

JUNIOR HIGH

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: Kristin Janloo

Name of Activity Fund: BPA Account No: 909

The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds \$1000 and 30% of projected revenue:

PACKET CONTENTS:

FORM	FOUND ON PAGE	INITIAL IF COMPLETE
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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	JA

**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: SJHS

ACCOUNT NAME: 909 BPA

PURPOSE

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

SOURCE(S) OF INCOME

Academic Type Income: Advertising Sales, AP Testing Fees, Awards/Prizes, Concession Sales, Contest Fees, Contributions /Donations, Fees/Fines/Dues, Field Trip Collections, BOE approved Fundraisers, Grants/Scholarships, Merchandise Sales, Redeposit of Cash-Box/Start-up Cash, Registration Costs, Reimbursements/Refunds/Rebates, Summer Camps and Ticket Sales.

PLANNED EXPENSES

Academic Type Expenses: Awards, Advertising, Camp Expenses, Cash-Box/Start-up Cash, Charitable Activities, Apparel/Uniforms, Competition Expenses, Donations, Equipment, Fees/Dues, Field Trip Expenses, Fundraising Expenses, Travel Expenses to include meals, Meeting Supplies and Refreshments, Officials/Judges, Registrations, Reimbursements, Rental Fees, Stipends, Award Banquets and other Activity related supplies and materials.

SPONSOR NAME

Kristin Janloo

SIGNATURE

[Handwritten signature of Kristin Janloo]

PRINCIPAL/DIRECTOR

Crystal Szymanski

SIGNATURE

[Handwritten signature of Crystal Szymanski]

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: [Handwritten signature] DATE: 8/28/24

ACCOUNT NUMBER: 909 - BPA

BOARD OF EDUCATION APPROVAL DATE: _____

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-2025 Sponsor Name: Kristin Janloo

Name of Activity Fund: BPA Account No: 909

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>209</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Membership dues	\$ <u>400.</u>	
Student payments	\$ <u>200.</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>600</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>809</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Competition registration	\$ <u>-600.</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-600</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>209</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: Paula Sheppard

Name of Activity Fund: FCCLA Account No: 915

The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds \$1000 and 30% of projected revenue:

PACKET CONTENTS:

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

**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: SJHS

ACCOUNT NAME: 915 FCCLA

PURPOSE

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

SOURCE(S) OF INCOME

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

Paula Sheppard

SIGNATURE

Paula Sheppard

PRINCIPAL/DIRECTOR

Crystal Szymanski

SIGNATURE

Crystal Szymanski

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: Karol Bogdan DATE: 8/28/24

ACCOUNT NUMBER: 915

BOARD OF EDUCATION APPROVAL DATE:

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-2025 Sponsor Name: Paula Sheppard

Name of Activity Fund: FCCLA Account No: 915

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>517.00</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Membership dues	\$ <u>500.00</u>	
Donations	\$ <u>200.00</u>	
Fundraiser Event	\$ <u>1,000.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>1,700.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>2,217.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Dues	\$ <u>-300.00</u>	
Competition/Registration Expenses	\$ <u>-350.00</u>	
Club Shirts	\$ <u>-200.00</u>	
Fundraiser Expenses	\$ <u>-500.00</u>	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-1,350.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>867.00</u>	\$ _____

FUNDRAISER REQUEST

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

Reporting School Year: 2024-2025 Sponsor Name: Paula Sheppard

Name of Activity Fund: FCCLA Account No: 915

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

MPact Bracelet sales

PURPOSE OF RAISING FUNDS:

To support FCCLA activities and decrease costs to students

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

ACCOUNT OF MONEY TO BE RAISED:

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

Paula Sheppard 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

JH-415

STILLWATER BOARD OF EDUCATION

CFB-E1

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2023-2024 Sponsor Name: Paula Sheppard

Name of Activity Fund: FCCLA Account No: 915

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 708.49	\$ 706
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Membership dues	\$ 500.00	
Donations	\$ 200.00	
	\$	
	\$	
	\$	
	\$	
Total Revenues:	\$ 700.00	\$ 594
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 1,408.49	\$ 1300
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Dues	\$ -300.00	
Competition/Registration Expenses	\$ -350.00	
Club Shirts	\$ -200.00	
	\$	
	\$	
	\$	
Total Expenditures:	\$ -850.00	\$ 783
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 558.49	\$ 517

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: Rebecca Palmatary

Name of Activity Fund: Robotics Account No: 932

The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds \$1000 and 30% of projected revenue:

The new game and fields will be ordered July/Aug. 2024 at about \$700 each so funds are needed to be able to purchase these items as soon as summer is over.

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ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2024-2025 SITE: SJHS

ACCOUNT NAME: 932 Robotics

PURPOSE

Offset costs of materials and fees associated with VEX Robotics.

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

Rebecca Palmatary

SIGNATURE

[Handwritten signature]

PRINCIPAL/DIRECTOR

Crystal Szymanski

SIGNATURE

[Handwritten signature]

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: [Handwritten signature] DATE: 8/28/24

ACCOUNT NUMBER: 932 - ROBOTICS

BOARD OF EDUCATION APPROVAL DATE: _____

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-2025 Sponsor Name: Rebecca Palmatary

Name of Activity Fund: Robotics Account No: 932

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>2,094.00</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Fundraising Event	\$ <u>2,700.00</u>	
Donations	\$ <u>500.00</u>	
Dues from students	\$ <u>4,200.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>7,400.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>9,494.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Fundraising expenses	\$ <u>-700.00</u>	
Event registrations	\$ <u>-4,000.00</u>	
Robotic supplies	\$ <u>-1,000.00</u>	
Travel expenses	\$ <u>-2,000.00</u>	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-7,700.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>1,794.00</u>	\$ _____

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: Rebecca Palmatary

Name of Activity Fund: Robotics Account No: 932

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

Sell Krispy Kreme Donuts

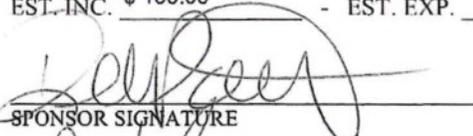
PURPOSE OF RAISING FUNDS:

Offset costs of program materials and entry fees

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

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$ 100.00 - EST. EXP. \$ 0.00 = EST. PROFIT \$ 100.00


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

JH-932

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: Rebecca Palmatary

Name of Activity Fund: Robotics Account No: 932

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

Host of VRC Middle/High School Robotics tournament at SJHS

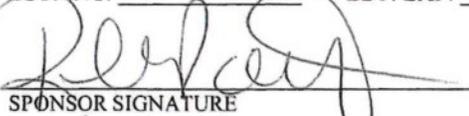
PURPOSE OF RAISING FUNDS:

Offset costs of program materials and entry fees

FUNDRAISER DATES: START 11/08/2024 END 11/09/2024

ACCOUNT OF MONEY TO BE RAISED:

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


SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)


PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

FUNDRAISER CLOSEOUT

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

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

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

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: Rebecca Palmatary

Name of Activity Fund: Robotics Account No: 932

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

Sell lollipops from Ozark Delight

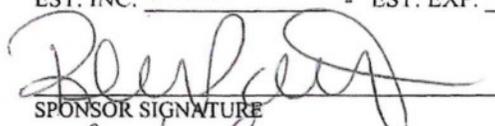
PURPOSE OF RAISING FUNDS:

Offset costs of program materials and entry fees

FUNDRAISER DATES: START 08/15/2024 END 12/15/2024

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$ 100.00 - EST. EXP. \$ 0.00 = EST. PROFIT \$ 100.00


SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)


PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

FUNDRAISER CLOSEOUT

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

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

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

STILLWATER BOARD OF EDUCATION

CFB-E1

FUNDRAISER REQUEST

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

Reporting School Year: 2024-2025 Sponsor Name: Rebecca Palmatary

Name of Activity Fund: Robotics Account No: 932

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

3rd annual Trivia night

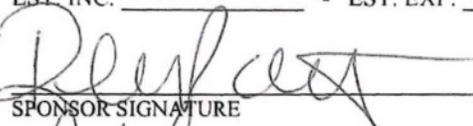
PURPOSE OF RAISING FUNDS:

Offset costs of program materials and entry fees

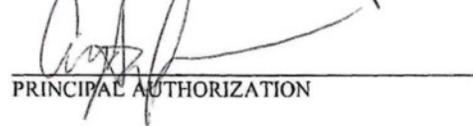
FUNDRAISER DATES: START 08/15/2024 END 12/15/2024

ACCOUNT OF MONEY TO BE RAISED:

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


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

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: Rebecca Palmatary

Name of Activity Fund: SJHS Robotics Account No: 932

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

Students will lead Saturday STEM lesson for elementary aged students.

PURPOSE OF RAISING FUNDS:

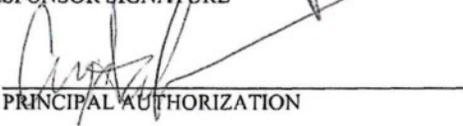
Cover cost of State and Worlds competition.

FUNDRAISER DATES: START 08/01/2024 END 12/20/2024

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$ 900.00 - EST. EXP. -\$ 400.00 = EST. PROFIT \$ 500.00



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

JH-932

STILLWATER BOARD OF EDUCATION

CFB-E1

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2023-2024 Sponsor Name: Rebecca Palmatary

Name of Activity Fund: SJHS Robotics Account No: 932

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 3,127.00	\$ 3127
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Fundraising Events	\$ 2,700.00	
Donations	\$ 500.00	
Dues from students	\$ 4,200.00	
	\$	
	\$	
	\$	
Total Revenues:	\$ 7,400.00	\$ 29231
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 10,527.00	\$ 32358
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Fundraising Expenses	\$ -500.00	
Competition/Registration Expenses	\$ -750.00	
State Registration	\$ -400.00	
Worlds Registration	\$ -1,200.00	
Parts	\$ -1,000.00	
	\$	
Total Expenditures:	\$ -3,850.00	\$ 30264
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 6,677.00	\$ 2094

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
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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: Tisha Gossman

Name of Activity Fund: Peer Partners Account No: 934

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	SA

**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: SJHS

ACCOUNT NAME: 934 Peer Partners

PURPOSE

To provide supplies for the Life Skills Courses.

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

Tisha Bossman

SIGNATURE

[Handwritten Signature]

PRINCIPAL/DIRECTOR

Crystal Szymanski

SIGNATURE

[Handwritten Signature]

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: [Handwritten Signature] DATE: 8/28/24

ACCOUNT NUMBER: 934

BOARD OF EDUCATION APPROVAL DATE:

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-2025 Sponsor Name: Tisha Gossman

Name of Activity Fund: Peer Partners Account No: 934

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>666.00</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Fundraising Event - Coffee Cart	\$ <u>500.00</u>	
Grants	\$ <u>295.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>795.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>1,461.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Fundraising Expenses - Coffee Cart Supplies	\$ <u>-400.00</u>	
Life Skills supplies	\$ <u>-200.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-600.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>861.00</u>	\$ _____

FUNDRAISER REQUEST

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

Reporting School Year: 2024-2025 Sponsor Name: Tisha Gossman

Name of Activity Fund: Peer Partners Account No: 934

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

Coffee, drinks and snacks will be sold to SPS employees around the JH building by students working on life skills, social skills and adaptive skills

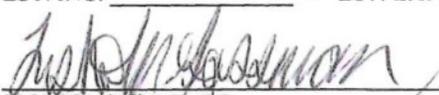
PURPOSE OF RAISING FUNDS:

To replenish the coffee cart stock throughout the year, to fund student field trips and teach application life skills.

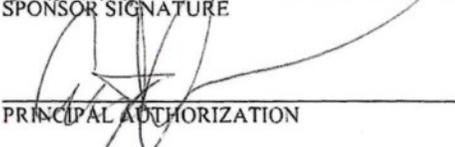
FUNDRAISER DATES: START 09/04/2024 END 04/19/2025

ACCOUNT OF MONEY TO BE RAISED:

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


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

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2023-2024 Sponsor Name: Jaycee Ardrey

Name of Activity Fund: Peer Partners Account No: 934

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 0.00	\$ 0
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Fundraising Event - Coffee Cart	\$ 500.00	
Grants	\$ 294.64	
	\$	
	\$	
	\$	
	\$	
Total Revenues:	\$ 794.64	\$ 792-
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 794.64	\$ 792-
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Fundraising Expenses - Coffee Cart Supplies	\$ -400.00	
Life Skills supplies	\$ -200.00	
	\$	
	\$	
	\$	
	\$	
Total Expenditures:	\$ -600.00	\$ 1210
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 194.64	\$ 666

as of 5/12/24

STILLWATER BOARD OF EDUCATION	CFB-E1
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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: R Palmatary/A Welsh

Name of Activity Fund: STEM/PLTW Account No: 936

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:

When we expanded the STEM program to 6 sections we didn't know that we would receive a \$15,000 lottery grant, that Career Tech would fully fund the second program, or that the new program would get a start up grant of \$5,000. All 3 of those items added extra money to our classrooms and none of them allowed any carry over. However, 2 of those items will not be available to our classes next year.

PACKET CONTENTS:

FORM	FOUND ON PAGE	INITIAL IF COMPLETE
APPROVAL OF ACCOUNT FORM	PAGE 2	RP SA
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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	RP SA

**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: SJHS

ACCOUNT NAME: 936 STEM/PLTW

PURPOSE

To provide hands on supplies for PLTW classes.

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

R Palmatary/A Welsh

SIGNATURE

[Handwritten signature]

PRINCIPAL/DIRECTOR

Crystal Szymanski

SIGNATURE

[Handwritten signature]

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: [Handwritten signature] DATE: 8/28/24

ACCOUNT NUMBER: 936

BOARD OF EDUCATION APPROVAL DATE:

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-2025 Sponsor Name: R Palmatary/A Welsh

Name of Activity Fund: STEM/PLTW Account No: 936

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>2,450.00</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Dues from students	\$ <u>1,800.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>1,800.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>4,250.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Classroom Supples	\$ <u>-3,600.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-3,600.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>650.00</u>	\$ _____

JH-936

STILLWATER BOARD OF EDUCATION

CFB-E1

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2023-2024 Sponsor Name: Rebecca Palmatary

Name of Activity Fund: STEM/PLTW Account No: 936

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 1,125.13	\$ 1125-
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Dues from students	\$ 1,800.00	
	\$	
	\$	
	\$	
	\$	
	\$	
Total Revenues:	\$ 1,800.00	\$ 1325-
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 2,925.13	\$ 2450-
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Classroom supplies	\$ -1,800.00	
	\$	
	\$	
	\$	
	\$	
	\$	
Total Expenditures:	\$ -1,800.00	\$ 0
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 1,125.13	\$ 2450-

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: Paula Sheppard

Name of Activity Fund: FACS Account No: 939

The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds \$1000 and 30% of projected revenue:

PACKET CONTENTS:

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

**This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2024-2025 SITE: SJHS

ACCOUNT NAME: 939 FACS

PURPOSE

To purchase classroom supplies for class projects.

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

Paula Sheppard

SIGNATURE

Paula Sheppard

PRINCIPAL/DIRECTOR

Crystal Szymanski

SIGNATURE

Crystal Szymanski

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: Karul Borna DATE: 8/28/24

ACCOUNT NUMBER: 939 - FACS

BOARD OF EDUCATION APPROVAL DATE:

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-2025 Sponsor Name: Paula Sheppard

Name of Activity Fund: FACS Account No: 939

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>255.00</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>255.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Classroom Supplies	\$ <u>-255.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-255.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>0.00</u>	\$ _____

FUNDRAISER REQUEST

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

Reporting School Year: 2024-2025 Sponsor Name: Paula Sheppard

Name of Activity Fund: FACS Account No: 939

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

N/A

PURPOSE OF RAISING FUNDS:

FUNDRAISER DATES: START END

ACCOUNT OF MONEY TO BE RAISED:

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

Paula Sheppard

SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

Principal Signature

PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

FUNDRAISER CLOSEOUT

START DATE: END DATE:

FUNDRAISER PROFIT

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

RECEIPT BOOK #: TO

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

JH-437

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2023-2024 Sponsor Name: Paula Sheppard

Name of Activity Fund: FACS Account No: 939

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>254.00</u>	\$ <u>255</u>
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>0.00</u>	\$ <u>0</u>
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>254.00</u>	\$ <u>255</u>
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Classroom Supples	\$ <u>-254.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-254.00</u>	\$ <u>0</u>
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>0.00</u>	\$ <u>255</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: Melissa Sutton

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 Due to 23-24 spending large amount carried over from 22-23.

PACKET CONTENTS:

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

**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: SJHS

ACCOUNT NAME: 946 Student Council

PURPOSE

SJHS Student Council exists for two reasons - (1) to grow and support SJHS 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

Melissa Sutton

SIGNATURE

[Handwritten signature of Melissa Sutton]

PRINCIPAL/DIRECTOR

Crystal Szymanski

SIGNATURE

[Handwritten signature of Crystal Szymanski]

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: [Handwritten signature] DATE: 8/28/24

ACCOUNT NUMBER: 946 - STUDENT COUNCIL

BOARD OF EDUCATION APPROVAL DATE: _____

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-2025 Sponsor Name: Melissa Sutton

Name of Activity Fund: Student Council Account No: 946

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>1,621.00</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Fundraising Event	\$ <u>4,500.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>4,500.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>6,121.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Fundraising expenses	\$ <u>-3,200.00</u>	
_____	\$ _____	
Event registrations	\$ <u>-200.00</u>	
_____	\$ _____	
Meeting supplies and refreshments	\$ <u>-200.00</u>	
_____	\$ _____	
Travel expenses	\$ <u>-200.00</u>	
_____	\$ _____	
Student awards	\$ <u>-200.00</u>	
_____	\$ _____	
Total Expenditures:	\$ <u>-4,000.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>2,121.00</u>	\$ _____

FUNDRAISER REQUEST

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

Reporting School Year: 2024-2025 Sponsor Name: Melissa Sutton

Name of Activity Fund: Student Council Account No: 946

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

Fall Dance

PURPOSE OF RAISING FUNDS:

To fund student led activities

FUNDRAISER DATES: START 09/01/2024 END 11/30/2024

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$ 3,500.00 - EST. EXP. -\$ 2,900.00 = EST. PROFIT \$ 600.00


SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)


PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

FUNDRAISER CLOSEOUT

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

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

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

STILLWATER BOARD OF EDUCATION

CFB-E1

FUNDRAISER REQUEST

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

Reporting School Year: 2024-2025 Sponsor Name: Melissa Sutton

Name of Activity Fund: Student Council Account No: 946

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

T-shirts sales

PURPOSE OF RAISING FUNDS:

To fund student led activities

FUNDRAISER DATES: START 09/01/2024 END 04/15/2025

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$ 1,000.00 - EST. EXP. -\$ 300.00 = EST. PROFIT \$ 600.00

Sponsor signature and Principal authorization lines

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

JH 470

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2023-2024 Sponsor Name: Chris Primeaux

Name of Activity Fund: Student Council Account No: 946

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 3,052.15	\$ 3052-
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Fundraising Events	\$ 3,500.00	
	\$	
	\$	
	\$	
	\$	
	\$	
Total Revenues:	\$ 3,500.00	\$ 3228-
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 6,552.15	\$ 6280-
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Fundraising Expenses	\$ -2,900.00	
	\$	
	\$	
	\$	
	\$	
	\$	
Total Expenditures:	\$ -2,900.00	\$ 4659-
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 3,652.15	\$ 1621-

as of 5/12/24

5H-4471

Academic

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: Adam Welsh

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 Due to 22-23 carry over.

PACKET CONTENTS:

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

**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

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2024-2025 SITE: SJHS

ACCOUNT NAME: 947 TSA

PURPOSE

Offset costs of materials and fees associated with the program.

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

Adam Welsh

SIGNATURE

[Handwritten signature of Adam Welsh]

PRINCIPAL/DIRECTOR

Crystal Szymanski

SIGNATURE

[Handwritten signature of Crystal Szymanski]

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: [Handwritten signature] DATE: 8/28/24

ACCOUNT NUMBER: 947 - TSA

BOARD OF EDUCATION APPROVAL DATE:

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-2025 Sponsor Name: Adam Welsh

Name of Activity Fund: TSA Account No: 947

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>1,688.00</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Fundraising Event	\$ <u>900.00</u>	
Donations	\$ <u>200.00</u>	
Dues from students	\$ <u>600.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>1,700.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>3,388.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Fundraising expenses	\$ <u>-100.00</u>	
Event registrations	\$ <u>-500.00</u>	
Club Shirts	\$ <u>-200.00</u>	
Meeting and Event supplies	\$ <u>-200.00</u>	
Student led activities	\$ <u>-600.00</u>	
_____	\$ _____	
Total Expenditures:	\$ <u>-1,600.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>1,788.00</u>	\$ _____

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: Adam Welsh

Name of Activity Fund: TSA Account No: 947

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

Sell Little Caesars Pizza Kits

PURPOSE OF RAISING FUNDS:

Offset costs of program materials and entry fees

FUNDRAISER DATES: START 08/01/2024 END 12/15/2024

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$ 100.00 - EST. EXP. \$ 0.00 = EST. PROFIT \$ 100.00


SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

FUNDRAISER CLOSEOUT

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

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

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

STILLWATER BOARD OF EDUCATION

CFB-E1

FUNDRAISER REQUEST

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

Reporting School Year: 2024-2025 Sponsor Name: Adam Welsh

Name of Activity Fund: TSA Account No: 947

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

STEM Saturdays: Sessions where elementary aged students and their families come to participate in a STEM lesson.

PURPOSE OF RAISING FUNDS:

Offset costs of program materials and entry fees

FUNDRAISER DATES: START 08/01/2024 END 12/15/2024

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$ 200.00 - EST. EXP. -\$ 100.00 = EST. PROFIT \$ 100.00

SPONSOR SIGNATURE



ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

FUNDRAISER CLOSEOUT

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

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

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

STILLWATER BOARD OF EDUCATION

CFB-E1

FUNDRAISER REQUEST

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

Reporting School Year: 2024-2025 Sponsor Name: Adam Welsh

Name of Activity Fund: TSA Account No: 947

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

Sell Lollipops from Ozark Delight

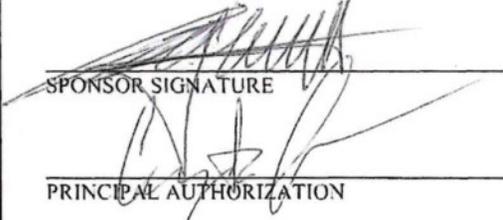
PURPOSE OF RAISING FUNDS:

Offset costs of program materials and entry fees

FUNDRAISER DATES: START 08/01/2024 END 12/15/2024

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$ 100.00 - EST. EXP. \$ 0.00 = EST. PROFIT \$ 100.00


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 _____

JH-947

FUNDRAISER REQUEST

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

Reporting School Year: 2024-2025 Sponsor Name: Adam Welsh

Name of Activity Fund: TSA Account No: 947

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

Sell World's Finest Chocolate Bars

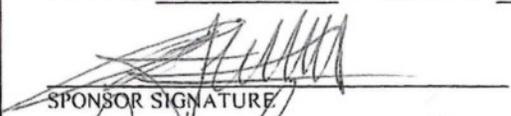
PURPOSE OF RAISING FUNDS:

Offset costs of program materials and entry fees

FUNDRAISER DATES: START 08/01/2024 END 12/15/2024

ACCOUNT OF MONEY TO BE RAISED:

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


SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)


PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

FUNDRAISER CLOSEOUT

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

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

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

JH-441

STILLWATER BOARD OF EDUCATION

CFB-E1

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2023-2024 Sponsor Name: Rebecca Palmatary

Name of Activity Fund: TSA Account No: 947

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 1,201.83	\$ 1113-
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Fundraising	\$ 800.00	
Donations	\$ 200.00	
Dues from students	\$ 600.00	
	\$	
	\$	
	\$	
Total Revenues:	\$ 1,600.00	\$ 2615-
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 2,801.83	\$ 3728-
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Fundraising Expenses	\$ -100.00	
Competition/Registration Expenses	\$ -500.00	
Club Shirts	\$ -200.00	
	\$	
	\$	
	\$	
Total Expenditures:	\$ -800.00	\$ 2040-
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 2,001.83	\$ 1688-

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: Kristin Janloo

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 due to 22-23 carry over

PACKET CONTENTS:

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

**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: SJHS

ACCOUNT NAME: 951 Yearbook

PURPOSE

To produce and sell yearbooks.

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

Kristin Janloo

SIGNATURE [Handwritten Signature]

PRINCIPAL/DIRECTOR

Crystal Szymanski

SIGNATURE [Handwritten Signature]

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: [Handwritten Signature] DATE: 8/28/24

ACCOUNT NUMBER: 951 - YEARBOOK

BOARD OF EDUCATION APPROVAL DATE:

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-2025 Sponsor Name: Kristin Janloo
 Name of Activity Fund: Yearbook Account No: 951

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>1696</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Yearbook sales _____	\$ <u>10000.</u>	
Yearbook ads _____	\$ <u>500.</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>10500</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>12196</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Yearbook order _____	\$ <u>-7000.</u>	
Yearbook refunds _____	\$ <u>-200.</u>	
Supplies/equipment _____	\$ <u>-500.</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-7700</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>4496</u>	\$ _____

FUNDRAISER REQUEST

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

Reporting School Year: 2024-2025 Sponsor Name: Kristin Janloo

Name of Activity Fund: Yearbook Account No: 951

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

Selling yearbook ads

PURPOSE OF RAISING FUNDS:

To buy equipment and to take yearbook students on a field trip at the end of the year.

FUNDRAISER DATES: START 08/15/2024 END 04/01/2025

ACCOUNT OF MONEY TO BE RAISED:

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

SPONSOR SIGNATURE [Handwritten Signature]
PRINCIPAL AUTHORIZATION [Handwritten Signature]

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

54-951

STILLWATER BOARD OF EDUCATION

CFB-E1

ACTIVITY FUND SUBACCOUNT BUDGET

Kristin Janlos
Faculty of Staff

Reporting School Year: 2023-2024 Sponsor Name: _____

Name of Activity Fund: Yearbook Account No: 951

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>900.00</u>	\$ <u>6530-</u>
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Yearbook sales	\$ <u>10,000.00</u>	
Yearbook ads	\$ <u>500.00</u>	
_____	\$ <u>0.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>10,500.00</u>	\$ <u>1160-</u>
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>11,400.00</u>	\$ <u>7690-</u>
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Yearbook order	\$ <u>-5,000.00</u>	
Yearbook refunds	\$ <u>-200.00</u>	
Supplies/equipment	\$ <u>-500.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-5,700.00</u>	\$ <u>5994-</u>
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>5,700.00</u>	\$ <u>1696-</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: Susan Ammons

Name of Activity Fund: All Sports Account No: 970

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 funds were due to greater attendance to games and less than expected expenses for equipment.

PACKET CONTENTS:

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

**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: SJHS

ACCOUNT NAME: 970 All Sports

PURPOSE

To support the athletes of the JH by purchasing supplies, updating technology and fulfilling other needs identified by the Athletic Department.

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

Susan Ammons

SIGNATURE

[Handwritten signature of Susan Ammons]

PRINCIPAL/DIRECTOR

Brian Warwick

SIGNATURE

[Handwritten signature of Brian Warwick]

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: [Handwritten signature] DATE: 8/28/24

ACCOUNT NUMBER: 970 - ALL SPORTS

BOARD OF EDUCATION APPROVAL DATE: _____

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-2025 Sponsor Name: Susan Ammons

Name of Activity Fund: All Sports Account No: 970

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>39,020.00</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Athletic pass sales &/or game entry	\$ <u>20,000.00</u>	
Donations	\$ <u>5,000.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>25,000.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>64,020.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Athletic Attire	\$ <u>-10,000.00</u>	
Athletic Equipment	\$ <u>-10,000.00</u>	
Game Officials & Staff, Security & Judges	\$ <u>-20,000.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-40,000.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>24,020.00</u>	\$ _____

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2023-2024 Sponsor Name: Mary Wedel

Name of Activity Fund: All Sports Account No: 970

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>22,241.90</u>	\$ <u>26411-</u>
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Athletic pass sales &/or game entry	\$ <u>20,000.00</u>	
Donations	\$ <u>5,000.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>25,000.00</u>	\$ <u>35682-</u>
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>47,241.90</u>	\$ <u>62093-</u>
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Athletic Attire	\$ <u>-10,000.00</u>	
Athletic Equipment	\$ <u>-10,000.00</u>	
Pay Game Officials & Staff, Security & Judges	\$ <u>-20,000.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-40,000.00</u>	\$ <u>23073-</u>
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>7,241.90</u>	\$ <u>39020-</u>

qs of 5/12/24

5H-914

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: Rebecca Palmatary

Name of Activity Fund: Cheer Account No: 976

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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APPROVAL OF ACCOUNT FORM	PAGE 2	RP <i>RP</i>
ACTIVITY FUND SUBACCOUNT BUDGET	PAGE 3	RP <i>RP</i>
ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4)	PAGE 4	RP <i>RP</i>
REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET*	PAGE 2	RP <i>RP</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: SJHS

ACCOUNT NAME: 976 Cheer

PURPOSE

Offset cost of competition and new uniforms

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

Rebecca Palmatary

SIGNATURE

[Handwritten signature]

PRINCIPAL/DIRECTOR

Brian Warwick / Crystal Szymanski

SIGNATURE

[Handwritten signature]

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: [Handwritten signature] DATE: 8/28/24

ACCOUNT NUMBER: 976 - CHEER

BOARD OF EDUCATION APPROVAL DATE: _____

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-2025 Sponsor Name: Rebecca Palmatary

Name of Activity Fund: Cheer Account No: 976

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>1,082.00</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Fundraising Events	\$ <u>2,300.00</u>	
Due from students	\$ <u>7,200.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>9,500.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>10,582.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Team Apparel	\$ <u>-4,000.00</u>	
Competition Expenses	\$ <u>-450.00</u>	
Choreography	\$ <u>-200.00</u>	
Fundraising Expenses	\$ <u>-500.00</u>	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-5,150.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>5,432.00</u>	\$ _____

FUNDRAISER REQUEST

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

Reporting School Year: 2024-2025 Sponsor Name: Rebecca Palmatary

Name of Activity Fund: Cheer Account No: 976

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

School Dance

PURPOSE OF RAISING FUNDS:

Offset cost associated with the program; uniforms and competitions.

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

ACCOUNT OF MONEY TO BE RAISED:

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

Sponsor signature: Rebecca Palmatary

SPONSOR SIGNATURE

Athletic Director signature: Rebecca Palmatary

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

Principal signature: [Signature]

PRINCIPAL AUTHORIZATION

Board of Education approval date

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 line

SPONSOR SIGNATURE

Financial Secretary signature line

FINANCIAL SECRETARY SIGNATURE

FUNDRAISER REQUEST

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

Reporting School Year: 2024-2025 Sponsor Name: Rebecca Palmatary

Name of Activity Fund: Cheer Account No: 976

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

Winter Candy grams: sucker or small stuffed animal delivered to students around last day of December.

PURPOSE OF RAISING FUNDS:

Offset cost associated with the program; uniforms and competitions.

FUNDRAISER DATES: START 11/1/2024 END 12/24/2024

ACCOUNT OF MONEY TO BE RAISED:

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

Rebecca Palmatary
SPONSOR SIGNATURE

Rebecca Palmatary
ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

[Signature]
PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

FUNDRAISER CLOSEOUT

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

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

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

FUNDRAISER REQUEST

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

Reporting School Year: 2024-2025 Sponsor Name: Rebecca Palmatary

Name of Activity Fund: Cheer Account No: 976

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

Spirit Wear: Pioneer gear...T-shirts, hoodies, hats, blankets, etc

PURPOSE OF RAISING FUNDS:

Offset cost associated with the program; uniforms and competitions.

FUNDRAISER DATES: START 08/01/2024 END 12/01/2024

ACCOUNT OF MONEY TO BE RAISED:

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

Sponsor signature

Principal authorization

Athletic Director authorization

Board of Education approval date

FUNDRAISER CLOSEOUT

START DATE: END DATE:

FUNDRAISER PROFIT

ACT. INC. - ACT. EXP. = ACT. PROFIT

RECEIPT BOOK #: TO

Sponsor signature

Financial Secretary signature

JH-976

STILLWATER BOARD OF EDUCATION

CFB-E1

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2023-2024 Sponsor Name: Rebecca Palmatary

Name of Activity Fund: SJHS Cheer Account No: 976

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 5,488.61	\$ 1,742-
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Fundraising Events	\$ 3,800.00	
Due from students	\$ 7,200.00	
	\$	
	\$	
	\$	
	\$	
Total Revenues:	\$ 11,000.00	\$ 14,743-
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 16,488.61	\$ 16,485-
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Team Apparel	\$ -4,000.00	
Competition Expenses	\$ -450.00	
Cherography	\$ -200.00	
	\$	
	\$	
	\$	
Total Expenditures:	\$ -4,650.00	\$ 15,403-
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 11,838.61	\$ 10,82-

Adoption Date: February 21, 2012

Revision Date(s): 9/10/19

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*as of 5/12/24
but. Subject to change

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: Taylor Transou

Name of Activity Fund: Pom Account No: 981

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

**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: SJHS

ACCOUNT NAME: 981 Pom

PURPOSE

To purchase or pay for attire, equipment, choreography, competition fees, meals and other items needed for the basic function of the squad.

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, Chantable 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

Taylor Transou

SIGNATURE

Taylor Transou

PRINCIPAL/DIRECTOR

Crystal Szymanski

SIGNATURE

Crystal Szymanski

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: [Signature] DATE: 8/28/24

ACCOUNT NUMBER: 981 - POM

BOARD OF EDUCATION APPROVAL DATE:

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-2025 Sponsor Name: Taylor Transou

Name of Activity Fund: Pom Account No: 981

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>7,324.00</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Donations	\$ <u>10,000.00</u>	
Clinic entry fees	\$ <u>200.00</u>	
Tryout entry fees	\$ <u>200.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>10,400.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>17,724.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Athletic Attire	\$ <u>-5,000.00</u>	
Athletic Equipment	\$ <u>-5,000.00</u>	
Event fees	\$ <u>-2,000.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-12,000.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>5,724.00</u>	\$ _____

FUNDRAISER REQUEST

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

Reporting School Year: 2024-2025 Sponsor Name: Taylor Transou

Name of Activity Fund: Pom Account No: 981

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

Fired Up Stilly Benefit Night - portion of proceeds to us

PURPOSE OF RAISING FUNDS:

competition registration fees

FUNDRAISER DATES: START 9/3/2024 END 10/31/2024

AMOUNT OF MONEY TO BE RAISED:

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

Taylor Transou
SPONSOR SIGNATURE

[Signature]
ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

[Signature]
PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

FUNDRAISER CLOSEOUT

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

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

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

FUNDRAISER REQUEST

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

Reporting School Year: 2024-2025 Sponsor Name: Taylor Transou

Name of Activity Fund: Pom Account No: 981

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

Pom merchandise fundraiser to sell Pioneer spirit wear. Will be sold through Duprees or Chris's University Spirit.

PURPOSE OF RAISING FUNDS:

Competition fees and new competition poms

FUNDRAISER DATES: START 9/2024 END 10/2024

ACOUNT OF MONEY TO BE RAISED:

EST. INC. \$500 - EST. EXP. \$500 = EST. PROFIT \$ 0.00

Taylor Transou SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

FUNDRAISER CLOSEOUT

START DATE: END DATE:

FUNDRAISER PROFIT

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

RECEIPT BOOK #: TO

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

54-981

STILLWATER BOARD OF EDUCATION

CFB-E1

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2023-2024 Sponsor Name: Taylor Transou

Name of Activity Fund: SJHS Pom Account No: 981

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 0.00	\$ 0
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Donations	\$ 10,000.00	
Clinic entry fees	\$ 200.00	
Tryout entry fees	\$ 200.00	
Flower sales at recitals	\$ 4,000.00	
	\$	
	\$	
Total Revenues:	\$ 14,400.00	\$ 12811-
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 14,400.00	\$ 12811-
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Uniforms and poms	\$ -10,000.00	
Flower sales expense	\$ -2,000.00	
	\$	
	\$	
	\$	
Total Expenditures:	\$ -12,000.00	\$ 5487-
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 2,400.00	\$ 7324-

Adoption Date: February 21, 2012

Revision Date(s): 9/10/19

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as of 5/12/24