00</u>	\$ _____

FUNDRAISER REQUEST

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

Reporting School Year: 2024-2025 Sponsor Name: Kevin Zamborsky

Name of Activity Fund: Band Account No: 905

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

Students will sell items from an online catalog.

PURPOSE OF RAISING FUNDS:

Funds raised will go towards individual student accounts to be used for personal band-related expenses (i.e. entry fees, uniform needs, travel, etc.)

FUNDRAISER DATES: START 09/01/2024 END 10/30/2025

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$ 15,000.00 - EST. EXP. \$ 0.00 = EST. PROFIT \$ 35,000.00

SPONSOR SIGNATURE [Signature]

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION [Signature: Walter R. Howell IV]

BOARD OF EDUCATION APPROVAL DATE

FUNDRAISER CLOSEOUT

START DATE: END DATE:

FUNDRAISER PROFIT

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

RECEIPT BOOK #: TO

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

FUNDRAISER REQUEST

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

Reporting School Year: 2024-2025 Sponsor Name: Kevin Zamborsky

Name of Activity Fund: Band Account No: 905

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

Students and parents will work the concession stands at OSU athletic events.

PURPOSE OF RAISING FUNDS:

Funds raised will go towards individual student accounts to be used for personal band-related expenses (i.e. entry fees, uniform needs, travel, etc.)

FUNDRAISER DATES: START 08/01/2024 END 05/21/2025

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$ 35,000.00 - EST. EXP. \$ 0.00 = EST. PROFIT \$ 35,000.00

SPONSOR SIGNATURE
Principal Authorization: Walter R. Howard

ATHLETIC DIRECTOR 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

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2023-2024 Sponsor Name: Kevin Zamborsky

Name of Activity Fund: Band Account No: 905

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 94,485.85	\$ 94,004.
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Fundraising Events	\$ 55,500.00	
Donations	\$ 13,500.00	
Dues from students	\$ 18,000.00	
	\$	
	\$	
	\$	
Total Revenues:	\$ 87,000.00	\$ 87,061.
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 181,485.85	\$ 181,065.
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Achievement Awards	\$ -1,500.00	
Apparel and Uniforms	\$ -33,000.00	
Competition Expenses	\$ -7,000.00	
Field Trip Expenses	\$ -80,000.00	
Supplies	\$ -16,000.00	
Registration	\$ -500.00	
Total Expenditures:	\$ -138,000.00	\$ 85,690.
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 43,485.85	\$ 95,375.

Adoption Date: February 21, 2012

Revision Date(s): 9/10/19

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as of 5/12/24

**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: 2024-2025 Sponsor Name: Karie Linsenmeyer

Name of Activity Fund: Best Buddies Account No: 906

**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:**

FORM	FOUND ON PAGE	INITIAL IF COMPLETE
APPROVAL OF ACCOUNT FORM	PAGE 2	<i>auc</i>
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ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4)	PAGE 4	N/A
REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET*	PAGE 2	<i>auc</i>

*\*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:** 2024-2025 **SITE:** High School

**ACCOUNT NAME:** 906 Best Buddies

**PURPOSE**

To intentionally provide meaningful social inclusion by bringing together students with and without intellectual disabilities to create accepting school environments, utilizing three interconnected components: Special Olympics Unified Sports, inclusive sports leadership, and whole school engagement.

**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**

Karie Linsenmeyer

**SIGNATURE**



**PRINCIPAL/DIRECTOR**

Walter R. Howell, IV

**SIGNATURE**



**TO BE COMPLETED BY FINANCE DEPARTMENT**

**APPROVED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**ACCOUNT NUMBER:** \_\_\_\_\_

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

**ACTIVITY FUND SUBACCOUNT BUDGET**

Reporting School Year: 2024-2025 Sponsor Name: Karie Linsenmeyer

Name of Activity Fund: Best Buddies Account No: 906

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>2,502.00</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Special Olympics Unified Schools Donations	\$ <u>800.00</u>	
Student Dues	\$ <u>150.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>950.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>3,452.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Club Field Trips	\$ <u>-500.00</u>	
Theme Parties (Supplies & Snacks)	\$ <u>-400.00</u>	
Club Shirts	\$ <u>-150.00</u>	
Hosting Unified Sporting Events	\$ <u>-150.00</u>	
Student event supplies and refreshments	\$ <u>-120.00</u>	
Inclusion Campaigns (supplies)	\$ <u>-120.00</u>	
Total Expenditures:	\$ <u>-1,440.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>2,012.00</u>	\$ _____

HS-906

# STILLWATER BOARD OF EDUCATION

CFB-E1

## ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2023-2024 Sponsor Name: Karie Linsenmeyer

Name of Activity Fund: Best Buddies Account No: 906

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>0.00</u>	\$ <u>3094.-</u>
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Special Olympics Unified Schools Donations	\$ <u>1.50</u>	
Dues from Students	\$ <u>150.00</u>	
	\$ _____	
	\$ _____	
	\$ _____	
	\$ _____	
Total Revenues:	\$ <u>10,650.00</u>	\$ <u>950.-</u>
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>10,650.00</u>	\$ <u>4044.-</u>
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Club Field Trips	\$ <u>-500.00</u>	
Theme Parties (Supplies & Snacks)	\$ <u>-400.00</u>	
Club Shirts	\$ <u>-150.00</u>	
Hosting Unified Sporting Events	\$ <u>-150.00</u>	
Pizza Parties	\$ <u>-120.00</u>	
Inclusion Campaigns (supplies)	\$ <u>120.00</u>	
Total Expenditures:	\$ <u>-1,200.00</u>	\$ <u>1542.-</u>
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>9,450.00</u>	\$ <u>2502.-</u>

Adoption Date: February 21, 2012

Revision Date(s): 9/10/19

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as of 5/12/24

**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: 2024-2025 Sponsor Name: Krissi Morton & Drue Brown

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:**

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

*\*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: 2024-2025 SITE: High School

ACCOUNT NAME: 907 Beta Club

PURPOSE

To promote the ideals of honesty, service, morality, ethical conduct and leadership among elementary and secondary school students; to reward meritorious academic achievement; and to encourage and assist students in continuing their education after high school. Funds from dues and donations will be used to purchase graduation cords, senior gifts and other expenses deemed necessary to our purpose.

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

Krissi Morton & Drue Brown

SIGNATURE

[Handwritten signature of Krissi Morton]

PRINCIPAL/DIRECTOR

Walter R. Howell, IV

SIGNATURE

[Handwritten signature of Walter R. Howell, IV]

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: DATE:

ACCOUNT NUMBER:

BOARD OF EDUCATION APPROVAL DATE:

**ACTIVITY FUND SUBACCOUNT BUDGET**

Reporting School Year: 2024-2025 Sponsor Name: Krissi Morton & Drue Brown

Name of Activity Fund: Beta Club Account No: 907

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>4,941.00</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Membership Dues	\$ <u>1,500.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>1,500.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>6,441.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Graduation Cords	\$ <u>-400.00</u>	
Beta Buddies	\$ <u>-400.00</u>	
Senior Gifts (officers)	\$ <u>-100.00</u>	
Exec Team Thank You Gifts	\$ <u>-100.00</u>	
SMAC Fundraising Item	\$ <u>-200.00</u>	
Meeting refreshments and supplies	\$ <u>-1,600.00</u>	
Total Expenditures:	\$ <u>-2,800.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>3,641.00</u>	\$ _____

HS-907

STILLWATER BOARD OF EDUCATION

CFB-E1

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2023-2024 Sponsor Name: Krissi Morton/Drue Brown

Name of Activity Fund: Beta Club Account No: 907

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 4,316.70	\$ 4317.-
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Membership Dues	\$ 1,500.00	
	\$	
	\$	
	\$	
	\$	
	\$	
Total Revenues:	\$ 1,500.00	\$ 2395.-
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 5,816.70	\$ 6712.-
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Graduation Cords	\$ -400.00	
Beta Buddies	\$ -400.00	
Senior Gifts (officers)	\$ -100.00	
Exec Team Thank You Gifts	\$ -100.00	
SMAC Fundraising	\$ -200.00	
	\$	
Total Expenditures:	\$ -1,200.00	\$ 1771.-
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 4,616.70	\$ 4941.-

Adoption Date: February 21, 2012

Revision Date(s): 9/10/19

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as of 5/12/24

**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: 2024-2025 Sponsor Name: Jennifer Nealis & Diana Swinford

Name of Activity Fund: Business Prof of America (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:**

N/A

**PACKET CONTENTS:**

FORM	FOUND ON PAGE	INITIAL IF COMPLETE
APPROVAL OF ACCOUNT FORM	PAGE 2	<i>allc</i>
ACTIVITY FUND SUBACCOUNT BUDGET	PAGE 3	<i>allc</i>
ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4) <i>Events to be determined later in year</i>	PAGE 4	N/A
REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET*	PAGE 2	<i>allc</i>

*\*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: 2024-2025 SITE: High School

ACCOUNT NAME: 909 Business Prof of America (BPA)

**PURPOSE**

To develop and empower student leaders to discover their passion and change the world by creating unmatched opportunities in learning, professional growth and service.

**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**

Jennifer Nealis & Diana Swinford

**SIGNATURE**

*Diana Swinford*  
*Jennifer Nealis*  
**SIGNATURE**

**PRINCIPAL/DIRECTOR**

Walter R. Howell, IV

*Walter R. Howell IV*  
**SIGNATURE**

**TO BE COMPLETED BY FINANCE DEPARTMENT**

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

ACCOUNT NUMBER: \_\_\_\_\_

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

**ACTIVITY FUND SUBACCOUNT BUDGET**

Reporting School Year: 2024-2025 Sponsor Name: Jennifer Nealis & Diana Swinford

Name of Activity Fund: Business Prof of America (BPA) Account No: 909

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>50.00</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Donations	\$ <u>200.00</u>	
Dues from students	\$ <u>120.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>320.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>370.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Competition Expenses	\$ <u>-200.00</u>	
Refreshments for student meetings	\$ <u>-120.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-320.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>50.00</u>	\$ _____

HS-909

STILLWATER BOARD OF EDUCATION

CFB-E1

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2023-2024 Sponsor Name: Jennifer Nealis & Diana Bowen

Name of Activity Fund: Business Prof of America (BPA) Account No: 909

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 0.00	\$ $\phi$
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Donations	\$ 200.00	
Dues from students	\$ 120.00	
	\$	
	\$	
	\$	
	\$	
Total Revenues:	\$ 320.00	\$ 50.-
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 320.00	\$ 50.-
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Competition Expenses	\$ -200.00	
Refreshments for student meetings	\$ -120.00	
	\$	
	\$	
	\$	
Total Expenditures:	\$ -320.00	\$ $\phi$
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 0.00	\$ 50.-

RECEIVED JAN 08 2024

Adoption Date: February 21, 2012

Revision Date(s): 9/10/19

Page 3 of 4

Most transactions happen at JH level.

as of 5/12/24

**ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE**

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

Reporting School Year: 24-25 Sponsor Name: Jody D Webber

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

The SHS FCCLA account is a Career Tech Student Organization that supports our students activities and achievements. If we have a balance over \$1000 the money will be "In waiting" to pay for trip costs, trips earned by the students accomplishments and trips to develop their leadership skills as well as official FCCLA items required (official dress, official equipment, etc)

**PACKET CONTENTS:**

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ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4)	PAGE 4	JW
REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET*	PAGE 3	JW

\* 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:** 2024-2025 **SITE:** High School

**ACCOUNT NAME:** 915 FCCLA

**PURPOSE**

This activity account is for the Career Tech Student Organization and FCCLA (Family, Career and Community Leaders of America). It will be funded by student dues and student fundraisers to cover the costs of trips/travel, lunch meetings, donations to POW and SMAC Bake Sale, Contest Entries/Supplies, Group Leadership Conferences, and miscellaneous equipment and supplies needed by the group.

**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**

Jody D Webber

**SIGNATURE**



**PRINCIPAL/DIRECTOR**

Walter R. Howell, IV

**SIGNATURE**



**TO BE COMPLETED BY FINANCE DEPARTMENT**

**APPROVED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**ACCOUNT NUMBER:** \_\_\_\_\_

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

**ACTIVITY FUND SUBACCOUNT BUDGET**

Reporting School Year: 24-25 Sponsor Name: Jody D Webber

Name of Activity Fund: SHS FCCLA Account No: 915

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>1274.05</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
MPact Food Sales	\$ <u>1000</u>	
Restaurant Nights	\$ <u>500</u>	
FCCLA Bake Sale	\$ <u>1000</u>	
Intro to Fash & Fash Prod Tshirt Sales	\$ <u>1000</u>	
Crock STAR Fundraiser	\$ <u>500</u>	
	\$ _____	
Total Revenues:	\$ <u>4000</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>5274.05</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Lunch Mtgs, SMAC Bake Sale Donation	\$ <u>800,200</u>	
Contest Entries and Supplies	\$ <u>300</u>	
Travel Costs, POW Bake Sale Donations	\$ <u>1500, 200</u>	
Group Leadership Conference Costs	\$ <u>1000</u>	
SMAC & POW Silent Auction Baskets	\$ <u>200</u>	
Misc Supplies & Equipment	\$ <u>300</u>	
	\$ _____	
Total Expenditures:	\$ <u>4500</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>774.05</u>	\$ _____

\* 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: 24-25 Sponsor Name: Jody D Webber

Name of Activity Fund: SHS FCCLA Account No: 915

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

Mpact Tumbler and Food Sales: Students selling items to family and friends

PURPOSE OF RAISING FUNDS:

Chapter Expenses

FUNDRAISER DATES: START 10/1/24 END 10/22/24

AMOUNT OF MONEY TO BE RAISED:

EST. INC. 1000 - EST. EXP. 0 = EST. PROFIT 1000

Sponsor Signature: Jody D Webber

Athletic Director Authorization: N/A

Principal Authorization: Walter R. Howell

Board of Education Approval Date

FUNDRAISER CLOSEOUT

START DATE: END DATE:

FUNDRAISER PROFIT

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

RECEIPT BOOK #: TO

Sponsor Signature

Financial Secretary Signature

FUNDRAISER REQUEST

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

Reporting School Year: 24-25 Sponsor Name: Jody D Webber

Name of Activity Fund: SHS FCCLA Account No: 915

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

FCCLA Restaurant Nights: School and Community Patrons will be encouraged to eat at various participating restaurants with a percentaafe of sales to be donated to SHS FCCLA

PURPOSE OF RAISING FUNDS:

Chapter Expenses

FUNDRAISER DATES: START 10/1/25 END 5/1/24

AMOUNT OF MONEY TO BE RAISED:

EST. INC. 500 - EST. EXP. 0 = EST. PROFIT 500

SPONSOR SIGNATURE [Handwritten Signature]

ATHLETIC DIRECTOR AUTHORIZATION N/A (applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION [Handwritten 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

FUNDRAISER REQUEST

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

Reporting School Year: 24-25 Sponsor Name: Jody D Webber

Name of Activity Fund: SHS FCCLA Account No: 915

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

FCCLA Bake Sale: Bake Sale at the High School. Cookies made and bagged by FCCLA Members in the FCS Department. Cookie Bags sold by FCCLA Members to SHS Students during National FCCLA Week.

PURPOSE OF RAISING FUNDS:

Chapter Expenses

FUNDRAISER DATES: START 2/10/25 END 2/14/25

AMOUNT OF MONEY TO BE RAISED:

EST. INC. 1000 - EST. EXP. 0 = EST. PROFIT 1000

Sponsor Signature: Jody D Webber

Athletic Director Authorization: N/A

Principal Authorization: Walter R. Howell

Board of Education Approval Date

FUNDRAISER CLOSEOUT

START DATE: END DATE:

FUNDRAISER PROFIT

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

RECEIPT BOOK #: TO

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

FUNDRAISER REQUEST

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

Reporting School Year: 24-25 Sponsor Name: Jody D Webber

Name of Activity Fund: SHS FCCLA Account No: 915

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

FCCLA Intro to Fashion & Fashion Production Fangear Sales: The Intro to Fashion and Fashion Production classes will design, market, and sale SPS fangear and attire, working with Duprees to experience the career aspects and impacts of clothing retail with a financial goal in mind!

PURPOSE OF RAISING FUNDS:

Chapter Expenses

FUNDRAISER DATES: START 10/14/25 END 3/26/25

AMOUNT OF MONEY TO BE RAISED:

EST. INC. 1000 - EST. EXP. 0 = EST. PROFIT 1000

Sponsor Signature: Jody D Webber

ATHLETIC DIRECTOR AUTHORIZATION: N/A (applicable only if athletic fundraiser)

Principal Authorization: Walter R. Howell

BOARD OF EDUCATION APPROVAL DATE

FUNDRAISER CLOSEOUT

START DATE: END DATE:

FUNDRAISER PROFIT

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

RECEIPT BOOK #: TO

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

FUNDRAISER REQUEST

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

Reporting School Year: 24-25

Sponsor Name: Jody D Webber

Name of Activity Fund: SHS FCCLA

Account No: 915

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

Crock STAR Fundraiser: FCCLA Students will market and promote their Crock STAR Fundraiser where patrons can order crock pot meal kits to be shipped to their homes a fundraiser for FCCLA

PURPOSE OF RAISING FUNDS:

Chapter Expenses

FUNDRAISER DATES: START 10/14/25

END 10/29/24

AMOUNT OF MONEY TO BE RAISED:

EST. INC. 500 - EST. EXP. 0 = EST. PROFIT 500

Sponsor Signature: Jody D Webber

ATHLETIC DIRECTOR AUTHORIZATION: N/A (applicable only if athletic fundraiser)

Principal Authorization: Walter R. Howell

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

HS-915

STILLWATER BOARD OF EDUCATION

CFB-E1

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2023-2024 Sponsor Name: Jody D Webber

Name of Activity Fund: SHS FCCLA Account No: 915

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 1,192.95	\$ 1593.00
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
MPact Food Sales	\$ 1,000.00	
Restaurant Nights	\$ 500.00	
FCCLA Bake Sale	\$ 750.00	
Intro to Fash & Fash Prod T-shirt Sales	\$ 1,000.00	
Crock STAR Fundraiser	\$ 500.00	
	\$	
Total Revenues:	\$ 3,750.00	\$ 2191.00
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 4,942.95	\$ 3784.00
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Lunch Mtgs (\$800) + SMAC Bake Sale Donation (\$100)	\$ -900.00	
Contest Entries and Supplies	\$ -200.00	
Travel Costs (\$1,400) + POW Bake Sale Donation (\$100)	\$ -1,500.00	
Group Leadership Conference	\$ -750.00	
SMAC & POW Silent Auction Baskets	\$ -200.00	
Misc Supplies & Equipment	\$ -200.00	
	\$	
Total Expenditures:	\$ -3,750.00	\$ 2510.00
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 1,192.95	\$ 1274.00

Adoption Date: February 21, 2012

Revision Date(s): 9/10/19

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as of 5/30/24

**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: 2024-2025 Sponsor Name: Branscum, Nipper & Kliever

Name of Activity Fund: FFA Account No: 916

**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:**

We are carrying over roughly the same amount that with which we began the 2023-2024 school year. We carry over a large amount to help pay for the expenses for our National FFA Convention Trip, which come near the start of the school year and before we are able to bring in revenue from our fall fundraisers.

**PACKET CONTENTS:**

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

*\*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: 2024-2025

SITE: High School

ACCOUNT NAME: 916

FFA

PURPOSE

To help mold the leadership skills of our 260+ 8th-12th Grade FFA members while also connecting them to agriculture.

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

Branscum, Nipper & Kliewer

SIGNATURE

[Handwritten Signature]

PRINCIPAL/DIRECTOR

Walter R. Howell, IV

SIGNATURE

[Handwritten Signature: Walter R. Howell IV]

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

ACCOUNT NUMBER: \_\_\_\_\_

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

**ACTIVITY FUND SUBACCOUNT BUDGET**

Reporting School Year: 2024-2025 Sponsor Name: Branscum, Nipper & Kliewer

Name of Activity Fund: FFA Account No: 916

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>19,142.00</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Fall Meat Sale - Fundraiser	\$ <u>115,000.00</u>	
Spring Meat and Honey Sale - Fundraiser	\$ <u>60,000.00</u>	
Spring Plant Sale - Fundraiser	\$ <u>16,600.00</u>	
AG Mechanics Shop Projects - Fundraiser	\$ <u>9,000.00</u>	
Donations	\$ <u>1,000.00</u>	
	\$ _____	
Total Revenues:	\$ <u>201,600.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>220,742.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Fundraiser Expenses	\$ <u>-158,000.00</u>	
National and State FFA Convention costs	\$ <u>-23,000.00</u>	
Chapter FFA Banquet costs	\$ <u>-7,000.00</u>	
Leadership Conferences, WLC, & Alumni Camp	\$ <u>-8,000.00</u>	
Donation to OK FFA Foundation	\$ <u>-600.00</u>	
Local Meeting expenses (supplies & refreshments)	\$ <u>-5,000.00</u>	
Total Expenditures:	\$ <u>-201,600.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>19,142.00</u>	\$ _____

FUNDRAISER REQUEST

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

Reporting School Year: 2024-2025 Sponsor Name: Branscum, Nipper & Kliewer

Name of Activity Fund: FFA Account No: 916

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

Spring Plant Sale - We sell roughly 10,000 ornamental plants grown in our FFA Greenhouse by members in high school classes. We sell planting varieties, container gardens, and hanging pots.

PURPOSE OF RAISING FUNDS:

All of these funds go towards our leadership conference, alumni camp attendance, and our State FFA Convention Trip.

FUNDRAISER DATES: START 04/01/2025 END 05/15/2025

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$ 16,600.00 - EST. EXP. -\$ 5,000.00 = EST. PROFIT \$ 11,600.00

SPONSOR SIGNATURE

PRINCIPAL AUTHORIZATION

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

BOARD OF EDUCATION APPROVAL DATE

FUNDRAISER CLOSEOUT

START DATE: END DATE:

FUNDRAISER PROFIT

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

RECEIPT BOOK #: TO

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

FUNDRAISER REQUEST

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

Reporting School Year: 2024-2025 Sponsor Name: Branscum, Nipper & Kliever

Name of Activity Fund: FFA Account No: 916

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

Fall Meat Sale - Sell blue and Gold as well as DJ Meat Products to consumers. FFA members sell and collect the money up front When the order is delivered to the Ag Building, it will be delivered by members to their customers.

PURPOSE OF RAISING FUNDS:

All of these funds go towards replenishing the cost of the National FFA Convention.

FUNDRAISER DATES: START 09/01/2024 END 10/30/2024

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$ 115,000.00 - EST. EXP. -\$ 100,000.00 = EST. PROFIT \$ 15,000.00

SPONSOR SIGNATURE

PRINCIPAL AUTHORIZATION

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

BOARD OF EDUCATION APPROVAL DATE

FUNDRAISER CLOSEOUT

START DATE: END DATE:

FUNDRAISER PROFIT

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

RECEIPT BOOK #: TO

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

FUNDRAISER REQUEST

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

Reporting School Year: 2024-2025 Sponsor Name: Branscum, Nipper & Kliewer

Name of Activity Fund: FFA Account No: 916

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

Spring Meat and Honey Sale - We sell Blue and Gold meat products as well as Roark Honey Products. Just like our fall sale, members will take the form and make sales, collect money, and deliver the products.

PURPOSE OF RAISING FUNDS:

All of these funds go towards our Spring FFA Banquet.

FUNDRAISER DATES: START 01/20/2025 END 03/01/2025

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$ 60,000.00 - EST. EXP. -\$ 50,000.00 = EST. PROFIT \$ 10,000.00

SPONSOR SIGNATURE

PRINCIPAL AUTHORIZATION

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

BOARD OF EDUCATION APPROVAL DATE

FUNDRAISER CLOSEOUT

START DATE: END DATE:

FUNDRAISER PROFIT

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

RECEIPT BOOK #: TO

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

FUNDRAISER REQUEST

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

Reporting School Year: 2024-2025 Sponsor Name: Branscum, Nipper & Kliever

Name of Activity Fund: FFA Account No: 916

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

AG Mechanic Sales - Throughout the year, our students create projects in the metal shop that are sold to customers. Using our PlasmaCam system, we also make custom signs for people.

PURPOSE OF RAISING FUNDS:

All of these funds go towards covering WLC Scholarships for students

FUNDRAISER DATES: START 09/01/2024 END 05/15/2025

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$ 9,000.00 - EST. EXP. -\$ 3,000.00 = EST. PROFIT \$ 6,000.00

SPONSOR SIGNATURE [Signature]

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION [Signature: Walter R. Howell II]

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

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2023-2024 Sponsor Name: Branscum, Nipper, Kliever

Name of Activity Fund: FFA Account No: 916

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 15,000.00	\$ 19,392.
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Fall Meat Sale	\$ 15,000.00	
Spring Meat and Honey Sale	\$ 10,000.00	
Spring Plant Sale	\$ 11,600.00	
Ag Mechanics Shop Projects	\$ 6,000.00	
Donations	\$ 1,000.00	
	\$	
Total Revenues:	\$ 43,600.00	\$ 241,993.
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 58,600.00	\$ 261,385.
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
National FFA Convention	\$ -15,000.00	
State FFA Convention	\$ - 8,000.00	
Chapter FFA Banquet	\$ - 7,000.00	
Leadership Conferences / Alumni Camp	\$ - 8,000.00	
Donation to Oklahoma FFA Foundation	\$ - 600.00	
Local Meetings	\$ - 5,000.00	
Total Expenditures:	\$ -43,600.00	\$ 242,243.
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <del>15,000.00</del> 15,000	\$ 19,142.

Adoption Date: February 21, 2012

Revision Date(s): 9/10/19

Page 3 of 4

as of 5/12/24

**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: 2024-2025 Sponsor Name: Allie Bergbower

Name of Activity Fund: French Club Account No: 917

**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:**

FORM	FOUND ON PAGE	INITIAL IF COMPLETE
APPROVAL OF ACCOUNT FORM	PAGE 2	<i>all</i>
ACTIVITY FUND SUBACCOUNT BUDGET	PAGE 3	<i>all</i>
ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4)	PAGE 4	N/A
REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET*	PAGE 2	<i>all</i>

*\*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:** 2024-2025 **SITE:** High School

**ACCOUNT NAME:** 917 French Club

**PURPOSE**

To support French Club meetings and activities.

**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.

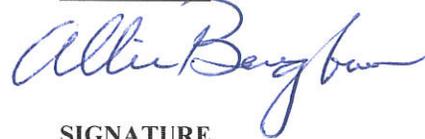
**PLANNED EXPENSES**

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**

Allie Bergbower

**SIGNATURE**



**PRINCIPAL/DIRECTOR**

Walter R. Howell, IV

**SIGNATURE**



**TO BE COMPLETED BY FINANCE DEPARTMENT**

**APPROVED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**ACCOUNT NUMBER:** \_\_\_\_\_

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

**ACTIVITY FUND SUBACCOUNT BUDGET**

Reporting School Year: 2024-2025 Sponsor Name: Allie Bergbower

Name of Activity Fund: French Club Account No: 917

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>165.00</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Donations	\$ <u>100.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>100.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>265.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Meeting Supplies and Refreshments	\$ <u>-200.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-200.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>65.00</u>	\$ _____

45-917

STILLWATER BOARD OF EDUCATION

CFB-E1

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2023-2024 Sponsor Name: Rachael Stockenberger

Name of Activity Fund: French Club Account No: 917

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 130.36	\$ 130.-
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Donations	\$ 100.00	
	\$	
	\$	
	\$	
	\$	
	\$	
Total Revenues:	\$ 100.00	\$ 35.-
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 230.36	\$ 165.-
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Meeting Supplies and Refreshments	\$ -230.36	
	\$	
	\$	
	\$	
	\$	
Total Expenditures:	\$ -230.36	\$ 0
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 0.00	\$ 165.-

Adoption Date: February 21, 2012

Revision Date(s): 9/10/19

Page 3 of 4

as of 5/12/24

**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: 2024-2025 Sponsor Name: Luz Hoover

Name of Activity Fund: Key Club Account No: 924

**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:**

FORM	FOUND ON PAGE	INITIAL IF COMPLETE
APPROVAL OF ACCOUNT FORM	PAGE 2	LH <i>all</i>
ACTIVITY FUND SUBACCOUNT BUDGET	PAGE 3	LH <i>all</i>
ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4)	PAGE 4	N/A
REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET*	PAGE 2	LH <i>all</i>

*\*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 SUBACCOUNT BUDGET**

Reporting School Year: 2024-2025 Sponsor Name: Luz Hoover

Name of Activity Fund: Key Club Account No: 924

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>60.00</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Student Membership Dues	\$ <u>400.00</u>	
Student Club Shirts	\$ <u>200.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>600.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>660.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Student National and Regional Dues	\$ <u>-340.00</u>	
Registration/travel expenses for training	\$ <u>-100.00</u>	
Club shirts	\$ <u>-150.00</u>	
Key Club Grad Cords/Sash	\$ <u>-50.00</u>	
Service project materials	\$ <u>-100.00</u>	
_____	\$ _____	
Total Expenditures:	\$ <u>-740.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>80.00</u>	\$ _____

HS-924

STILLWATER BOARD OF EDUCATION

CFB-E1

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2023-2024 Sponsor Name: Tricia Klopfenstein

Name of Activity Fund: Key Club Account No: 924

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 131.63	\$ 132.-
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Student Membership Dues	\$ 400.00	
Student Club shirts	\$ 200.00	
	\$	
	\$	
	\$	
	\$	
Total Revenues:	\$ 600.00	\$ 195.-
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 731.63	\$ 327.-
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Student National and Regional Dues	\$ -325.00	
Registration/ travel expenses for training	\$ -100.00	
Club Shirts	\$ -150.00	
Service project materials	\$ -50.00	
Key Club Grad Cords/Sash	\$ -80.00	
	\$	
Total Expenditures:	\$ -705.00	\$ 267.-
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 26.63	\$ 60.-

Adoption Date: February 21, 2012

Revision Date(s): 9/10/19

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as of 5/12/24

<b>STILLWATER BOARD OF EDUCATION</b>	<b>CFB-E1</b>
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**ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE**

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

Reporting School Year: 2024-2025 Sponsor Name: Connie Parker

Name of Activity Fund: Mock Trial Account No: 925

**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:**

FORM	FOUND ON PAGE	INITIAL IF COMPLETE
APPROVAL OF ACCOUNT FORM	PAGE 2	<i>auc</i>
ACTIVITY FUND SUBACCOUNT BUDGET	PAGE 3	<i>auc</i>
ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4)	PAGE 4	N/A
REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET*	PAGE 2	<i>auc</i>

*\*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:** 2024-2025 **SITE:** High School

**ACCOUNT NAME:** 925 Mock Trial

**PURPOSE**

To develop essential skills in students interested in the legal process, such as public speaking, critical thinking, and the art of forming a persuasive and cohesive argument.

**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.

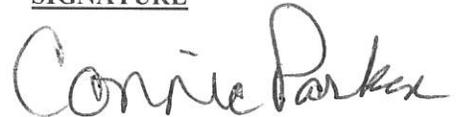
**PLANNED EXPENSES**

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**

Connie Parker

**SIGNATURE**



**PRINCIPAL/DIRECTOR**

Walter R. Howell, IV

**SIGNATURE**



**TO BE COMPLETED BY FINANCE DEPARTMENT**

**APPROVED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**ACCOUNT NUMBER:** \_\_\_\_\_

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

**ACTIVITY FUND SUBACCOUNT BUDGET**

Reporting School Year: 2024-2025 Sponsor Name: Connie Parker

Name of Activity Fund: Mock Trial Account No: 925

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>572.00</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Student Dues	\$ <u>60.00</u>	
Donations	\$ <u>100.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>160.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>732.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Annual Membership Dues	\$ <u>-60.00</u>	
Competition Expenses	\$ <u>-200.00</u>	
Meeting Expenses	\$ <u>-200.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-460.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>272.00</u>	\$ _____

STILLWATER BOARD OF EDUCATION

CFB-E1

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2023-2024 Sponsor Name: Connie Parker

Name of Activity Fund: Mock Trial Account No: 925

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 0.00	\$ 0
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Student Dues	\$ 60.00	
Donations	\$ 100.00	
Transfer from JH Mock Trial	\$ 647.00	
	\$	
	\$	
	\$	
Total Revenues:	\$ 807.00	\$ 647.-
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 807.00	\$ 647.-
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Annual Membership Dues	\$ -60.00	
Competition Expenses	\$ -200.00	
Meeting Expenses	\$ -200.00	
	\$	
	\$	
	\$	
Total Expenditures:	\$ -460.00	\$ 75.-
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 347.00	\$ 572.-

Transfer from JH to begin activity at HS.

as of 5/12/24

**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: 2024-2025 Sponsor Name: T. Richardson & T. Klopfenstein

Name of Activity Fund: National Honor Society Account No: 927

**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:**

Our account balance exceeds \$1000 because our expenses the previous few years have not been as high as anticipated. Next year we will offer scholarship and leadership opportunities for our NHS members that will reduce the current balance.

**PACKET CONTENTS:**

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

*\*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: 2024-2025 SITE: High School

ACCOUNT NAME: 927 National Honor Society

PURPOSE

Collect dues from students to cover national chapter dues and graduation stoles. Provide support to SHS through sponsoring refreshments for staff meetings and donating items for SHS fundraisers.

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

T. Richardson & T. Klopfensteir

SIGNATURE

Handwritten signatures of Lucia Klopfensteir and T. Richardson

SIGNATURE

PRINCIPAL/DIRECTOR

Walter R. Howell, IV

Handwritten signature of Walter R. Howell, IV

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: DATE:

ACCOUNT NUMBER:

BOARD OF EDUCATION APPROVAL DATE:

**ACTIVITY FUND SUBACCOUNT BUDGET**

Reporting School Year: 2024-2025 Sponsor Name: T. Richardson & T. Klopfenstein

Name of Activity Fund: National Honor Society Account No: 927

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>9,004.00</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Student Dues	\$ <u>1,625.00</u>	
Graduation Stoles	\$ <u>900.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>2,525.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>11,529.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
National chapter dues	\$ <u>-385.00</u>	
Graduation stoles	\$ <u>-900.00</u>	
Supplies for silent auction basket	\$ <u>-200.00</u>	
SHS staff refreshments	\$ <u>-700.00</u>	
Supplies for service project	\$ <u>-300.00</u>	
Scholarships & Leadership opportunities	\$ <u>-2,500.00</u>	
Total Expenditures:	\$ <u>-4,985.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>6,544.00</u>	\$ _____

HS-927

STILLWATER BOARD OF EDUCATION

CFB-E1.

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2023-2024 Sponsor Name: Traci Richardson

Name of Activity Fund: National Honor Society Account No: 927

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 6,970.77	\$ 6991.-
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Student dues	\$ 1,625.00	
Graduation stoles	\$ 900.00	
	\$	
	\$	
	\$	
	\$	
Total Revenues:	\$ 2,525.00	\$ 3215.-
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 9,495.77	\$ 10,206.-
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
National chapter dues	\$ -385.00	
Graduation stoles	\$ -900.00	
Supplies for silent auction basket	\$ -200.00	
Lunch for SHS staff	\$ -500.00	
Breakfast for SHS staff	\$ -200.00	
Supplies for service project	\$ -300.00	
Total Expenditures:	\$ -2,485.00	\$ 1202.-
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 7,010.77	\$ 9004.-

Adoption Date: February 21, 2012

Revision Date(s): 9/10/19

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as of 5/12/24

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: 2024-2025 Sponsor Name: Scott Jackson

Name of Activity Fund: Orchestra Account No: 930

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 fund balance is due to the student funds contributed for large-scale class trips. This was the case during 2023-2024 and will be true in 2024-2025. The overage funds are contributed directly by the traveling students and will be depleted promptly early in the following year to pay for student travel expenses to out of state and international events.

PACKET CONTENTS:

Table with 3 columns: FORM, FOUND ON PAGE, INITIAL IF COMPLETE. Rows include: APPROVAL OF ACCOUNT FORM, ACTIVITY FUND SUBACCOUNT BUDGET, ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4), REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET\*.

\*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: 2024-2025 SITE: High School

ACCOUNT NAME: 930 Orchestra

PURPOSE

Students raise money for individual accounts to be used for various expenses throughout their time in the orchestra, including entry fees, instrument supplies and repairs, apparel, meals, travel, and more.

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

Scott Jackson

SIGNATURE

[Handwritten signature of Scott Jackson]

PRINCIPAL/DIRECTOR

Walter R. Howell, IV

SIGNATURE

[Handwritten signature of Walter R. Howell, IV]

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: DATE:

ACCOUNT NUMBER:

BOARD OF EDUCATION APPROVAL DATE:

**ACTIVITY FUND SUBACCOUNT BUDGET**

Reporting School Year: 2024-2025 Sponsor Name: Scott Jackson

Name of Activity Fund: Orchestra Account No: 930

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>15,898.00</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Donations	\$ <u>8,000.00</u>	
Student trip payments	\$ <u>120,000.00</u>	
Dues from students	\$ <u>2,000.00</u>	
Fundraising Income	\$ <u>17,500.00</u>	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>147,500.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>163,398.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Travel Expenses	\$ <u>-125,000.00</u>	
Competition Expenses	\$ <u>-15,000.00</u>	
Fundraising Expenses	\$ <u>-8,500.00</u>	
Instrument repairs and music	\$ <u>-10,000.00</u>	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-158,500.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>4,898.00</u>	\$ _____

FUNDRAISER REQUEST

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

Reporting School Year: 2024-2025 Sponsor Name: Scott Jackson

Name of Activity Fund: Orchestra Account No: 930

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

Orchestra apparel and other gear via online sales

PURPOSE OF RAISING FUNDS:

To purchase music and reduce the cost of student travel expenses and competition fees.

FUNDRAISER DATES: START 08/21/2024 END 09/06/2024

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$ 3,500.00 - EST. EXP. \$ 0.00 = EST. PROFIT \$ 3,500.00

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

RECEIPT BOOK #: TO

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

FUNDRAISER REQUEST

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

Reporting School Year: 2024-2025 Sponsor Name: Scott Jackson

Name of Activity Fund: Orchestra Account No: 930

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

Cookie Dough and Holiday Gift Items

PURPOSE OF RAISING FUNDS:

To purchase music and reduce the cost of student travel expenses and competition fees.

FUNDRAISER DATES: START 10/26/2024 END 11/30/2024

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$ 14,000.00 - EST. EXP. -\$ 8,500.00 = EST. PROFIT \$ 5,500.00

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

HS-930

STILLWATER BOARD OF EDUCATION

CFB-E1

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2023-2024 Sponsor Name: Scott Jackson

Name of Activity Fund: Orchestra Activity Account No: #930

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 18,000	\$ 17,369.
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Donations	\$ 8,000.00	
Student payments (toward London trip)	\$ 40,000.00	
Dues from students	\$ 2,000.00	
Merchandise Sales	\$ 5,000.00	
	\$	
	\$	
Total Revenues:	\$ 55,000.00	\$ 78,378.
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 55,000.00	\$ 95,747.
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Travel Expenses	\$ -30,000.00	
Competition Expenses	\$ -800.00	
Fundraising Expenses	\$ -9,500.00	
	\$	
	\$	
	\$	
Total Expenditures:	\$ -40,300.00	\$ 79,849.
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 14,700.00	\$ 15,898.

Adoption Date: February 21, 2012

Revision Date(s): 9/10/19

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as of 5/12/24

**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: 2024-2025 Sponsor Name: Scott Jackson

Name of Activity Fund: Orchestra Booster Account No: 931

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

\*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: 2024-2025 SITE: High School

ACCOUNT NAME: 931 Orchestra Booster

PURPOSE

The Orchestra Booster Club helps provide registration fees for Summer music camps. They also provided other program support in the area of equipment purchase and transportation for our London trip every three years.

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

Scott Jackson

SIGNATURE

[Handwritten signature of Scott Jackson]

PRINCIPAL/DIRECTOR

Walter R. Howell, IV

SIGNATURE

[Handwritten signature of Walter R. Howell, IV]

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: DATE:

ACCOUNT NUMBER:

BOARD OF EDUCATION APPROVAL DATE:

**ACTIVITY FUND SUBACCOUNT BUDGET**

Reporting School Year: 2024-2025 Sponsor Name: Scott Jackson

Name of Activity Fund: Orchestra Booster Account No: 931

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>1,882.00</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Donations _____	\$ <u>1,000.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>1,000.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>2,882.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Registrations _____	\$ _____	
Orchestra Equipment _____	\$ <u>-500.00</u>	
Travel Expenses _____	\$ <u>-1,800.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-2,300.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>582.00</u>	\$ _____

**STILLWATER BOARD OF EDUCATION**

**CFB-E1**

**ACTIVITY FUND SUBACCOUNT BUDGET**

Reporting School Year: 2023-2024 Sponsor Name: Scott Jackson

Name of Activity Fund: Orchestra Booster Club Account No: #931

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>1,882.35</u>	\$ <u>1882.-</u>
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Contributions/Donations	\$ <u>500.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>500.00</u>	\$ <u>ϕ</u>
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>2,382.35</u>	\$ <u>1882.-</u>
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Registrations	\$ <u>-1,000.00</u>	
Equipment	\$ <u>-500.00</u>	
Transportation	\$ <u>-200.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-1,700.00</u>	\$ <u>ϕ</u>
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>682.35</u>	\$ <u>1882.-</u>

as of 5/12/24

**ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE**

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

Reporting School Year: 24-25 Sponsor Name: Jody D Webber

Name of Activity Fund: Pink Out Week Account No: 933

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:

The SHS Pink Out Week will zero out our account every year, donating 100% of our proceeds to the Oklahoma Medical Research Foundation for Cancer Research!

**PACKET CONTENTS:**

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

\* 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:** 2024-2025 **SITE:** High School

**ACCOUNT NAME:** 933 Pink Out Week (POW)

**PURPOSE**

This is a Community Service Fundraiser Account to bring awareness too and raise money for cancer research.

**SOURCE(S) OF INCOME**

All listed BOE approved revenue sources for the 2024-2025 school year.

**PLANNED EXPENSES**

All listed BOE approved expenditures for the 2024-2025 school year.

**SPONSOR NAME**

Jody D Webber

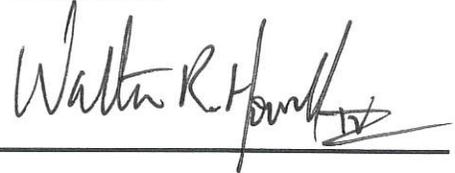
**SIGNATURE**



**PRINCIPAL/DIRECTOR**

Walter R. Howell, IV

**SIGNATURE**



**TO BE COMPLETED BY FINANCE DEPARTMENT**

**APPROVED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**ACCOUNT NUMBER:** \_\_\_\_\_

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

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 24-25 Sponsor Name: Jody D Webber

Name of Activity Fund: Pink Out Week Account No: 933

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>137.-</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Tshirt Sales	\$ <u>5000</u>	
Restaurant Nights, Basket Auction	\$ <u>500,2000</u>	
Powder Puff 7v7 Football Game	\$ <u>500</u>	
Bake Sale, Penny Wars	\$ <u>1500, 500</u>	
Hat Days	\$ <u>1500</u>	
Bucket Pass	\$ <u>1500</u>	
Total Revenues:	\$ <u>13000</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>13,137.-</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
	\$ _____	
Bake Sale Ingredients	\$ <u>500</u>	
Decoration Supplies	\$ <u>500</u>	
	\$ _____	
	\$ _____	
Estimated donation to OMRF	\$ <u>12000</u>	
Total Expenditures:	\$ <u>13000</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>137.-</u>	\$ _____

\* 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: 24-25 Sponsor Name: Jody D Webber

Name of Activity Fund: Pink Out Week Account No: 933

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

SPS Community wide Tshirt Sales: POW Tshirts will be marketed at Enrollment Verification Days, Schedule Pick Up Days, through social media & website marketing, school announcements and newsletters. Orders will be driven to the Duprees Fundraising Link. Pickup/delivery will be handled by them!

**PURPOSE OF RAISING FUNDS:**

Community Fundraiser donating 100% of proceeds to Oklahoma Medical Research Foundation

**FUNDRAISER DATES:** START 7/30/24 END 9/27/24

**AMOUNT OF MONEY TO BE RAISED:**

EST. INC. 5000 - EST. EXP. 0 = EST. PROFIT 5000

Jody D Webber  
SPONSOR SIGNATURE

\_\_\_\_\_  
ATHLETIC DIRECTOR AUTHORIZATION  
(applicable only if athletic fundraiser)

Walter R. Howard IV  
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: 24-25 Sponsor Name: Jody D Webber

Name of Activity Fund: Pink Out Week Account No: 933

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

Restaurant Nights: Cooperating local restaurants donate a portion of their proceeds on a designated night in support of SHS Pink Out Week

PURPOSE OF RAISING FUNDS:

Community Fundraiser donating 100% of proceeds to Oklahoma Medical Research Foundation

FUNDRAISER DATES: START 8/15/24 END 9/27/24

AMOUNT OF MONEY TO BE RAISED:

EST. INC. 500 - EST. EXP. 0 = EST. PROFIT 500

Sponsor Signature: Jody D Webber

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

Principal Authorization: Walter B. Howell IV

BOARD OF EDUCATION APPROVAL DATE

FUNDRAISER CLOSEOUT

START DATE: END DATE:

FUNDRAISER PROFIT

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

RECEIPT BOOK #: TO

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

FUNDRAISER REQUEST

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

Reporting School Year: 24-25 Sponsor Name: Jody D Webber

Name of Activity Fund: Pink Out Week Account No: 933

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

SHS Club Basket Auction: SHS Clubs/Student Organizations donate a themed basket for the Silent Auction that takes place before and during the Pink Out Football Game.

PURPOSE OF RAISING FUNDS:

Community Fundraiser donating 100% of proceeds to Oklahoma Medical Research Foundation

FUNDRAISER DATES: START 9/27/24 END 9/27/24

AMOUNT OF MONEY TO BE RAISED:

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

Sponsor Signature: Jody D Webber

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

Principal Authorization: Walter R. Howell IV

BOARD OF EDUCATION APPROVAL DATE

FUNDRAISER CLOSEOUT

START DATE: END DATE:

FUNDRAISER PROFIT

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

RECEIPT BOOK #: TO

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

FUNDRAISER REQUEST

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

Reporting School Year: 24-25 Sponsor Name: Jody D Webber

Name of Activity Fund: Pink Out Week Account No: 933

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

Powder Puff 7v7 Football Game: Team Entries (Limited to 8 teams), drink sales and a bucket pass through the crowd

PURPOSE OF RAISING FUNDS:

Community Fundraiser donating 100% of proceeds to Oklahoma Medical Research Foundation

FUNDRAISER DATES: START 9/25/24 END 9/25/24

AMOUNT OF MONEY TO BE RAISED:

EST. INC. 500 - EST. EXP. 0 = EST. PROFIT 500

Sponsor Signature: Jody D Webber

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

Principal Authorization: Walter R. Horvath

BOARD OF EDUCATION APPROVAL DATE

FUNDRAISER CLOSEOUT

START DATE: END DATE:

FUNDRAISER PROFIT

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

RECEIPT BOOK #: TO

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

FUNDRAISER REQUEST

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

Reporting School Year: 24-25

Sponsor Name: Jody D Webber

Name of Activity Fund: Pink Out Week

Account No: 933

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

Bake Sale at SHS: Cookies made and bagged in the FCS Department and sold in cooperating Classrooms for \$1 a bag or \$1 for two cookies (Not sold during lunch) during Pink Out Week

PURPOSE OF RAISING FUNDS:

Community Fundraiser donating 100% of proceeds to Oklahoma Medical Research Foundation

FUNDRAISER DATES: START 9/23/24

END 9/27/24

AMOUNT OF MONEY TO BE RAISED:

EST. INC. 1500 - EST. EXP. 0 = EST. PROFIT 1500

Sponsor Signature: Jody D Webber

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

Principal Authorization: Walter R. Howell

BOARD OF EDUCATION APPROVAL DATE

FUNDRAISER CLOSEOUT

START DATE: END DATE:

FUNDRAISER PROFIT

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

RECEIPT BOOK #: TO

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

FUNDRAISER REQUEST

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

Reporting School Year: 24-25 Sponsor Name: Jody D Webber

Name of Activity Fund: Pink Out Week Account No: 933

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

Penny Wars: The week of Pink Out the students donate their change to help their grade raise the most money for an award determined by the Principals

PURPOSE OF RAISING FUNDS:

Community Fundraiser donating 100% of proceeds to Oklahoma Medical Research Foundation

FUNDRAISER DATES: START 9/23/24 END 9/27/24

AMOUNT OF MONEY TO BE RAISED:

EST. INC. 500 - EST. EXP. 0 = EST. PROFIT 500

Sponsor Signature: Jody D Webber

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

Principal Authorization: Walter R. Howell

BOARD OF EDUCATION APPROVAL DATE

FUNDRAISER CLOSEOUT

START DATE: END DATE:

FUNDRAISER PROFIT

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

RECEIPT BOOK #: TO

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

FUNDRAISER REQUEST

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

Reporting School Year: 24-25 Sponsor Name: Jody D Webber

Name of Activity Fund: Pink Out Week Account No: 933

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

District Hat Day: Students at cooperating Stillwater Public School Sites pay \$1 or a donation to wear a hat to school for that day.

PURPOSE OF RAISING FUNDS:

Community Fundraiser donating 100% of proceeds to Oklahoma Medical Research Foundation

FUNDRAISER DATES: START 9/26/24 END 9/26/24

AMOUNT OF MONEY TO BE RAISED:

EST. INC. 1500 - EST. EXP. 0 = EST. PROFIT 1500

Jody D Webber SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

Walter R. Howell IV PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

FUNDRAISER CLOSEOUT

START DATE: END DATE:

FUNDRAISER PROFIT

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

RECEIPT BOOK #: TO

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

FUNDRAISER REQUEST

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

Reporting School Year: 24-25 Sponsor Name: Jody D Webber

Name of Activity Fund: Pink Out Week Account No: 933

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

Pink Out Football Game Halftime Bucket Pass: SHS Students pass buckets through the Home and Visitor crowds to collect change and bills for donation to OMRF

PURPOSE OF RAISING FUNDS:

Community Fundraiser donating 100% of proceeds to Oklahoma Medical Research Foundation

FUNDRAISER DATES: START 9/27/24 END 9/27/24

AMOUNT OF MONEY TO BE RAISED:

EST. INC. 1500 - EST. EXP. 0 = EST. PROFIT 1500

Sponsor Signature: Jody D Webber

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

Principal Authorization: Walter R. Howell

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**

**ACTIVITY FUND SUBACCOUNT BUDGET**

Reporting School Year: 23-24 Sponsor Name: Jody D Webber

Name of Activity Fund: Pink Out Week Account No: 933

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>0</u>	\$ <u>ϕ</u>
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Tshirt Sales	\$ <u>7000</u>	
Restaurant Nights, Basket Auction	\$ <u>500,1500</u>	
Powder Puff Touch Football Game	\$ <u>500</u>	
Bake Sale, Penny Wars	\$ <u>1500, 500</u>	
Hat Days	\$ <u>1500</u>	
Bucket Pass	\$ <u>1500</u>	
Total Revenues:	\$ <u>12500</u>	\$ <u>14,709.-</u>
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>14500</u>	\$ <u>14,709.-</u>
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Tshirt Costs	\$ <u>2500</u>	
Bake Sale Ingredients	\$ <u>200</u>	
Decoration Supplies	\$ <u>300</u>	
	\$ _____	
	\$ _____	
Estimated donation to OMRF	\$ <u>11500</u>	
Total Expenditures:	\$ <u>14500</u>	\$ <u>14,572.-</u>
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>0</u>	\$ <u>137.-</u>

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

as of 5/12/24

<b>STILLWATER BOARD OF EDUCATION</b>	<b>CFB-E1</b>
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**ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE**

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

Reporting School Year: 2024-2025                      Sponsor Name: Joyce DeGroot

Name of Activity Fund: Spanish Club                      Account No: 942

**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:**

FORM	FOUND ON PAGE	INITIAL IF COMPLETE
APPROVAL OF ACCOUNT FORM	PAGE 2	<i>amc</i>
ACTIVITY FUND SUBACCOUNT BUDGET	PAGE 3	<i>amc</i>
ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4)	PAGE 4	N/A
REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET*	PAGE 2	<i>amc</i>

*\*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:** 2024-2025 **SITE:** High School

**ACCOUNT NAME:** 942 Spanish Club

**PURPOSE**

To promote awareness, appreciation, and understanding of the people and diverse cultural productions of the Hispanic/Latino world. To provide an extra opportunity for students to practice vocabulary covered during class.

**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**

Joyce DeGroot

**SIGNATURE**

**PRINCIPAL/DIRECTOR**

Walter R. Howell, IV

**SIGNATURE**

**TO BE COMPLETED BY FINANCE DEPARTMENT**

**APPROVED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**ACCOUNT NUMBER:** \_\_\_\_\_

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

**ACTIVITY FUND SUBACCOUNT BUDGET**

Reporting School Year: 2024-2025 Sponsor Name: Joyce DeGroot

Name of Activity Fund: Spanish Club Account No: 942

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>2.00</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
TBD _____	\$ <u>0.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>0.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>2.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
TBD _____	\$ <u>0.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>0.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>2.00</u>	\$ _____

HS-942

STILLWATER BOARD OF EDUCATION

CFB-E1

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2023-2024 Sponsor Name: Levings

Name of Activity Fund: Spanish Club Account No: 942

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 504.58	\$ 505.-
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Dues from students	\$ 50.00	
	\$	
	\$	
	\$	
	\$	
	\$	
Total Revenues:	\$ 50.00	\$ 0
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 554.58	\$ 505.-
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
	\$	
	\$	
Club Shirts (TBD)	\$ -	
	\$	
	\$	
	\$	
Total Expenditures:	\$ 0.00	\$ 503.-
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 554.58	\$ 2.-

as of 5/12/24

**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: 2024-2025 Sponsor Name: Heather Mitchell & Kelsie Tate

Name of Activity Fund: SPED Transitions Account No: 944

**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 - Funds raised during the year were expensed during the year. Fund balance is due to 22-23 carryover.

**PACKET CONTENTS:**

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

*\*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: 2024-2025 SITE: High School

ACCOUNT NAME: 944 SPED Transitions

PURPOSE

Our account funds our curriculum. We cook, clean, and complete other job skills with supplies provided by our account. It's important to have these skills practiced to encourage our students to be independent members of our community.

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

Heather Mitchell & Kelsie Tate

SIGNATURE

[Handwritten signature]

PRINCIPAL/DIRECTOR

Walter R. Howell, IV

SIGNATURE

[Handwritten signature: Walter R. Howell IV]

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: DATE:

ACCOUNT NUMBER:

BOARD OF EDUCATION APPROVAL DATE:

**ACTIVITY FUND SUBACCOUNT BUDGET**

Reporting School Year: 2024-2025 Sponsor Name: Heather Mitchell & Kelsie Tate

Name of Activity Fund: SPED Transitions Account No: 944

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>4,068.00</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Fundraiser - Pop Cart	\$ <u>7,000.00</u>	
Fundraiser - Hat Days	\$ <u>1,000.00</u>	
Fundraiser - Prepared Lunches	\$ <u>3,000.00</u>	
Fundraiser - Workroom Store	\$ <u>3,000.00</u>	
Fundraiser - Catering Services	\$ <u>3,000.00</u>	
	\$ _____	
Total Revenues:	\$ <u>17,000.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>21,068.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Fundraising Expenses	\$ <u>-8,475.00</u>	
Curriculum needs	\$ <u>-3,000.00</u>	
Workroom needs	\$ <u>-3,000.00</u>	
Job needs	\$ <u>-3,000.00</u>	
	\$ _____	
	\$ _____	
Total Expenditures:	\$ <u>-17,475.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>3,593.00</u>	\$ _____

FUNDRAISER REQUEST

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

Reporting School Year: 2024-2025 Sponsor Name: Heather Mitchell & Kelsie Tate

Name of Activity Fund: SPED Transitions Account No: 944

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

Hat Day - Hold fundraiser during Autism Awareness and Down Syndrome Awareness days.

PURPOSE OF RAISING FUNDS:

Funds will be utilized to buy supplies, curriculum needs and Pathfinder needs.

FUNDRAISER DATES: START 01/01/2025 END 04/30/2025

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$ 1,000.00 - EST. EXP. -\$ 100.00 = EST. PROFIT \$ 900.00

Sponsor signature

Principal authorization signature: Walter R. Howell IV

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

BOARD OF EDUCATION APPROVAL DATE

FUNDRAISER CLOSEOUT

START DATE: END DATE:

FUNDRAISER PROFIT

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

RECEIPT BOOK #: TO

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

FUNDRAISER REQUEST

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

Reporting School Year: 2024-2025 Sponsor Name: Heather Mitchell & Kelsie Tate

Name of Activity Fund: SPED Transitions Account No: 944

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

CATERING SERVICES - Our young adults will provide catering services to groups and employees on request during events.

PURPOSE OF RAISING FUNDS:

Funds will be utilized to buy supplies, curriculum needs and Pathfinder needs.

FUNDRAISER DATES: START 07/15/2024 END 05/15/2025

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$ 3,000.00 - EST. EXP. -\$ 1,625.00 = EST. PROFIT \$ 1,375.00

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

FUNDRAISER REQUEST

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

Reporting School Year: 2024-2025 Sponsor Name: Heather Mitchell & Kelsie Tate

Name of Activity Fund: SPED Transitions Account No: 944

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

POP Cart - Pathfinders will purchase, plan, prep and deliver pop cart products to SPS employees and community businesses weekly.

PURPOSE OF RAISING FUNDS:

Funds will be utilized to buy supplies, curriculum needs and Pathfinder needs.

FUNDRAISER DATES: START 07/15/2024 END 05/15/2025

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$ 7,000.00 - EST. EXP. -\$ 3,500.00 = EST. PROFIT \$ 3,500.00

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

FUNDRAISER REQUEST

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

Reporting School Year: 2024-2025 Sponsor Name: Heather Mitchell & Kelsie Tate

Name of Activity Fund: SPED Transitions Account No: 944

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

PREPARED LUNCHES - Pathfinders will plan, prep, purchase and deliver a meal to SHS employees.

PURPOSE OF RAISING FUNDS:

Funds will be utilized to buy supplies, curriculum needs and Pathfinder needs.

FUNDRAISER DATES: START 07/15/2024 END 05/15/2025

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$ 3,000.00 - EST. EXP. -\$ 1,625.00 = EST. PROFIT \$ 1,375.00

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

FUNDRAISER REQUEST

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

Reporting School Year: 2024-2025 Sponsor Name: Heather Mitchell & Kelsie Tate

Name of Activity Fund: SPED Transitions Account No: 944

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

WORKROOM STORE - Pathfinders will plan, order, make and sell products in the workroom store.

PURPOSE OF RAISING FUNDS:

Funds will be utilized to buy supplies, curriculum needs and Pathfinder needs.

FUNDRAISER DATES: START 07/15/2024 END 05/15/2025

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$ 3,000.00 - EST. EXP. -\$ 1,625.00 = EST. PROFIT \$ 1,375.00

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

HS-944

STILLWATER BOARD OF EDUCATION

GFB-E1

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2023-2024 Sponsor Name: Heather Mitchell & Kelsie Tate

Name of Activity Fund: SPED Transition Account No: 944

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 3455.67	\$ 3456.
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Fundraiser - Pop Cart	\$ 500	
Fundraiser - Popcorn	\$ 600	
Fundraiser - Prepared Lunches	\$ 500	
Fundraiser - Workroom Store	\$ 600	
Fundraiser - Catering Services	\$ 800	
	\$	
Total Revenues:	\$ 3000	\$ 19,870.
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 6455.67	\$ 23,326.
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Total Fundraising Expenses	\$ -1800.00	
Curriculum needs	\$ -500	
Workroom needs	\$ -300	
Job needs	\$ -300	
	\$	
	\$	
Total Expenditures:	\$ -2900	\$ 19,258.
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 3555.67	\$ 4068.

Adoption Date: February 21, 2012

Revision Date(s): 9/10/19

Page 3 of 4

as of 5/12/24

**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: 2024-2025 Sponsor Name: Eck, Mitchell and Stepp

Name of Activity Fund: Stillwater Makes a Change (SMAC) Account No: 945

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	<i>all</i>
ACTIVITY FUND SUBACCOUNT BUDGET	PAGE 3	<i>all</i>
ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4)	PAGE 4	<i>all</i>
REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET*	PAGE 2	<i>all</i>

*\*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: 2024-2025 SITE: High School

ACCOUNT NAME: 945 Stillwater Makes a Change (SMAC)

PURPOSE

SMAC is a student-led philanthropy activity which raises money for a local non-profit organization, which is chosen each year.

SOURCE(S) OF INCOME

All listed BOE approved revenue sources for the 2024-2025 school year.

PLANNED EXPENSES

All listed BOE approved expenditures for the 2024-2025 school year.

SPONSOR NAME

Eck, Mitchell and Stepp

SIGNATURE

[Handwritten signature: K. Stepp]

PRINCIPAL/DIRECTOR

Walter R. Howell, IV

SIGNATURE

[Handwritten signature: Walter R. Howell IV]

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: DATE:

ACCOUNT NUMBER:

BOARD OF EDUCATION APPROVAL DATE:

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-2025 Sponsor Name: Eck, Mitchell and Stepp

Name of Activity Fund: Stillwater Makes a Change (SMAC) Account No: 945

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 4,051.00	\$
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Fundraising Events	\$ 118,800.00	
Donations	\$ 50,000.00	
	\$	
	\$	
	\$	
	\$	
Total Revenues:	\$ 168,800.00	\$
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 172,851.00	\$
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Fundraising Expenses	\$ -23,700.00	
Donations	\$ -145,000.00	
	\$	
	\$	
	\$	
	\$	
Total Expenditures:	\$ -168,700.00	\$
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 4,151.00	\$

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2023-2024 Sponsor Name: Eck, Mitchell, Stepp  
 Name of Activity Fund: Stillwater Makes a Change (SMAC) Account No: 945

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>1573.49</u>	\$ <u>1574.-</u>
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Fundraising Events	\$ <u>115100.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>115100</u>	\$ <u>62,146.-</u>
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>116673.49</u>	\$ <u>63,720.-</u>
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Fundraising Expenses	\$ <u>-28000</u>	
Donation = remaining balance after expenses paid	\$ <u>-88000.</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-116000</u>	\$ <u>59,669.-</u>
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>673.49</u>	\$ <u>4051.-</u>

**Fundraisers**

Site: HS

Organization: SMAC

Year: 2024-2025

#	Description	Estimated Income	Estimated Expenditures	Estimated Profit
1	Jump 4 SMAC	6,000.00	(1,000.00)	5,000.00
2	Dine-to-Donate Nights	2,000.00	0.00	2,000.00
3	Sports Tournament	500.00	(100.00)	400.00
4	Student vs Teacher Competitions	1,000.00	(200.00)	800.00
5	Dance-a-thon for SHS	2,000.00	(1,000.00)	1,000.00
6	SMAC Gala	50,000.00	(15,000.00)	35,000.00
7	Letter Writing	25,000.00	(200.00)	24,800.00
8	Mr. SHS Mangeant	3,000.00	(1,000.00)	2,000.00
9	Spring Merchandise Sales	3,000.00	(1,500.00)	1,500.00
10	SHS Parking Space Auction	3,500.00	(500.00)	3,000.00
11	Penny Wars	8,000.00	(300.00)	7,700.00
12	Silent Auction	2,000.00	0.00	2,000.00
13	Bake Sale	2,000.00	(300.00)	1,700.00
14	Run-Walk at Boomer Lake	1,000.00	(300.00)	700.00
15	OSU Homecoming Parade Parking at BOE	500.00	0.00	500.00
16	Fall Merchandise Sales	3,000.00	(1,500.00)	1,500.00
17	Fashion Show	3,000.00	(500.00)	2,500.00
18	Trivia Night	300.00	0.00	300.00
19	Toilet on the Lawn	2,000.00	(300.00)	1,700.00
20	Movie Night Football Field	500.00	0.00	500.00
21	Yoga/Gym Nights	500.00	0.00	500.00
<b>Totals</b>		<b>118,800.00</b>	<b>(23,700.00)</b>	<b>95,100.00</b>

**STILLWATER BOARD OF EDUCATION****CFB-E1****FUNDRAISER REQUEST**

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

Reporting School Year: 2024-2025 Sponsor Name: Eck, Mitchell and Stepp  
 Name of Activity Fund: Stillwater Makes a Change (SMAC) Account No: 945

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

Jump 4 SMAC event in collaboration with elementary PE programs

**PURPOSE OF RAISING FUNDS:**

Donate profits

**FUNDRAISER DATES:** START 08/01/2024 END 05/01/2025

**ACOUNT OF MONEY TO BE RAISED:**

EST. INC. \$ 6,000.00 - EST. EXP. -\$ 1,000.00 = EST. PROFIT \$ 5,000.00

K. Stepp  
 SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION  
 (applicable only if athletic fundraiser)

Walter R. Howard IV  
 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**

**FUNDRAISER REQUEST**

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

Reporting School Year: 2024-2025 Sponsor Name: Eck, Mitchell and Stepp

Name of Activity Fund: Stillwater Makes a Change (SMAC) Account No: 945

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

Restaurant Dine-to-Donate Nights

**PURPOSE OF RAISING FUNDS:**

Donate profits

**FUNDRAISER DATES:** START 08/01/2024 END 05/01/2025

**ACCOUNT OF MONEY TO BE RAISED:**

EST. INC. \$ 2,000.00 - EST. EXP. \$ 0.00 = EST. PROFIT \$ 2,000.00

K. Stepp  
SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION  
(applicable only if athletic fundraiser)

Walter R. Howler  
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**

**FUNDRAISER REQUEST**

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

Reporting School Year: 2024-2025 Sponsor Name: Eck, Mitchell and Stepp

Name of Activity Fund: Stillwater Makes a Change (SMAC) Account No: 945

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

Sports Tournament (Pickle Ball or Wiffle Ball)

**PURPOSE OF RAISING FUNDS:**

Donate profits

**FUNDRAISER DATES:** START 01/01/2025 END 05/01/2025

**ACCOUNT OF MONEY TO BE RAISED:**

EST. INC. \$ 500.00 - EST. EXP. -\$ 100.00 = EST. PROFIT \$ 400.00

K. Stepp  
SPONSOR SIGNATURE

\_\_\_\_\_  
ATHLETIC DIRECTOR AUTHORIZATION  
(applicable only if athletic fundraiser)

Walter R. Howell  
PRINCIPAL AUTHORIZATION

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

**FUNDRAISER CLOSEOUT**

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

**FUNDRAISER PROFIT**

ACT. INC. \_\_\_\_\_ - 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

## FUNDRAISER REQUEST

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

Reporting School Year: 2024-2025 Sponsor Name: Eck, Mitchell and Stepp  
 Name of Activity Fund: Stillwater Makes a Change (SMAC) Account No: 945

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

Student vs. Teacher Competitions (i.e. kickball, dodgeball, corn hole, etc.)

**PURPOSE OF RAISING FUNDS:**

Donate profits

**FUNDRAISER DATES:** START 01/01/2025 END 05/01/2025

**ACCOUNT OF MONEY TO BE RAISED:**

EST. INC. \$ 1,000.00 - EST. EXP. -\$ 200.00 = EST. PROFIT \$ 800.00

K. Stepp  
 SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION  
 (applicable only if athletic fundraiser)

Walter R. Howell  
 PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

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

**FUNDRAISER PROFIT**

ACT. INC. \_\_\_\_\_ - 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**

**FUNDRAISER REQUEST**

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

Reporting School Year: 2024-2025 Sponsor Name: Eck, Mitchell and Stepp

Name of Activity Fund: Stillwater Makes a Change (SMAC) Account No: 945

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

Dance-a-thon for SHS students

**PURPOSE OF RAISING FUNDS:**

Donate profits

**FUNDRAISER DATES:** START 01/01/2025 END 05/01/2025

**ACCOUNT OF MONEY TO BE RAISED:**

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

K. Stepp  
SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION  
(applicable only if athletic fundraiser)

Walter Howell IV  
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

## FUNDRAISER REQUEST

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

Reporting School Year: 2024-2025 Sponsor Name: Eck, Mitchell and Stepp  
 Name of Activity Fund: Stillwater Makes a Change (SMAC) Account No: 945

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

SMAC Gala

**PURPOSE OF RAISING FUNDS:**

Donate profits

**FUNDRAISER DATES:** START 10/01/2024 END 05/01/2025

**ACCOUNT OF MONEY TO BE RAISED:**

EST. INC. \$ 50,000.00 - EST. EXP. -\$ 15,000.00 = EST. PROFIT \$ 35,000.00

K. Stepp  
 SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION  
 (applicable only if athletic fundraiser)

Walter R. Howell IV  
 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

Adoption Date: February 21, 2012

Revision Date(s): 9/10/19

Page 4 of 4

**STILLWATER BOARD OF EDUCATION****CFB-E1****FUNDRAISER REQUEST**

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

Reporting School Year: 2024-2025 Sponsor Name: Eck, Mitchell and SteppName of Activity Fund: Stillwater Makes a Change (SMAC) Account No: 945**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

Letter writing donation campaign by students.

**PURPOSE OF RAISING FUNDS:**

Donate profits

**FUNDRAISER DATES:** START 12/01/2024 END 05/01/2025**ACCOUNT OF MONEY TO BE RAISED:**EST. INC. \$ 25,000.00 - EST. EXP. -\$ 200.00 = EST. PROFIT \$ 24,800.00K. Stepp  
SPONSOR SIGNATUREATHLETIC DIRECTOR AUTHORIZATION  
(applicable only if athletic fundraiser)Walter B. Howell IV  
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****FUNDRAISER REQUEST**

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

Reporting School Year: 2024-2025 Sponsor Name: Eck, Mitchell and SteppName of Activity Fund: Stillwater Makes a Change (SMAC) Account No: 945**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

Mr. SHS Mangeant (male pageant)

**PURPOSE OF RAISING FUNDS:**

Donate profits

**FUNDRAISER DATES:** START 01/01/2025 END 05/01/2025**ACCOUNT OF MONEY TO BE RAISED:**EST. INC. \$ 3,000.00 - EST. EXP. -\$ 1,000.00 = EST. PROFIT \$ 2,000.00K Stepp  
SPONSOR SIGNATUREATHLETIC DIRECTOR AUTHORIZATION  
(applicable only if athletic fundraiser)Walter R. Howell IV  
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****FUNDRAISER REQUEST**

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

Reporting School Year: 2024-2025 Sponsor Name: Eck, Mitchell and SteppName of Activity Fund: Stillwater Makes a Change (SMAC) Account No: 945**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

Spring Merchandise Sales (theme shirt / SMAC logo shirt)

**PURPOSE OF RAISING FUNDS:**

Donate profits

**FUNDRAISER DATES:** START 01/01/2025 END 05/01/2025**ACCOUNT OF MONEY TO BE RAISED:**EST. INC. \$ 3,000.00 - EST. EXP. -\$ 1,500.00 = EST. PROFIT \$ 1,500.00K. Stepp  
SPONSOR SIGNATUREATHLETIC DIRECTOR AUTHORIZATION  
(applicable only if athletic fundraiser)Walter R Howell  
PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

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

**FUNDRAISER PROFIT**ACT. INC. \_\_\_\_\_ - 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**

**FUNDRAISER REQUEST**

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

Reporting School Year: 2024-2025 Sponsor Name: Eck, Mitchell and Stepp

Name of Activity Fund: Stillwater Makes a Change (SMAC) Account No: 945

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

SHS Parking Space Auction

**PURPOSE OF RAISING FUNDS:**

Donate profits

**FUNDRAISER DATES:** START 01/01/2025 END 05/01/2025

**ACCOUNT OF MONEY TO BE RAISED:**

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

K. Stepp  
SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION  
(applicable only if athletic fundraiser)

Walter R Howell IV  
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****FUNDRAISER REQUEST**

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

Reporting School Year: 2024-2025 Sponsor Name: Eck, Mitchell and SteppName of Activity Fund: Stillwater Makes a Change (SMAC) Account No: 945**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

Penny Wars (Change for Change). Various school sites challenge to bring the most pennies.

**PURPOSE OF RAISING FUNDS:**

Donate profits

**FUNDRAISER DATES:** START 01/01/2025 END 05/01/2025**ACCOUNT OF MONEY TO BE RAISED:**EST. INC. \$ 8,000.00 - EST. EXP. -\$ 300.00 = EST. PROFIT \$ 7,700.00K. Stepp  
SPONSOR SIGNATUREATHLETIC DIRECTOR AUTHORIZATION  
(applicable only if athletic fundraiser)Walter R. Howell  
PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

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

**FUNDRAISER PROFIT**ACT. INC. \_\_\_\_\_ - 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

## FUNDRAISER REQUEST

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

Reporting School Year: 2024-2025 Sponsor Name: Eck, Mitchell and SteppName of Activity Fund: Stillwater Makes a Change (SMAC) Account No: 945**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

Silent Auction of donated items

**PURPOSE OF RAISING FUNDS:**

Donate profits

**FUNDRAISER DATES:** START 11/01/2024 END 03/15/2025**ACCOUNT OF MONEY TO BE RAISED:**EST. INC. \$ 2,000.00 - EST. EXP. \$ 0.00 = EST. PROFIT \$ 2,000.00H. Stepp  
SPONSOR SIGNATUREATHLETIC DIRECTOR AUTHORIZATION  
(applicable only if athletic fundraiser)Walter R. Howell IV  
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****FUNDRAISER REQUEST**

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

Reporting School Year: 2024-2025 Sponsor Name: Eck, Mitchell and SteppName of Activity Fund: Stillwater Makes a Change (SMAC) Account No: 945**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

Bake Sale (Cookies in Classrooms).

**PURPOSE OF RAISING FUNDS:**

Donate profits

**FUNDRAISER DATES:** START 01/01/2025 END 05/01/2025**ACCOUNT OF MONEY TO BE RAISED:**EST. INC. \$ 2,000.00 - EST. EXP. -\$ 300.00 = EST. PROFIT \$ 1,700.00K. Stepp  
SPONSOR SIGNATUREATHLETIC DIRECTOR AUTHORIZATION  
(applicable only if athletic fundraiser)Walter K. Horn  
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**

**FUNDRAISER REQUEST**

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

Reporting School Year: 2024-2025 Sponsor Name: Eck, Mitchell and Stepp

Name of Activity Fund: Stillwater Makes a Change (SMAC) Account No: 945

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

Run-Walk at Boomer Lake

**PURPOSE OF RAISING FUNDS:**

Donate profits

**FUNDRAISER DATES:** START 01/01/2025 END 05/01/2025

**ACCOUNT OF MONEY TO BE RAISED:**

EST. INC. \$ 1,000.00 - EST. EXP. -\$ 300.00 = EST. PROFIT \$ 700.00

K. Stepp  
SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION  
(applicable only if athletic fundraiser)

Walter R. Howell Jr  
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**

**FUNDRAISER REQUEST**

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

Reporting School Year: 2024-2025 Sponsor Name: Eck, Mitchell and Stepp

Name of Activity Fund: Stillwater Makes a Change (SMAC) Account No: 945

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

OSU Homecoming Parade Parking at BOE

**PURPOSE OF RAISING FUNDS:**

Donate profits

**FUNDRAISER DATES:** START 10/01/2024 END 12/15/2024

**ACCOUNT OF MONEY TO BE RAISED:**

EST. INC. \$ 500.00 - EST. EXP. \$ 0.00 = EST. PROFIT \$ 500.00

K. Stepp  
SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION  
(applicable only if athletic fundraiser)

Walter R. Howell IV  
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**

**FUNDRAISER REQUEST**

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

Reporting School Year: 2024-2025 Sponsor Name: Eck, Mitchell and Stepp

Name of Activity Fund: Stillwater Makes a Change (SMAC) Account No: 945

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

Fall Merchandise Sales (theme shirt / SMAC logo shirt)

**PURPOSE OF RAISING FUNDS:**

Donate profits

**FUNDRAISER DATES:** START 09/01/2024 END 12/30/2024

**ACCOUNT OF MONEY TO BE RAISED:**

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

K Stepp  
SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION  
(applicable only if athletic fundraiser)

Walter R. Spalding II  
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**

**FUNDRAISER REQUEST**

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

Reporting School Year: 2024-2025 Sponsor Name: Eck, Mitchell and Stepp

Name of Activity Fund: Stillwater Makes a Change (SMAC) Account No: 945

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

Fashion Show

**PURPOSE OF RAISING FUNDS:**

Donate profits

**FUNDRAISER DATES:** START 01/01/2025 END 05/01/2025

**ACCOUNT OF MONEY TO BE RAISED:**

EST. INC. \$ 3,000.00 - EST. EXP. -\$ 500.00 = EST. PROFIT \$ 2,500.00

K. Stepp  
SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION  
(applicable only if athletic fundraiser)

Walter R. Howell IV  
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

**FUNDRAISER REQUEST**

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

Reporting School Year: 2024-2025 Sponsor Name: Eck, Mitchell and SteppName of Activity Fund: Stillwater Makes a Change (SMAC) Account No: 945**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

Trivia Night

**PURPOSE OF RAISING FUNDS:**

Donate profits

**FUNDRAISER DATES:** START 01/01/2025 END 05/01/2025**ACCOUNT OF MONEY TO BE RAISED:**EST. INC. \$ 300.00 - EST. EXP. \$ 0.00 = EST. PROFIT \$ 300.00K. Stepp  
SPONSOR SIGNATURE\_\_\_\_\_  
ATHLETIC DIRECTOR AUTHORIZATION  
(applicable only if athletic fundraiser)Walter R. Howell  
PRINCIPAL AUTHORIZATION\_\_\_\_\_  
BOARD OF EDUCATION APPROVAL DATE**FUNDRAISER CLOSEOUT**

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

**FUNDRAISER PROFIT**ACT. INC. \_\_\_\_\_ - 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

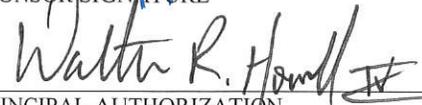
CFB-E1

**FUNDRAISER REQUEST**

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

Reporting School Year: 2024-2025 Sponsor Name: Eck, Mitchell and SteppName of Activity Fund: Stillwater Makes a Change (SMAC) Account No: 945**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**Traveling Toilet Fundraiser - rules attached and found at  
<https://bestfundraisingideas.com/idea/traveling-toilet-fundraiser/>**PURPOSE OF RAISING FUNDS:**

Donate profits

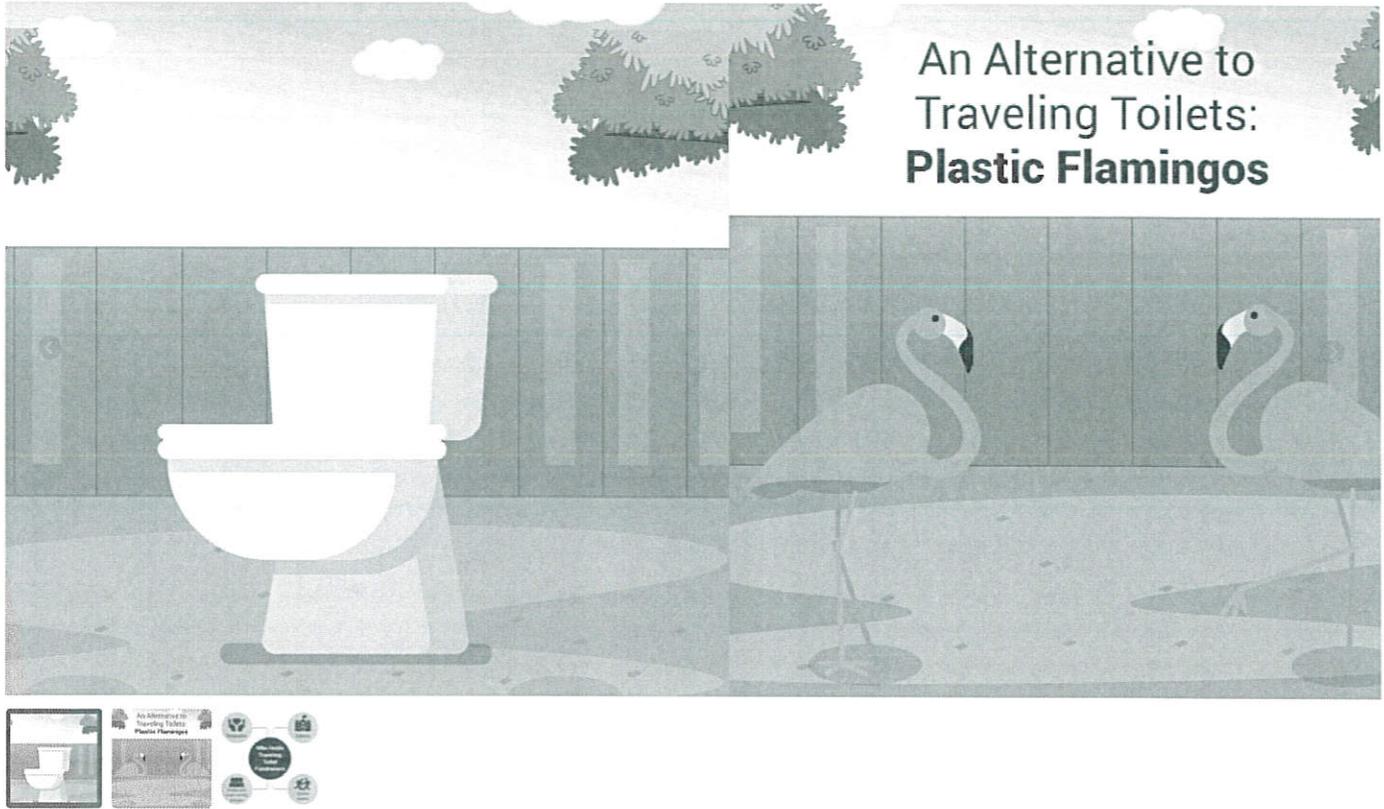
**FUNDRAISER DATES:** START 01/01/2025 END 05/01/2025**ACCOUNT OF MONEY TO BE RAISED:**EST. INC. \$ 2,000.00 - EST. EXP. -\$ 300.00 = EST. PROFIT \$ 1,700.00  
SPONSOR SIGNATURE\_\_\_\_\_  
ATHLETIC DIRECTOR AUTHORIZATION  
(applicable only if athletic fundraiser)  
PRINCIPAL AUTHORIZATION\_\_\_\_\_  
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



CREATIVE AND UNIQUE

## Traveling Toilet Fundraiser

Imagine opening your front door in the morning to find that someone has left a brightly decorated toilet in your yard overnight. How would you react? And what would you be willing to do to remove it?

Believe it or not, some organizations have turned this peculiar situation into a successful fundraiser. And yours can too! All you need are a few toilets, volunteers to deliver them, and supporters who are good sports.

### Sponsor: Available!

Could your organization provide supplies for a traveling toilet fundraiser? Consider sponsoring this fundraising idea to make new connections!

SPONSOR THIS FUNDRAISING IDEA



## How to Run a Traveling Toilet Fundraiser

Your organization can start a traveling toilet fundraiser in four easy steps:

## 1. Acquire some toilets and spruce them up

The number of toilets you'll need will depend on how many volunteers are willing to help out with the fundraiser, although getting more than one will increase the revenue you bring in. A community dump or junkyard will probably be the easiest place to find free toilets. However, if you find out that a staff member or volunteer at your organization is having a bathroom redone in their home, they may be willing to donate their old toilet to the fundraiser.

Once you've acquired a few toilets, you'll need to sanitize them thoroughly and scrub off any visible dirt. Then, if you have some artistic volunteers, you can make the toilets more visually appealing by painting them bright colors or decorating them with representations of the cause you're fundraising for.

## 2. Contact a few supporters who would be willing to go first.

Over time, your community will become aware of your fundraiser when they start seeing toilets in their neighbors' yards. But some people might become angry with your organization if you just leave a toilet on their property with no warning or explanation.

To reduce the chances of negative reactions, identify a few loyal supporters who you think would be good sports. Contact them individually to let them know about the fundraiser and ask if they're willing to go first.

These early participants in your traveling toilet fundraiser can also help spread the word about your cause. Once a supporter agrees to go first, ask if they'd be willing to post a photo of the toilet in their yard on social media and tag your organization. Indirect publicity is better than direct marketing for this type of fundraiser in order to maintain an element of surprise.

## 3. Set up a revenue system

Even your most loyal supporters will likely want the eyesore of a toilet removed from their yards. However, they'll have to make a donation to have volunteers from your organization take it away.

One revenue system that has been used often for this type of fundraiser and can easily be adjusted for your organization's needs looks like this:

- If a supporter donates \$10, they'll get a one-time toilet removal, but there's no guarantee that the toilet won't come back to their yard.
- If a supporter donates \$20, they'll get a one-time toilet removal and the ability to choose whose yard the toilet will be moved to next.
- If a supporter donates \$30, the toilet will be removed from their yard permanently.

Print out this information and attach it to each toilet so supporters are aware of the system. Also, remind them that all contributions will go toward your cause.

## 4. Start collecting donations

Before you make your first toilet deliveries, make sure you have several volunteers whose vehicles are large enough to fit a toilet easily. Also, double-check that they and whoever is riding with them can safely lift the toilet in and out of the car together.

For this fundraiser, you could collect donations in-person, through an online donation form, or via **text-to-give**. Include giving instructions and a contact number for your organization on the information sheet attached to each toilet.

Lastly, you'll want to create a tracking document so you know which of your supporters has previously had the toilet and how much they paid to remove it. This way, you can make sure to return the toilets only to supporters who paid for temporary removal and not permanent expulsion from their yards.

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## An Alternative to Traveling Toilets: Flocks of Plastic Flamingos



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## Organizations That Hold Traveling Toilet Fundraisers



## STILLWATER BOARD OF EDUCATION

CFB-E1

**FUNDRAISER REQUEST**

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

Reporting School Year: 2024-2025 Sponsor Name: Eck, Mitchell and SteppName of Activity Fund: Stillwater Makes a Change (SMAC) Account No: 945**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

Movie Night on the SHS Football Field

**PURPOSE OF RAISING FUNDS:**

Donate profits

**FUNDRAISER DATES:** START 01/01/2025 END 05/01/2025**ACCOUNT OF MONEY TO BE RAISED:**EST. INC. \$ 500.00 - EST. EXP. \$ 0.00 = EST. PROFIT \$ 500.00H. Stepp  
SPONSOR SIGNATURE\_\_\_\_\_  
ATHLETIC DIRECTOR AUTHORIZATION  
(applicable only if athletic fundraiser)Walter R. Howell  
PRINCIPAL AUTHORIZATION\_\_\_\_\_  
BOARD OF EDUCATION APPROVAL DATE**FUNDRAISER CLOSEOUT**

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

**FUNDRAISER PROFIT**ACT. INC. \_\_\_\_\_ - 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**

**FUNDRAISER REQUEST**

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

Reporting School Year: 2024-2025 Sponsor Name: Eck, Mitchell and Stepp

Name of Activity Fund: Stillwater Makes a Change (SMAC) Account No: 945

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

Yoga/Gym Nights - Workout facilities donate based on nightly attendance.

**PURPOSE OF RAISING FUNDS:**

Donate profits

**FUNDRAISER DATES:** START 01/01/2025 END 05/01/2025

**ACCOUNT OF MONEY TO BE RAISED:**

EST. INC. \$ 500.00 - EST. EXP. \$ 0.00 = EST. PROFIT \$ 500.00

K. Stepp  
SPONSOR SIGNATURE

\_\_\_\_\_  
ATHLETIC DIRECTOR AUTHORIZATION  
(applicable only if athletic fundraiser)

Walter R. Howell IV  
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: 2024-2025 Sponsor Name: AnnDee Turner

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:**

N/A - Excess fund balance is due to carryover from 22-23 school year.

**PACKET CONTENTS:**

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

*\*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: 2024-2025 SITE: High School

ACCOUNT NAME: 946 Student Council

**PURPOSE**

SHS Student Council exists for two reasons - (1) to grow and support SHS school spirit and, (2) to support, grow and master leadership understanding and skills for individual student council members so each member may participate/contribute in their personal leadership journey.

**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**

AnnDee Turner

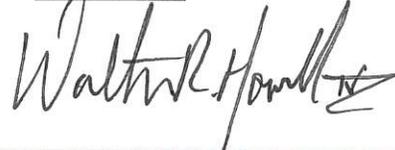
**SIGNATURE**



**PRINCIPAL/DIRECTOR**

Walter R. Howell, IV

**SIGNATURE**



**TO BE COMPLETED BY FINANCE DEPARTMENT**

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

ACCOUNT NUMBER: \_\_\_\_\_

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

**ACTIVITY FUND SUBACCOUNT BUDGET**

Reporting School Year: 2024-2025 Sponsor Name: AnnDee Turner

Name of Activity Fund: Student Council Account No: 946

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>9,524.00</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Howdy Week - Fundraiser	\$ <u>5,000.00</u>	
Winter Formal Dance	\$ <u>1,000.00</u>	
Homecoming Dance	\$ <u>1,000.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>7,000.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>16,524.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Howdy Week Fundraising Expenses	\$ <u>-4,000.00</u>	
Event Registrations	\$ <u>-2,000.00</u>	
Meeting supplies and refreshments	\$ <u>-800.00</u>	
Travel expenses	\$ <u>-1,000.00</u>	
Student Awards and recognition	\$ <u>-700.00</u>	
Other Fundraising Expenses (Dance & Homecoming)	\$ <u>-1,600.00</u>	
Total Expenditures:	\$ <u>-10,100.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>6,424.00</u>	\$ _____

FUNDRAISER REQUEST

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

Reporting School Year: 2024-2025 Sponsor Name: AnnDee Turner

Name of Activity Fund: Student Council Account No: 946

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

Howdy Week

PURPOSE OF RAISING FUNDS:

Howdy Week Fundraiser - Howdy Week provides an opportunity for all students to participate in a week of settling into a new school year with activities and apparel the beginning of school.

FUNDRAISER DATES: START 08/01/2024 END 08/31/2024

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$ 5,000.00 - EST. EXP. -\$ 4,000.00 = EST. PROFIT \$ 1,000.00

Sponsor Signature: AnnDee Turner

SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

Principal Authorization: Walter R. Howell IV

PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

FUNDRAISER CLOSEOUT

START DATE: END DATE:

FUNDRAISER PROFIT

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

RECEIPT BOOK #: TO

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

FUNDRAISER REQUEST

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

Reporting School Year: 2024-2025 Sponsor Name: AnnDee Turner

Name of Activity Fund: Student Council Account No: 946

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

Winter Semi-Formal Dance

PURPOSE OF RAISING FUNDS:

To provide a healthy, safe environment for students to socialize and enjoy being together. Funds raised go to fund the dance and any extra will fund other student activities at SHS.

FUNDRAISER DATES: START 12/01/2024 END 12/30/2024

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$ 1,000.00 - EST. EXP. -\$ 800.00 = EST. PROFIT \$ 200.00

AnnDee Turner SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

Walter R. Howell IV PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

FUNDRAISER CLOSEOUT

START DATE: END DATE:

FUNDRAISER PROFIT

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

RECEIPT BOOK #: TO

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

FUNDRAISER REQUEST

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

Reporting School Year: 2024-2025 Sponsor Name: AnnDee Turner

Name of Activity Fund: Student Council Account No: 946

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

Homecoming Dance

PURPOSE OF RAISING FUNDS:

To provide a healthy, safe environment for students to socialize and enjoy being together. Funds raised go to fund the dance and any extra will fund other student activities at SHS.

FUNDRAISER DATES: START 08/01/2024 END 09/15/2024

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$ 1,000.00 - EST. EXP. -\$ 800.00 = EST. PROFIT \$ 200.00

Sponsor signature: AnnDee Turner

SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

Principal signature: Walter K. Howell IV

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

HS-946

STILLWATER BOARD OF EDUCATION

CFB-E1

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2023-2024 Sponsor Name: Vana Phibbs

Name of Activity Fund: SHS Student Council Account No: 946

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 15,000.00	\$ 15,620.
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Howdy Week	\$ 1,500.00	
Semi Formal	\$ 1,000.00	
Spirit Sales	\$ 1,000.00	
Apparel Sales	\$ 300.00	
	\$	
	\$	
Total Revenues:	\$ 3,800.00	\$ 8182.
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 18,800.00	\$ 23,802.
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Howdy Week events	\$ -750.00	
Leadership camps	\$ -500.00	
Leadership conferences	\$ -1,500.00	
Food	\$ -500.00	
Travel	\$ -400.00	
Leadership Recognition	\$ -350.00	
Total Expenditures:	\$ -4,000.00	\$ 14,278.
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 14,800.00	\$ 9,524.

Adoption Date: February 21, 2012

Revision Date(s): 9/10/19

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as of 5/12/24

**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: 2024-2025 Sponsor Name: Tanner Rivera & R. Joyce

Name of Activity Fund: 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:

N/A

**PACKET CONTENTS:**

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REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET*	PAGE 2	<i>auc</i>

*\*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: 2024-2025 SITE: High School

ACCOUNT NAME: 947 TSA

**PURPOSE**

To accelerate student achievement and support teachers by providing engaging opportunities to develop STEM skills and leadership experiences.

**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**

Tanner Rivera & R. Joyce

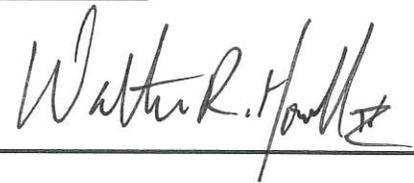
**SIGNATURE**



**PRINCIPAL/DIRECTOR**

Walter R. Howell, IV

**SIGNATURE**



**TO BE COMPLETED BY FINANCE DEPARTMENT**

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

ACCOUNT NUMBER: \_\_\_\_\_

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

**ACTIVITY FUND SUBACCOUNT BUDGET**

Reporting School Year: 2024-2025 Sponsor Name: Tanner Rivera & R. Joyce

Name of Activity Fund: TSA Account No: 947

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>32.00</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Dues from students	\$ <u>120.00</u>	
Student fee payments	\$ <u>500.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>620.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>652.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Registration fees	\$ <u>-500.00</u>	
Membership dues	\$ <u>-120.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-620.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>32.00</u>	\$ _____

HS-947

STILLWATER BOARD OF EDUCATION

CFB-EI

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2023-2024 Sponsor Name: Tanner Rivera & Rachelle Joyce

Name of Activity Fund: TSA Account No: 947

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 3.00	\$ 3.00
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Dues from students	\$ 120.00	
Competition Prizes	\$ 100.00	
Donations	\$ 200.00	
	\$	
	\$	
	\$	
Total Revenues:	\$ 420.00	\$ 884.00
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 423.00	\$ 887.00
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Travel Expenses	\$ -300.00	
Meeting Expenses	\$ -120.00	
	\$	
	\$	
	\$	
Total Expenditures:	\$ -420.00	\$ 855.00
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 3.00	\$ 32.00

Adoption Date: February 21, 2012

Revision Date(s): 9/10/19

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as of 5/12/24

**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: 2024-2025 Sponsor Name: Elizabeth Ziegler

Name of Activity Fund: Theatre Account No: 948

**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:**

Every year is dependent on variables beyond our control. Therefore, there has to be a larger balance remaining to cover if ticket sales are low, plus our board budget has been cut in half over the last three years, so almost all of our expenses are moved to this account, which may include bigger projects that we have to save up for.

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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: 2024-2025 SITE: School Site

ACCOUNT NAME: 948 Theatre

**PURPOSE**

To financially support the Theatre Department and the shows performed each semester.

**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**

Elizabeth Ziegler

**SIGNATURE**

**PRINCIPAL/DIRECTOR**

Walter R. Howell, IV

**SIGNATURE**

**TO BE COMPLETED BY FINANCE DEPARTMENT**

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

ACCOUNT NUMBER: \_\_\_\_\_

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

**ACTIVITY FUND SUBACCOUNT BUDGET**

Reporting School Year: 2024-2025 Sponsor Name: Elizabeth Ziegler

Name of Activity Fund: Theatre Account No: 948

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>71,257.00</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Fall Play and Spring Musical Ticket Sales	\$ <u>15,000.00</u>	
Donations	\$ <u>10,000.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>25,000.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>96,257.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Equipment/Supplies/Materials for plays & musicals	\$ <u>-12,000.00</u>	
Competition/Contest Expenses/Transportation	\$ <u>-3,000.00</u>	
Stipends and Production Costs	\$ <u>-8,000.00</u>	
Achievement Awards/Student Banquet	\$ <u>-1,000.00</u>	
Advertising	\$ <u>-2,000.00</u>	
Scholarships-John and Nancy Patton	\$ <u>-2,000.00</u>	
Total Expenditures:	\$ <u>-28,000.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>68,257.00</u>	\$ _____

FUNDRAISER REQUEST

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

Reporting School Year: 2024-2025 Sponsor Name: Elizabeth Ziegler

Name of Activity Fund: Theatre Account No: 948

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

Ticket Sales for the Fall Play and Spring Musical

PURPOSE OF RAISING FUNDS:

To cover the cost of the productions, student expenses related to competitions and improvements for the department.

FUNDRAISER DATES: START 08/01/2024 END 05/10/2025

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$ 15,000.00 - EST. EXP. -\$ 8,000.00 = EST. PROFIT \$ 7,000.00

SPONSOR SIGNATURE (with signature)

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION (with 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

HS-948

STILLWATER BOARD OF EDUCATION

CFB-E1

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2023-2024 Sponsor Name: Elizabeth Ziegler

Name of Activity Fund: Theatre Performance Account No: 948

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 45,216.00	\$ 45,389.
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Net profit from Ticket Sales	\$ 1,000.00	
Donations	\$ 200.00	
	\$	
	\$	
	\$	
	\$	
Total Revenues:	\$ 1,200.00	\$ 48641.
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 46,416.00	\$ 94,030.
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Equipment/Supplies/Materials for plays & musicals	\$ -7,500.00	
Competition/Contest Expenses/Transportation	\$ -500.00	
Acheivement Awards/Student Banquet	\$ -1,000.00	
Advertising	\$ -500.00	
Stipends	\$ -2,000.00	
Scholarships-John and Nancy Patton	\$ -2,000.00	
Total Expenditures:	\$ -13,500.00	\$ 22,773.
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 32,916.00	\$ 71,257.

Adoption Date: February 21, 2012

Revision Date(s): 9/10/19

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as of 5/12/24

**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: 2024-2025 Sponsor Name: Aprill Raines

Name of Activity Fund: Vocal Music 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:**

Excess fund balance is due to 2022-2023 carryover and greater than expected donation from OSU Follies. Because donations fluctuate, a carryover is necessary to cover expenses during harsh economic times. Also, some students that participate in fundraisers this year are building a payment balance for next year's trip.

**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: 2024-2025 SITE: High School

ACCOUNT NAME: 949 Vocal Music

PURPOSE

To support the purchase of student uniforms, music purchases, contest expenses and travel expenses.

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

Aprill Raines

SIGNATURE

[Handwritten signature of Aprill Raines]

PRINCIPAL/DIRECTOR

Walter R. Howell, IV

SIGNATURE

[Handwritten signature of Walter R. Howell, IV]

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: DATE:

ACCOUNT NUMBER:

BOARD OF EDUCATION APPROVAL DATE:

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-2025 Sponsor Name: Aprill Raines

Name of Activity Fund: Vocal Music Account No: 949

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 24,436.00	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Donations	\$ 5,000.00	
Student trip payments	\$ 10,000.00	
Fundraiser Events	\$ 13,000.00	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ 28,000.00	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 52,436.00	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Uniform Expenses	\$ -3,000.00	
Contest Expenses	\$ -5,000.00	
Travel Expenses	\$ -20,000.00	
Fundraiser Expenses	\$ -2,800.00	
Classroom Supplies and Equipment	\$ -2,000.00	
_____	\$ _____	
Total Expenditures:	\$ -32,800.00	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 19,636.00	\$ _____

FUNDRAISER REQUEST

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

Reporting School Year: 2024-2025 Sponsor Name: Aprill Raines

Name of Activity Fund: Vocal Music Account No: 949

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

Fall Cheesecake Sale (Eagle Fundraising)

PURPOSE OF RAISING FUNDS:

To cover the cost of student expenses for contst, conferences and group travel/ to support the vocal music program through additional purchases deemed necessary by the director.

FUNDRAISER DATES: START 07/01/2024 END 12/15/2024

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$ 3,000.00 - EST. EXP. - \$ 1,600.00 = EST. PROFIT \$ 1,400.-

Sponsor Signature: Aprill Raines

SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

Principal Signature: Walter R. Hoff II

PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

FUNDRAISER CLOSEOUT

START DATE: END DATE:

FUNDRAISER PROFIT

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

RECEIPT BOOK #: TO

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

FUNDRAISER REQUEST

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

Reporting School Year: 2024-2025 Sponsor Name: Aprill Raines

Name of Activity Fund: Vocal Music Account No: 949

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

Fall Concert Silent Auction

PURPOSE OF RAISING FUNDS:

To cover the cost of student expenses for constt, conferences and group travel/ to support the vocal music program through additional purchases deemed necessary by the director.

FUNDRAISER DATES: START 07/01/2024 END 12/15/2024

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$ 1,000.00 - EST. EXP. 0 = EST. PROFIT \$ 1,000.00

Sponsor Signature: Aprill Raines

SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

Principal Signature: Walter R. Howell IV

PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

FUNDRAISER CLOSEOUT

START DATE: END DATE:

FUNDRAISER PROFIT

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

RECEIPT BOOK #: TO

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

FUNDRAISER REQUEST

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

Reporting School Year: 2024-2025 Sponsor Name: Aprill Raines

Name of Activity Fund: Vocal Music Account No: 949

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

SHS Choir Apparel Sales (DuPrees) FALL

PURPOSE OF RAISING FUNDS:

To cover the cost of student expenses for constt, conferences and group travel/ to support the vocal music program through additional purchases deemed necessary by the director.

FUNDRAISER DATES: START 07/01/2024 END 12/15/2024

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$ 500.00 - EST. EXP. = EST. PROFIT \$ 500.00

Sponsor Signature: Aprill Raines

SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

Principal Signature: Walter R Howell IV

PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

FUNDRAISER CLOSEOUT

START DATE: END DATE:

FUNDRAISER PROFIT

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

RECEIPT BOOK #: TO

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

FUNDRAISER REQUEST

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

Reporting School Year: 2024-2025 Sponsor Name: Aprill Raines

Name of Activity Fund: Vocal Music Account No: 949

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

SHS Choir Apparel Sales (DuPrees) SPRING

PURPOSE OF RAISING FUNDS:

To cover the cost of student expenses for constt, conferences and group travel/ to support the vocal music program through additional purchases deemed necessary by the director.

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

ACCOUNT OF MONEY TO BE RAISED:

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

Sponsor Signature: Aprill Raines

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

Principal Authorization: Walter R. Howdy

BOARD OF EDUCATION APPROVAL DATE

FUNDRAISER CLOSEOUT

START DATE: END DATE:

FUNDRAISER PROFIT

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

RECEIPT BOOK #: TO

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

FUNDRAISER REQUEST

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

Reporting School Year: 2024-2025 Sponsor Name: Aprill Raines

Name of Activity Fund: Vocal Music Account No: 949

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

Pop Concert Silent auction

PURPOSE OF RAISING FUNDS:

To cover the cost of student expenses for contst, conferences and group travel/ to support the vocal music program through additional purchases deemed necessary by the director.

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

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$ 1,000.00 - EST. EXP. 0 = EST. PROFIT \$ 1,000.00

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

RECEIPT BOOK #: TO

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

FUNDRAISER REQUEST

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

Reporting School Year: 2024-2025 Sponsor Name: Aprill Raines

Name of Activity Fund: Vocal Music Account No: 949

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

SHS Choir Sing-a-thon

PURPOSE OF RAISING FUNDS:

To cover the cost of student expenses for contst, conferences and group travel/ to support the vocal music program through additional purchases deemed necessary by the director.

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

ACCOUNT OF MONEY TO BE RAISED:

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

Sponsor Signature: Aprill Raines

SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

Principal Signature: Walter R. Howell IV

PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

FUNDRAISER CLOSEOUT

START DATE: END DATE:

FUNDRAISER PROFIT

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

RECEIPT BOOK #: TO

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

FUNDRAISER REQUEST

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

Reporting School Year: 2024-2025 Sponsor Name: April Raines

Name of Activity Fund: Vocal Music Account No: 949

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

Fall Catalog Sale (Century Resources or Oklahoma Fundraiser)

PURPOSE OF RAISING FUNDS:

To cover the cost of student expenses for constt, conferences and group travel/ to support the vocal music program through additional purchases deemed necessary by the director.

FUNDRAISER DATES: START 07/01/2024 END 12/15/2024

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$ 2,000.00 - EST. EXP. -\$ 1,200.00 = EST. PROFIT \$ 800.00

Sponsor Signature: April Raines

Principal Authorization: Walter H. ...

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

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

HS-949

STILLWATER BOARD OF EDUCATION

CFB-E1

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2023-2024 Sponsor Name: Dayers/ARaines

Name of Activity Fund: Vocal Music / Performing Arts Account No: 949

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 22,277.05	\$ 22,277.
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Fundraising Income	\$ 12,500.00	
Donations	\$ 5,000.00	
Dues from students	\$ 1,000.00	
	\$	
	\$	
	\$	
Total Revenues:	\$ 18,500.00	\$ 19,432.
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 40,777.05	\$ 41,709.
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Uniform Expenses	\$ -3,000.00	
Contest Expenses	\$ -5,000.00	
Fundraising Expenses	\$ -4,500.00	
Travel	\$ -15,000.00	
	\$	
	\$	
Total Expenditures:	\$ -27,500.00	\$ 17,273.
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 13,277.05	\$ 24,436

as of 5/12/24

**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: 2024-2025 Sponsor Name: Curtis Davis

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:**

N/A - The excess funds are the result of a 2022-2023 carryover and is usually depleted at the beginning of the school to cover start-up yearbook production costs.

**PACKET CONTENTS:**

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ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4)	PAGE 4	<i>auc</i>
REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET*	PAGE 2	<i>auc</i>

*\*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: 2024-2025 SITE: High School

ACCOUNT NAME: 951 Yearbook

PURPOSE

Enhancing the learning of students through the use of media by producing the yearbook and communicating with local business owners for the sale of advertising.

SOURCE(S) OF INCOME

Yearbook Type Income: Advertising Sales, Awards/Prizes, Concession Sales, Contest Fees, Contributions/Donations, Fees/Fines/Dues, BOE approved Fundraisers, Grants/Scholarships, Merchandise Sales, Redeposit of Cash-Box/Start-up Cash, Reimbursements/Refunds/Rebates, School Picture Commissions, Student Payments and Yearbook/Agenda Sales.

PLANNED EXPENSES

Yearbook Type Expenses: Awards, Advertising, Books, 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, Registrations, Reimbursements, Rental Fees, Scholarship/Awards, Stipends, Award Banquets, Subscriptions, Technology Expenses and other Activity related supplies and materials.

SPONSOR NAME

Curtis Davis - deceased
K. Jan 100 - Yearbook Teacher
FY 24-25

PRINCIPAL/DIRECTOR

Walter R. Howell, IV

SIGNATURE

Curtis Davis / Kristin Jan 100

SIGNATURE

Walter R. Howell IV

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: DATE:

ACCOUNT NUMBER:

BOARD OF EDUCATION APPROVAL DATE:

**ACTIVITY FUND SUBACCOUNT BUDGET**

Reporting School Year: 2024-2025 Sponsor Name: Curtis Davis

Name of Activity Fund: Yearbook Account No: 951

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>16,953.00</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Fundraising Event: Ad Sales	\$ <u>7,500.00</u>	
Student Yearbook Payments	\$ <u>1,500.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>9,000.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>25,953.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Yearbook Production Costs	\$ <u>-8,000.00</u>	
Yearbook Purchases	\$ <u>-5,000.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-13,000.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>12,953.00</u>	\$ _____

**FUNDRAISER REQUEST**

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

Reporting School Year: 2024-2025 Sponsor Name: Curtis Davis

Name of Activity Fund: Yearbook Account No: 951

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

Ad Sales

**PURPOSE OF RAISING FUNDS:**

Reduce the cost of yearbooks through ad sales to reduce burden on families and increase sales

**FUNDRAISER DATES:** START 08/15/2024 END 05/15/2025

**ACCOUNT OF MONEY TO BE RAISED:**

EST. INC. \$ 7,500.00 - EST. EXP. \$ 0.00 = EST. PROFIT \$ 7,500.00

Curtis Davis  
SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION  
(applicable only if athletic fundraiser)

Walter R. Handley  
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

HS-951

STILLWATER BOARD OF EDUCATION

CFB-EI

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2023-2024 Sponsor Name: Curtis Davis

Name of Activity Fund: Yearbook Account No: 951

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 18,183.62	\$ 19,369.
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Fundraising Events: Ad sales	\$ 12,000.00	
Donations	\$ 0.00	
Student Yearbook Payments	\$ 1,500.00	
	\$	
	\$	
	\$	
Total Revenues:	\$ 13,500.00	\$ 16,263.
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 31,683.62	\$ 35,632.
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Fundraising Expenses	\$ -6,000.00	
Advertising Expense	\$ 0.00	
Yearbook Purchases	\$ 1,500.00	
	\$	
	\$	
	\$	
Total Expenditures:	\$ -4,500.00	\$ 18,679.
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 27,183.62	\$ 16,953.

Adoption Date: February 21, 2012

Revision Date(s): 9/10/19

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as of 5/12/24

**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: 2024-2025 Sponsor Name: Traci Richardson

Name of Activity Fund: Young Democrats Account No: 952

**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	all

*\*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: 2024-2025 SITE: High School

ACCOUNT NAME: 952 Young Democrats

**PURPOSE**

To support club activities.

**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**

Traci Richardson

**SIGNATURE**

**PRINCIPAL/DIRECTOR**

Walter R. Howell, IV

**SIGNATURE**

**TO BE COMPLETED BY FINANCE DEPARTMENT**

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

ACCOUNT NUMBER: \_\_\_\_\_

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

**ACTIVITY FUND SUBACCOUNT BUDGET**

Reporting School Year: 2024-2025 Sponsor Name: Traci Richardson  
 Name of Activity Fund: Young Democrats Account No: 952

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>270.00</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Student dues	\$ <u>100.00</u>	
Fundraiser Income - Shirt Sales	\$ <u>600.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>700.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>970.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Meeting supplies and refreshments	\$ <u>-150.00</u>	
Silent Auction basket	\$ <u>-150.00</u>	
Fundraiser Expenses - Shirt Sales	\$ <u>-450.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-750.00</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: 2024-2025 Sponsor Name: Traci Richardson

Name of Activity Fund: Young Democrats Account No: 952

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

Young Dems t-shirt sales

PURPOSE OF RAISING FUNDS:

To fund club activities.

FUNDRAISER DATES: START 08/01/2024 END 12/15/2024

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$ 600.00 - EST. EXP. -\$ 450.00 = EST. PROFIT \$ 150.00

[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. (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

HS - 952

STILEWATER BOARD OF EDUCATION

CFB-E1

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2023-2024 Sponsor Name: Traci Richardson

Name of Activity Fund: Young Democrats Account No: 952

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 221.44	\$ 270.-
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Dues from students	\$ 100.00	
Club tshirts	\$ 600.00	
	\$	
	\$	
	\$	
	\$	
Total Revenues:	\$ 700.00	\$ 0
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 921.44	\$ 270.-
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Snacks and drinks for club meetings	\$ -150.00	
Supplies for silent auction baskets	\$ -150.00	
Club tshirts	\$ -450.00	
	\$	
	\$	
	\$	
Total Expenditures:	\$ -750.00	\$ 0
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 171.44	\$ 270.-

Inactive in FY24

Adoption Date: February 21, 2012

Revision Date(s): 9/10/19

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as of 5/12/24

**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: 2024-2025 Sponsor Name: Josh Haar

Name of Activity Fund: Youth & Government Account No: 953

**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: 2024-2025 SITE: High School

ACCOUNT NAME: 953 Youth & Government

**PURPOSE**

To afford students the opportunity to experience civic engagement, partake in debates that affect citizens in their state, and propose legislation.

**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.

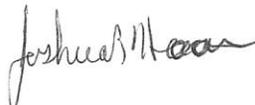
**PLANNED EXPENSES**

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**

Josh Haar

**SIGNATURE**



**PRINCIPAL/DIRECTOR**

Walter R. Howell, IV

**SIGNATURE**



**TO BE COMPLETED BY FINANCE DEPARTMENT**

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

ACCOUNT NUMBER: \_\_\_\_\_

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

**ACTIVITY FUND SUBACCOUNT BUDGET**

Reporting School Year: 2024-2025 Sponsor Name: Josh Haar

Name of Activity Fund: Youth & Government Account No: 953

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>534.00</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Student dues	\$ <u>300.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>300.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>834.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Meeting supplies and refreshments	\$ <u>-500.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-500.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>334.00</u>	\$ _____

HS-953

STILLWATER BOARD OF EDUCATION

CFB-E1

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2023-2024 Sponsor Name: Josh Haar

Name of Activity Fund: Youth & Government Account No: 953

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 534.49	\$ 534.-
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Fundraising Events - TBD (no form completed yet.)	\$ 350.00	
Donations	\$ 150.00	
Dues from students	\$ 1,500.00	
	\$	
	\$	
	\$	
Total Revenues:	\$ 2,000.00	\$ 0
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 2,534.49	\$ 534.-
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Supplies	\$ 100.00	
Food For Meetings	\$ 200.00	
	\$ 0.00	
	\$	
	\$	
	\$	
Total Expenditures:	\$ 300.00	\$ 0
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 2,834.49	\$ 534.-

Inactive in FY24

as of 5/12/24

<b>STILLWATER BOARD OF EDUCATION</b>	<b>CFB-E1</b>
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**ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE**

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

Reporting School Year: 2024-2025 Sponsor Name: Shannon Peters

Name of Activity Fund: Sophomore Class Account No: 960

**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:**

Funds are collected during the first year at high school to fund projects during the student's junior year.

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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: 2024-2025 SITE: High School

ACCOUNT NAME: 960 Sophomore Class

PURPOSE

To support the purchase of supplies based on the decision of the sophomore class. Incoming funds from enrollment and events are raised to move up with them to fund events during their junior year (i.e. Prom).

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

Shannon Peters

SIGNATURE

Shannon Peters

PRINCIPAL/DIRECTOR

Walter R. Howell, IV

SIGNATURE

Walter R. Howell IV

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: DATE:

ACCOUNT NUMBER:

BOARD OF EDUCATION APPROVAL DATE:

**ACTIVITY FUND SUBACCOUNT BUDGET**

Reporting School Year: 2024-2025 Sponsor Name: Shannon Peters

Name of Activity Fund: Sophomore Class Account No: 960

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>0.00</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Student Enrollment fee	\$ <u>2,000.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>2,000.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>2,000.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Supplies	\$ <u>-500.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-500.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>1,500.00</u>	\$ _____

HS-960

STILLWATER BOARD OF EDUCATION

CFB-E1

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2023-2024 Sponsor Name: Shannon Peters

Name of Activity Fund: Sophomore Class Account No: 960

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 0.00	\$ 0
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
School ID Cards	\$ 2,000.00	
	\$	
	\$	
	\$	
	\$	
	\$	
Total Revenues:	\$ 2,000.00	\$ 2,123.00
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 2,000.00	\$ 2,123.00
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Supplies	\$ -500.00	
	\$	
	\$	
	\$	
	\$	
Total Expenditures:	\$ -500.00	\$ 0
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 1,500.00	\$ 2,123.00

Adoption Date: February 21, 2012

Revision Date(s): 9/10/19

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Ending balance transfers to 961 - Jr Class at start of next year.

as of 5/12/24

<b>STILLWATER BOARD OF EDUCATION</b>	<b>CFB-E1</b>
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**ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE**

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

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

Name of Activity Fund: Junior Class Account No: 961

**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 ending balance was greater than anticipated due to transfers from other accounts used to fund the start up costs for the Prom and the increased attendance of students at the Prom. As the income was generated so close to the end of the year, the Junior class was not able to decide how to appropriately spend the extra income. The money will follow the students into their senior year.

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

*\*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.*

<i>Adoption Date: February 21, 2012</i>	<i>Revision Date(s): 9/10/19</i>	<i>Page 1 of 4</i>
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ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2024-2025 SITE: High School

ACCOUNT NAME: 961 Junior Class

PURPOSE

To host Prom 2025.

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

K. Morton & J. Hayes

SIGNATURE

[Handwritten signature: K. Morton]

PRINCIPAL/DIRECTOR

Walter R. Howell, IV

SIGNATURE

[Handwritten signature: Walter R. Howell IV]

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: DATE:

ACCOUNT NUMBER:

BOARD OF EDUCATION APPROVAL DATE:

**ACTIVITY FUND SUBACCOUNT BUDGET**

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

Name of Activity Fund: Junior Class Account No: 961

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>2,123.00</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Student Enrollment	\$ <u>1,500.00</u>	
Ticket Sales	\$ <u>9,500.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>11,000.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>13,123.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Prom Expenses	\$ <u>-8,500.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-8,500.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>4,623.00</u>	\$ _____

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2023-2024 Sponsor Name: Krissi Morton

Name of Activity Fund: Jr. Class Account No: 961

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 2,894.03	\$ <u>2188.-</u>
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Ticket Sales	\$ 9,500.00	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ 9,500.00	\$ <u>22,025.-</u>
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 12,394.03	\$ <u>24,213.-</u>
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Prom Decorations	\$ -8,500.00	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ -8,500.00	\$ <u>16,243</u>
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 3,894.03	\$ <u>7,969.90</u>

*Includes  
Transfer to  
812-Parking 7,000*

**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: 2024-2025 Sponsor Name: H. Shepard & A. Sisler

Name of Activity Fund: Senior Class Account No: 962

**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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REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET*	PAGE 2	<i>ame</i>

*\*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: 2024-2025 SITE: High School

ACCOUNT NAME: 962 Senior Class

PURPOSE

Fund all senior-specific events and graduation costs (flowers, programs, medals, VIP room, wristbands, incidentals).

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

H. Shepard & A. Sisler

SIGNATURE

Hope Shepard

PRINCIPAL/DIRECTOR

Walter R. Howell, IV

SIGNATURE

Walter R. Howell IV

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: DATE:

ACCOUNT NUMBER:

BOARD OF EDUCATION APPROVAL DATE:

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-2025 Sponsor Name: H. Shepard & A. Sisler

Name of Activity Fund: Senior Class Account No: 962

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 4,531.00	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Student Enrollment	\$ 1,500.00	
Junior Class rollover	\$ 16,510.00	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ 18,010.00	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 22,541.00	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Donations (POW and SMAC)	\$ -3,140.00	
Senior Circle Mementos/Senior Events	\$ -2,000.00	
Graduation Medals & Programs	\$ -1,983.00	
Graduation Florals	\$ -250.00	
Graduation VIP Room Supplies	\$ -200.00	
May Events (Senior Walk; Faculty Lunch)	\$ -500.00	
Total Expenditures:	\$ -8,073.00	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 14,468.00	\$ _____

HS-962

STILLWATER BOARD OF EDUCATION

CFB-E1

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2023-2024 Sponsor Name: Jennifer White (outgoing); Hope

Name of Activity Fund: Senior Class Account No: 962

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 6,194.79	\$ <u>6183.-</u>
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Senior Enrollment Dues	\$ <u>1,500.00</u>	
Junior Class Rollover	\$ <u>2,300.00</u>	
	\$ _____	
	\$ _____	
	\$ _____	
	\$ _____	
Total Revenues:	\$ 3,800.00	\$ <u>294.-</u>
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 9,994.79	\$ <u>9488.-</u>
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Donations (POW and SMAC)	\$ -3,140.00	
Senior Circle Mementos/Senior Events	\$ -2,000.00	
Graduation Medals & Programs	\$ -1,983.00	
Graduation Florals	\$ -250.00	
Graduation VIP Room Supplies	\$ -200.00	
May Events (Senior Walk; Faculty Lunch)	\$ -500.00	
Total Expenditures:	\$ -8,073.00	\$ <u>4957.-</u>
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 1,921.79	\$ <u>4531.-</u>

net transfers \$3011.-

Adoption Date: February 21, 2012

Revision Date(s): 9/10/19

Page 3 of 4

as of 5/12/24

**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: 2024-2025 Sponsor Name: Kristy Self

Name of Activity Fund: Gender and Sexuality Alliance (GSA) Account No: 965

**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:**

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REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET*	PAGE 2	<i>auc</i>

*\*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 SUBACCOUNT BUDGET**

Reporting School Year: 2024-2025 Sponsor Name: Kristy Self

Name of Activity Fund: Gender and Sexuality Alliance (GSA) Account No: 965

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>534.00</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Donations _____	\$ <u>50.00</u>	
Student dues _____	\$ <u>50.00</u>	
Selling apparel _____	\$ <u>75.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>175</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>709</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Meeting supplies and refreshments _____	\$ <u>-80.00</u>	
Senior Banquet expenses _____	\$ <u>-150</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-230</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>479</u>	\$ _____

HS-965

STILLWATER BOARD OF EDUCATION

CFB-E1

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2023-2024 Sponsor Name: Kristy Self

Name of Activity Fund: Gender and Sexuality Alliance GSA Account No: 965

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 0.00	\$ <u>297.-</u>
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Selling items at community and school events	\$ 75.00	
Donations	\$ 100.00	
Dues from students	\$ 50.00	
Selling apparel	\$ 75.00	
	\$	
	\$	
Total Revenues:	\$ 300.00	\$ <u>85.-</u>
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 300.00	\$ <u>382.-</u>
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
supplies	\$ -30.00	
Food	\$ -50.00	
Senior banquet	\$ -100.00	
	\$	
	\$	
Total Expenditures:	\$ -180.00	\$ <u>155.-</u>
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 120.00	\$ <u>227.-</u>

as of 5/12/24

**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: 2024-2025 Sponsor Name: Josh Haar

Name of Activity Fund: Debate Club Account No: \_\_\_\_\_

**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.*

*New for FY 25*

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2024-2025 SITE: High School

ACCOUNT NAME: Debate Club

PURPOSE

To afford students the opportunity to experience civic engagement, partake in debates that affect citizens in their state, and propose legislation.

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

Josh Haar

SIGNATURE

[Handwritten signature of Josh Haar]

PRINCIPAL/DIRECTOR

Walter R. Howell, IV

SIGNATURE

[Handwritten signature of Walter R. Howell, IV]

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: DATE:

ACCOUNT NUMBER:

BOARD OF EDUCATION APPROVAL DATE:

**ACTIVITY FUND SUBACCOUNT BUDGET**

Reporting School Year: 2024-2025 Sponsor Name: Josh Haar

Name of Activity Fund: Debate Club Account No: \_\_\_\_\_

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ _____	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Student Fee	\$ 200.00	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ 200.00	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 200.00	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ 0.00	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 200.00	\$ _____



**July 31, 2024**

**SKYLINE ACTIVITY FUND  
PACKETS**

**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: 2024-2025 Sponsor Name: Jami M. Smith

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 a fund balance that exceeds \$1000 and 30% of projected revenue:**

To support and enhance the educational needs of students in all areas.

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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.*

RECEIVED APR 26 2024

**ACTIVITY FUND REQUEST FOR ACCOUNT**

**DATE:** 2024-2025 **SITE:** Skyline

**ACCOUNT NAME:** 801 Student Supply

**PURPOSE**

To support and enhance the educational needs of students in all areas.

**SOURCE(S) OF INCOME**

Student Supply Income: AP Testing Fees, Class Supplies, Contributions/Donations, Fees/Fines/Dues, Field Trip Collections, Grants/Scholarships, Lost/Damaged Book Fee, PALS Profit, Redeposit of Cash-Box/Start-up Cash, Registration Costs, Reimbursements/Refunds/Rebates, Student Payments, Student Supply Fees.

**PLANNED EXPENSES**

Student Supply Expenses: Achievement Awards, Books, Cash-Box/Start-up Cash, Fees/Dues, Field Trip Expenses, Registrations, Reimbursements/Refunds, Subscriptions, Classroom related Supplies/Materials, Student Snacks, Technology Expenses, and Tutoring.

**SPONSOR NAME**

Jami M. Smith

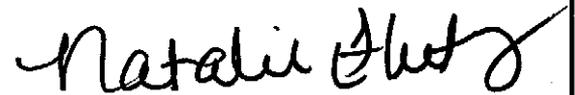
**SIGNATURE**



**PRINCIPAL/DIRECTOR**

Natalie Fluty

**SIGNATURE**



**TO BE COMPLETED BY FINANCE DEPARTMENT**

**APPROVED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**ACCOUNT NUMBER:** \_\_\_\_\_

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

**RECEIVED APR 26 2024**

**ACTIVITY FUND SUBACCOUNT BUDGET**

Reporting School Year: 2024-2025 Sponsor Name: Jami M. Smith

Name of Activity Fund: Student Supply Account No: 801

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>8,500.00</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Allocation from District	\$ <u>10,000.00</u>	
Field Trip Collections	\$ <u>200.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>10,200.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>18,700.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Classroom Supplies	\$ <u>-10,000.00</u>	
Field Trip Expenses	\$ <u>-1,000.00</u>	
Co-curricular subscriptions	\$ <u>-1,000.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-12,000.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>6,700.00</u>	\$ _____

**RECEIVED APR 26 2024**

**ACTIVITY FUND SUBACCOUNT BUDGET**

Reporting School Year: 2023-2024 Sponsor Name: Jami M. Smith  
 Name of Activity Fund: Student Supply Account No: 801

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>6,123.43</u>	\$ <u>6224.95</u>
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Allocation from District	\$ <u>10,000.00</u>	
Field Trip Collections	\$ <u>200.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
<b>Total Revenues:</b>	<b>\$ <u>10,200.00</u></b>	<b>\$ <u>14078.14</u></b>
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>16,323.43</u>	\$ <u>20303.09</u>
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Classroom Supplies	\$ <u>-10,000.00</u>	
Field Trip Expenses	\$ <u>-1,000.00</u>	
Co-curricular subscriptions	\$ <u>-1,000.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
<b>Total Expenditures:</b>	<b>\$ <u>-12,000.00</u></b>	<b>\$ <u>11798.33</u></b>
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>4,323.43</u>	\$ <u>8504.76</u>

RECEIVED APR 26 2024

**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: 2024-2025 Sponsor Name: Jami M. Smith

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:

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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.*

**RECEIVED APR 26 2024**

*Adoption Date: February 21, 2012*

*Revision Date(s): 9/10/19*

*Page 1 of 4*

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2024-2025 SITE: Skyline

ACCOUNT NAME: 803 Library

PURPOSE

To support and enhance the educational needs of students in all areas.

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

Jami M. Smith

SIGNATURE

Jami M. Smith

PRINCIPAL/DIRECTOR

Natalie Fluty

SIGNATURE

Natalie Fluty

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: DATE:

ACCOUNT NUMBER:

BOARD OF EDUCATION APPROVAL DATE:

RECEIVED APR 26 2024

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-2025 Sponsor Name: Jami M. Smith

Name of Activity Fund: Library Account No: 803

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 750.00	\$
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Lost/damaged book fees	\$ 200.00	
_____	\$	
_____	\$	
_____	\$	
_____	\$	
_____	\$	
_____	\$	
Total Revenues:	\$ 200.00	\$
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 950.00	\$
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Student award	\$ -200.00	
_____	\$	
Book repair supplies	\$ -250.00	
_____	\$	
Library Books	\$ -150.00	
_____	\$	
_____	\$	
_____	\$	
Total Expenditures:	\$ -600.00	\$
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 350.00	\$

RECEIVED APR 26 2024

**ACTIVITY FUND SUBACCOUNT BUDGET**

Reporting School Year: 2023-2024 Sponsor Name: Jami M. Smith  
 Name of Activity Fund: Library Account No: 803

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>694.10</u>	\$ <u>694.10</u>
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Damaged/lost book fees	\$ <u>200.00</u>	
Donations	\$ <u>200.00</u>	
	\$ _____	
	\$ _____	
	\$ _____	
	\$ _____	
	\$ _____	
Total Revenues:	\$ <u>400.00</u>	\$ <u>550.00</u>
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>1,094.10</u>	\$ <u>1249.10</u>
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Student Awards	\$ <u>-250.00</u>	
Competition/Registration Fees	\$ <u>-100.00</u>	
Books	\$ <u>-500.00</u>	
	\$ _____	
	\$ _____	
	\$ _____	
Total Expenditures:	\$ <u>-850.00</u>	\$ <u>491.79</u>
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>244.10</u>	\$ <u>757.31</u>

RECEIVED APR 26 2024

Adoption Date: February 21, 2012

Revision Date(s): 9/10/19

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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: 2024-2025 Sponsor Name: Jami M. SmithName 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:

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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.

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Adoption Date: February 21, 2012

Revision Date(s): 9/10/19

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ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2024-2025 SITE: Skyline

ACCOUNT NAME: 806 Facility Rental

PURPOSE

To enhance/improve student needs in classrooms, improve outdoor play areas and add needed equipment. Supplies for schools sponsored events, such as refreshments/prizes for students, staff, parents, etc attending school events.

SOURCE(S) OF INCOME

All listed BOE approved revenue sources for the 2023-2024 school year.

24-25

PLANNED EXPENSES

All listed BOE approved expenditures for the 2023-2024 school year.

24-25

SPONSOR NAME

Jami M. Smith

SIGNATURE

Jami M. Smith

PRINCIPAL/DIRECTOR

Natalie Fluty

SIGNATURE

Natalie Fluty

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: DATE:

ACCOUNT NUMBER:

BOARD OF EDUCATION APPROVAL DATE:

RECEIVED APR 26 2024

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-2025 Sponsor Name: Jami M. Smith

Name of Activity Fund: Facility Rental Account No: 806

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 465.39	\$
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ 0.00	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 465.39	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
_____	\$ _____	
_____	\$ _____	
_____	\$ 0.00	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ 0.00	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 465.39	\$ _____

RECEIVED APR 26 2024

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2023-2024 Sponsor Name: Jami M. Smith

Name of Activity Fund: Facility Rental Account No: 806

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 1,155.39	\$ 1155.39
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Donations	\$ 250.00	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
Total Revenues:	\$ 250.00	\$ 0
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 1,405.39	\$ 1155.39
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Refreshments for School Functions	\$ -300.00	
	\$	
	\$	
	\$	
	\$	
	\$	
Total Expenditures:	\$ -300.00	\$ 690.00
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 1,105.39	\$ 465.39

RECEIVED APR 26 2024

**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: 2024-2025 Sponsor Name: Jami M. Smith

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:

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**RECEIVED APR 26 2024**

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2024-2025 SITE: Skyline

ACCOUNT NAME: 807 Special Events

PURPOSE

Use for anything; recycling fees, school events, staff training, staff celebrations, district celebrations, staff snacks, staff prizes, student snacks, office supplies, staff appreciation, classroom supplies, schoolwide prizes, etc.

SOURCE(S) OF INCOME

All listed BOE approved revenue sources for the 2023-2024 school year.

24-25

PLANNED EXPENSES

All listed BOE approved expenditures for the 2023-2024 school year.

24-25

SPONSOR NAME

Jami M. Smith

SIGNATURE

Jami M. Smith

PRINCIPAL/DIRECTOR

Natalie Fluty

SIGNATURE

Natalie Fluty

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: DATE:

ACCOUNT NUMBER:

BOARD OF EDUCATION APPROVAL DATE:

RECEIVED APR 26 2024

**ACTIVITY FUND SUBACCOUNT BUDGET**

Reporting School Year: 2024-2025 Sponsor Name: Jami M. Smith

Name of Activity Fund: Special Events Account No: 807

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>4,000.00</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
PALS Distribution	\$ <u>5,000.00</u>	
School Picture Commissions	\$ <u>750.00</u>	
Coca-Cola Commissions	\$ <u>200.00</u>	
Donations	\$ <u>500.00</u>	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>6,450.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>10,450.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Staff appreciation	\$ <u>-4,000.00</u>	
Supplies	\$ <u>-1,500.00</u>	
Teacher Awards	\$ <u>-1,000.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-6,500.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>3,950.00</u>	\$ _____

**RECEIVED APR 26 2024**

**ACTIVITY FUND SUBACCOUNT BUDGET**

Reporting School Year: 2023-2024 Sponsor Name: Jami M. Smith

Name of Activity Fund: Special Events Account No: 807

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 3,219.63	\$ <u>3667.80</u>
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
PALS Distribution	\$ 5,000.00	
School Picture Commissions	\$ 500.00	
Coca-Cola Commissions	\$ 200.00	
Fundraising	\$ 500.00	
	\$	
	\$	
Total Revenues:	\$ 6,200.00	\$ <u>6728.91</u>
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 9,419.63	\$ <u>10396.71</u>
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Staff appreciation/celebration	\$ -4,000.00	
Classroom supplies	\$ -1,500.00	
Teacher Awards	\$ -250.00	
	\$	
	\$	
Total Expenditures:	\$ -5,750.00	\$ <u>6350.82</u>
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 3,669.63	\$ <u>4045.89</u>

RECEIVED APR 26 2024

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: 2024-2025 Sponsor Name: Jami M. SmithName of Activity Fund: Field Trips Account No: 810

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:

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Adoption Date: February 21, 2012

Revision Date(s): 9/10/19

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ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2024-2025 SITE: Skyline

ACCOUNT NAME: 810 Field Trips

PURPOSE

To help cover any costs associated with field trips; student costs, staff, costs, transportaiton, etc.

SOURCE(S) OF INCOME

All listed BOE approved revenue sources for the 2023-2024 school year.

24-25

PLANNED EXPENSES

All listed BOE approved expenditures for the 2023-2024 school year.

24-25

SPONSOR NAME

Jami M. Smith

SIGNATURE

Jami M. Smith

PRINCIPAL/DIRECTOR

Natalie Fluty

SIGNATURE

Natalie Fluty

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: DATE:

ACCOUNT NUMBER:

BOARD OF EDUCATION APPROVAL DATE:

RECEIVED APR 26 2024

**ACTIVITY FUND SUBACCOUNT BUDGET**

Reporting School Year: 2024-2025 Sponsor Name: Jami M. Smith

Name of Activity Fund: Field Trips Account No: 810

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>0.00</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Parent/PTA payment	\$ <u>500.00</u>	
Donations	\$ <u>200.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>700.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>700.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Transportation	\$ <u>-500.00</u>	
Trip fee	\$ <u>-200.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-700.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>0.00</u>	\$ _____

**RECEIVED APR 26 2024**

**ACTIVITY FUND SUBACCOUNT BUDGET**

Reporting School Year: 2023-2024 Sponsor Name: Jami M. Smith

Name of Activity Fund: Field Trips Account No: 810

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>0.00</u>	\$ <u>0</u>
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Parent Payment	\$ <u>500.00</u>	
Donations	\$ <u>200.00</u>	
	\$ _____	
	\$ _____	
	\$ _____	
	\$ _____	
Total Revenues:	\$ <u>700.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>700.00</u>	\$ <u>0</u>
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Field trip expenses	\$ <u>-200.00</u>	
Transportation	\$ <u>-500.00</u>	
	\$ _____	
	\$ _____	
	\$ _____	
Total Expenditures:	\$ <u>-700.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>0.00</u>	\$ <u>0</u>

RECEIVED APR 26 2024

**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: 2024-2025 Sponsor Name: Jami M. Smith

Name of Activity Fund: Safety/Health Initiatives Account No: 823

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:

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**RECEIVED APR 26 2024**

*Adoption Date: February 21, 2012*

*Revision Date(s): 9/10/19*

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ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2024-2025 SITE: Skyline

ACCOUNT NAME: 823 Safety/Health Initiatives

PURPOSE

Recycling supplies, healthroom needs, playground improvements

SOURCE(S) OF INCOME

All listed BOE approved revenue sources for the 2023-2024 school year.

24-25

PLANNED EXPENSES

All listed BOE approved expenditures for the 2023-2024 school year.

24-25

SPONSOR NAME

Jami M. Smith

SIGNATURE

Jami M. Smith

PRINCIPAL/DIRECTOR

Natalie Fluty

SIGNATURE

Natalie Fluty

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: DATE:

ACCOUNT NUMBER:

BOARD OF EDUCATION APPROVAL DATE:

RECEIVED APR 26 2024

**ACTIVITY FUND SUBACCOUNT BUDGET**

Reporting School Year: 2024-2025 Sponsor Name: Jami M. Smith

Name of Activity Fund: Safety/Health Initiatives Account No: 823

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>1,070.69</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>0.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>1,070.69</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Healthroom supplies	\$ <u>-300.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-300.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>770.69</u>	\$ _____

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2023-2024 Sponsor Name: Jami M. Smith

Name of Activity Fund: Safety/Health Initiatives Account No: 823

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 1,070.69	\$ 1070.69
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Donations	\$ 200.00	
	\$	
	\$	
	\$	
	\$	
	\$	
Total Revenues:	\$ 200.00	\$ 0
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 1,270.69	\$
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Healthroom supplies	\$ -300.00	
Playground improvements	\$ -300.00	
	\$	
	\$	
	\$	
	\$	
Total Expenditures:	\$ -600.00	\$ 0
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 670.69	\$ 1070.69

RECEIVED APR 26 2024

**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: 2024-2025 Sponsor Name: Jami M. Smith

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:**

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**RECEIVED APR 26 2024**

*Adoption Date: February 21, 2012*

*Revision Date(s): 9/10/19*

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ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2024-2025 SITE: Skyline

ACCOUNT NAME: 839 SPEF Grant

PURPOSE

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

SOURCE(S) OF INCOME

All listed BOE approved revenue sources for the 2023-2024 school year.

24-25

PLANNED EXPENSES

All listed BOE approved expenditures for the 2023-2024 school year.

24-25

SPONSOR NAME

Jami M. Smith

SIGNATURE

Jami M. Smith

PRINCIPAL/DIRECTOR

Natalie Fluty

SIGNATURE

Natalie Fluty

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: DATE:

ACCOUNT NUMBER:

BOARD OF EDUCATION APPROVAL DATE:

RECEIVED APR 26 2024

**ACTIVITY FUND SUBACCOUNT BUDGET**

Reporting School Year: 2024-2025 Sponsor Name: Jami M. Smith

Name of Activity Fund: SPEF Grant Account No: 839

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 5,694.30	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
SPEF Grant Large	\$ 5,000.00	
SPEF Grant Small	\$ 2,500.00	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ 7,500.00	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 13,194.30	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Specific expenditures-large	\$ -5,000.00	
Specific expenditures-small	\$ -2,500.00	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ -7,500.00	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 5,694.30	\$ _____

RECEIVED APR 26 2024

**ACTIVITY FUND SUBACCOUNT BUDGET**

Reporting School Year: 2023-2024 Sponsor Name: Audra Casson on behalf of SPEF

Name of Activity Fund: SPEF Grant Account No: 839

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>74.00</u>	\$ <u>74.05</u>
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
SPEF Grants (estimating one large grant)	\$ <u>5,000.00</u>	
SPEF Grants (estimating one small grant)	\$ <u>2,500.00</u>	
	\$ _____	
	\$ _____	
	\$ _____	
	\$ _____	
	\$ _____	
Total Revenues:	\$ <u>7,500.00</u>	\$ <u>11683.00</u>
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>7,574.00</u>	\$ <u>11757.05</u>
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Large Grant specific expenditures	\$ <u>-5,000.00</u>	
Small Grant specific expenditures	\$ <u>-2,500.00</u>	
Return of unused portion from prior year	\$ <u>-74.00</u>	
	\$ _____	
	\$ _____	
	\$ _____	
Total Expenditures:	\$ <u>-7,574.00</u>	\$ <u>6062.75</u>
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>0.00</u>	\$ <u>5694.30</u>

RECEIVED APR 26 2024

**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: 2024-2025 Sponsor Name: Jami M. Smith  
 Name of Activity Fund: Teacher Grants Account No: 851

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:

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**RECEIVED APR 26 2024**

*Adoption Date: February 21, 2012*

*Revision Date(s): 9/10/19*

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ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2024-2025 SITE: Skyline

ACCOUNT NAME: 851 Teacher Grants

PURPOSE

Grant specific purchases by those who have been awarded grants.

SOURCE(S) OF INCOME

All listed BOE approved revenue sources for the 2023-2024 school year.

24-25

PLANNED EXPENSES

All listed BOE approved expenditures for the 2023-2024 school year.

24-25

SPONSOR NAME

Jami M. Smith

SIGNATURE

Jami M. Smith

PRINCIPAL/DIRECTOR

Natalie Fluty

SIGNATURE

Natalie Fluty

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: DATE:

ACCOUNT NUMBER:

BOARD OF EDUCATION APPROVAL DATE:

RECEIVED APR 26 2024

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-2025 Sponsor Name: Jami M. Smith

Name of Activity Fund: Teacher Grants Account No: 851

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 2,618.06	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ 0.00	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 2,618.06	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Grant specific purchase	\$ -2,618.06	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ -2,618.06	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 0.00	\$ _____

RECEIVED APR 26 2024

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2023-2024 Sponsor Name: Jami M. Smith

Name of Activity Fund: Teacher Grants Account No: 851

1. ESTIMATED BEGINNING CASH BALANCE, JULY 1 NEXT YEAR EST. ACTUALS\* \$ 0.00 \$ 0

2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:

Teacher awarded grant \$ 500.00
Total Revenues: \$ 500.00

\$ 3000.00

3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) \$ 500.00

4. EXPENDITURES AND ESTIMATED AMOUNTS:

Grant specific purchases \$ -500.00
Total Expenditures: \$ -500.00

\$ 381.94

5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3) \$ 0.00

\$ 2618.06

RECEIVED APR 26 2024

**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: 2024-2025 Sponsor Name: Jami M. Smith

Name of Activity Fund: After School Programs 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:

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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.*

**RECEIVED APR 26 2024**

*Adoption Date: February 21, 2012*

*Revision Date(s): 9/10/19*

*Page 1 of 4*

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2024-2025 SITE: Skyline

ACCOUNT NAME: 876 After School Programs

PURPOSE

To cover any expenses associated with after schools clubs or programs

SOURCE(S) OF INCOME

All listed BOE approved revenue sources for the 2023-2024 school year.

24-25

PLANNED EXPENSES

All listed BOE approved expenditures for the 2023-2024 school year.

24-25

SPONSOR NAME

Jami M. Smith

SIGNATURE

Jami M. Smith

PRINCIPAL/DIRECTOR

Natalie Fluty

SIGNATURE

Natalie Fluty

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: DATE:

ACCOUNT NUMBER:

BOARD OF EDUCATION APPROVAL DATE:

RECEIVED APR 26 2024

**ACTIVITY FUND SUBACCOUNT BUDGET**

Reporting School Year: 2024-2025 Sponsor Name: Jami M. Smith

Name of Activity Fund: After School Programs Account No: 876

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 146.63	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Club dues	\$ 1,000.00	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ 1,000.00	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 1,146.63	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Club snacks	\$ -200.00	
Club supplies	\$ -500.00	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ -700.00	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 446.63	\$ _____

**RECEIVED APR 26 2024**

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2023-2024 Sponsor Name: Jami M. Smith

Name of Activity Fund: After School Programs Account No: 876

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 146.63	\$ <u>146.63</u>
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Club fees/dues paid	\$ 500.00	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ 500.00	\$ <u>0</u>
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 646.63	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Student/club supplies	\$ -350.00	
Student snacks	\$ -150.00	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ -500.00	\$ <u>0</u>
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 146.63	\$ <u>146.63</u>

RECEIVED APR 26 2024

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: 2024-2025 Sponsor Name: Jami M. Smith

Name of Activity Fund: 5th Grade Class Account No: 895

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:

We are asking that the remaining \$7.68 be transferred to ACCT# 801 Student Supplies and ACCT# 895 be closed out.

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RECEIVED APR 26 2024

Adoption Date: February 21, 2012

Revision Date(s): 9/10/19

Page 1 of 4

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2024-2025 SITE: Skyline

ACCOUNT NAME: 895 5th Grade Class

PURPOSE

To support, fund, and enhance the experiece of the 5th grade class for the active school year.

SOURCE(S) OF INCOME

All listed BOE approved revenue sources for the 2023-2024 school year.

24-25

PLANNED EXPENSES

All listed BOE approved expenditures for the 2023-2024 school year.

24-25

SPONSOR NAME

Jami M. Smith

SIGNATURE

Jami M. Smith

PRINCIPAL/DIRECTOR

Natalie Fluty

SIGNATURE

Natalie Fluty

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: DATE:

ACCOUNT NUMBER:

BOARD OF EDUCATION APPROVAL DATE:

RECEIVED APR 26 2024

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-2025 Sponsor Name: Jami M. Smith

Name of Activity Fund: 5th Grade Class Account No: 895

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 7.68	\$
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ 0.00	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 7.68	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ 0.00	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 7.68	\$ _____

RECEIVED APR 26 2024

**ACTIVITY FUND SUBACCOUNT BUDGET**

Reporting School Year: 2023-2024 Sponsor Name: Jami M. Smith

Name of Activity Fund: 5th Grade Class Account No: 895

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 308.26	\$ <u>308.26</u>
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Fundraising Events	\$ 500.00	
Donations	\$ 500.00	
	\$	
	\$	
	\$	
	\$	
	\$	
Total Revenues:	\$ 1,000.00	\$ <u>0</u>
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 1,308.26	\$
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Fundraising Expenses	\$ -150.00	
Transportation	\$ -500.00	
Supplies	\$ -250.00	
Donations	\$ -100.00	
	\$	
	\$	
Total Expenditures:	\$ -1,000.00	\$ <u>300.58</u>
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 308.26	\$ <u>7.68</u>

RECEIVED APR 26 2024

**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: 2024-2025 Sponsor Name: Jami M. Smith

Name of Activity Fund: Farm and Garden Account No: 918

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:

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**RECEIVED APR 26 2024**

*Adoption Date: February 21, 2012*

*Revision Date(s): 9/10/19*

*Page 1 of 4*

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2024-2025 SITE: Skyline

ACCOUNT NAME: 918 Farm and Garden

PURPOSE

To maintain and fund needs associated with the Skyline Farm and Garden.

SOURCE(S) OF INCOME

All listed BOE approved revenue sources for the 2024-2025 school year.

24-25

PLANNED EXPENSES

All listed BOE approved expenditures for the 2024-2025 school year.

24-25

SPONSOR NAME

Jami M. Smith

SIGNATURE

Jami M. Smith

PRINCIPAL/DIRECTOR

Natalie Fluty

SIGNATURE

Natalie Fluty

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: DATE:

ACCOUNT NUMBER:

BOARD OF EDUCATION APPROVAL DATE:

RECEIVED APR 26 2024

**ACTIVITY FUND SUBACCOUNT BUDGET**

Reporting School Year: 2024-2025 Sponsor Name: Jami M. Smith

Name of Activity Fund: Farm and Garden Account No: 918

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>273.46</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>0.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>273.46</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Repair needs	\$ <u>-100.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-100.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>173.46</u>	\$ _____

**RECEIVED APR 26 2024**

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2023-2024 Sponsor Name: Jami M. Smith

Name of Activity Fund: Farm and Garden Account No: 918

	NEXT YEAR EST	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>410.11</u> <del>310.11</del>	\$ <u>410.11</u>
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Fundraising	\$ <u>300.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>300.00</u>	\$ <u>0</u>
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>610.11</u>	\$ <u>410.11</u>
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Feed	\$ <u>-75.00</u>	
Maintenance/repair needs	\$ <u>-100.00</u>	
Garden	\$ <u>-100.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-275.00</u>	\$ <u>136.65</u>
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>335.11</u> <del>335.11</del>	\$ <u>273.46</u>
	<u>435.11</u> <del>335.11</del>	



**July 31, 2024**

**SPED ACTIVITY  
FUND PACKETS**

**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: 2024-2025 Sponsor Name: Julie Thibodeau

Name of Activity Fund: Special Services Activity Account Account No: 828

**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:**

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**ACTIVITY FUND REQUEST FOR ACCOUNT**

DATE: 07/30/24 SITE: Administration Building

ACCOUNT NAME: 828 Special Services Activity Account

**PURPOSE**

To provide instructional supplies, therapy equipment and supplies, classroom support materials, technology devices and apps, instructional materials, storage and curriculum materials to Special Education Teachers and Therapists. To support the needs of the Special Education Students.

**SOURCE(S) OF INCOME**

All listed BOE approved revenue sources for the 2023-2024 school year.

**PLANNED EXPENSES**

All listed BOE approved expenditures for the 2023-2024 school year.

**SPONSOR NAME**

*Julie Thibodeau*

**SIGNATURE**

*Julie Thibodeau*

**PRINCIPAL/DIRECTOR**

*Austin Huls*

**SIGNATURE**

*Austin Huls*

**TO BE COMPLETED BY FINANCE DEPARTMENT**

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

ACCOUNT NUMBER: \_\_\_\_\_

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

**ACTIVITY FUND SUBACCOUNT BUDGET**

Reporting School Year: 2024-2025 Sponsor Name: Julie Thibodeau

Name of Activity Fund: Special Services Activity Account Account No: 828

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>1,932.36</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
MVP Fundraiser (Fromally BowlFest) by SPEF	\$ <u>20,000.00</u>	
Donations	\$ <u>2,000.00</u>	
Grants	\$ <u>2,000.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>24,000.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>25,932.36</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Instructional Supplies, Materials supports for Sped.	\$ <u>15,000.00</u>	
Downloadable online materials	\$ <u>9,000.00</u>	
_____	\$ _____	
_____	\$ <u>0.00</u>	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>24,000.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <del><u>10,932.36</u></del> <u>1,932.36</u>	\$ _____

**FUNDRAISER REQUEST**

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

Reporting School Year: 2024-2025 Sponsor Name: Julie Thibodeau

Name of Activity Fund: Special Services Activity Account Account No: 828

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

SPEF does a fundraiser to nominate your MVP that works at Stillwater Public Schools for \$25/nomination. A local Business will usually match the donations and/or add to it.

**PURPOSE OF RAISING FUNDS:**

This fund was set up to support Special Education Students. The Special Education staff requests items that goes above and beyond what the district can provide.

**FUNDRAISER DATES:** START 01/05/2025 END 03/01/2025

**ACCOUNT OF MONEY TO BE RAISED:**

EST. INC. \$ 18,000.00 - EST. EXP. \$ 0.00 = EST. PROFIT \$ 18,000.00

  
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