

STILLWATER BOARD OF EDUCATION

CFB-E1

ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

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

Reporting School Year: 2025-2026 Sponsor Name: Misty Home
 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 revenues:

Increased contributions were from memorial donations for Curtis Davis and received donation from Employee Christmas Fund.

PACKET CONTENTS:

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

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

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2025-2026 SITE: 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

Donations

PLANNED EXPENSES

Bereavement expenses related to flowers, staff meals, decorations, cards, and reimbursements. Donations to nonprofits in honor of deceased.

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: [Signature] DATE: 5/23/25

ACCOUNT NUMBER: 802

BOARD OF EDUCATION APPROVAL DATE:

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-2026 Sponsor Name: Misty Home

Name of Activity Fund: Courtesy Fund Account No: 802

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 5,723.00	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Donations	\$ 200.00	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ 200.00	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 5,923.00	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Flowers, Gards, Decorations	\$ -200.00	
Staff Meals	\$ -2,000.00	
Reimbursements	\$ -150.00	
Donations to non-profits in honor of deceased	\$ -200.00	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ -2,550.00	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 3,373.00	\$ _____

115-80A

ACTIVITY FUND SUBACCOUNT BUDGET

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

Name of Activity Fund: Courtesy Fund Account No: 802

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE JULY 1	\$ 752.50	\$ 917.50
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Donations from SHS employees	\$ 200.00	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ 200.00	\$ 534.07
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 952.50	\$ 6317.57
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Flowers or plants	\$ 200.00	
Donations "in honor of"	\$ 200.00	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ 400.00	\$ 5595.60
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 552.50	\$ 5722.57

FUNDRAISER REQUEST

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

Reporting School Year: 2025-2026 Sponsor Name: Misty Horne

Name of Activity Fund: Courtesy Fund Account No: 802

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

No Fundraising for FY 25-26

PURPOSE OF RAISING FUNDS:

FUNDRAISER DATES: START END

ACCOUNT OF MONEY TO BE RAISED:

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

SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

FUNDRAISER CLOSEOUT

START DATE: END DATE:

FUNDRAISER PROFIT

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

RECEIPT BOOK # TO

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

STILLWATER BOARD OF EDUCATION

CFB-E1

ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

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

Reporting School Year: 2025-2026 Sponsor Name: 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:

PACKET CONTENTS:

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

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

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2025-2026 SITE: High School

ACCOUNT NAME: 803 Library

PURPOSE

To purchase library books.

SOURCE(S) OF INCOME

Fees/Fines, Book Sales, Fundraisers, Redeposit of Cash Box/Start-up Change

PLANNED EXPENSES

Books, Registrations, Reimbursements/Refunds, Fundraiser Expenses, Cash Box/Start-up Change, Refreshments

SPONSOR NAME

Brenda Ferguson

SIGNATURE

Brenda Ferguson

PRINCIPAL/DIRECTOR

Walter R. Howell, IV

SIGNATURE

Walter R. Howell

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: [Signature] DATE: 5/23/25

ACCOUNT NUMBER: 803

BOARD OF EDUCATION APPROVAL DATE:

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-2026 Sponsor Name: Brenda Ferguson

Name of Activity Fund: Library Account No: 803

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>245.00</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Fees/Fines	\$ <u>250.00</u>	
Book Sales	\$ <u>60.00</u>	
Fundraiser	\$ <u>800.00</u>	
Redeposit of Cash Box/Start-up Change	\$ <u>150.00</u>	
	\$ _____	
	\$ _____	
Total Revenues:	\$ <u>1,260.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>1,505.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Books	\$ <u>-200.00</u>	
Registrations	\$ <u>-200.00</u>	
Reimbursements/Refunds	\$ <u>-95.00</u>	
Fundraiser Expenses	\$ <u>-100.00</u>	
Cash Box/Start-up Change	\$ <u>-150.00</u>	
Refreshments	\$ <u>-100.00</u>	
Total Expenditures:	\$ <u>-845.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>660.00</u>	\$ _____

FUNDRAISER REQUEST

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

Reporting School Year: 2025-2026 Sponsor Name: Brenda Ferguson

Name of Activity Fund: Library Account No: 803

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

Fall Scholastic Book Fair

PURPOSE OF RAISING FUNDS:

To buy more Library Books

FUNDRAISER DATES: START 09/01/2025 END 11/30/2025

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$ 400.00 - EST. EXP. \$ 0.00 = EST. PROFIT \$ 400.00

Sponsor Signature: Brenda Ferguson

SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

Principal Signature: 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



FUNDRAISER REQUEST

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

Reporting School Year: 2025-2026 Sponsor Name: Brenda Ferguson

Name of Activity Fund: Library Account No: 803

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

Spring Scholastic Book Fair

PURPOSE OF RAISING FUNDS:

To buy more Library Books

FUNDRAISER DATES: START TBD END

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$ 400.00 - EST. EXP. \$ 0.00 = EST. PROFIT \$ 400.00

Sponsor Signature: Brenda Ferguson

SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

Principal Signature: Walter H. 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)

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SPONSOR SIGNATURE

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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: 2025-2026 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.

PACKET CONTENTS:

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

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

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2025-2026 SITE: 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

Vending Machine, Donations, Replacement IDs and Lanyards, Transcript Fees, Sponsorship Fees

PLANNED EXPENSES

IDs and Lanyards Supplies, Office and Classroom Supplies, Staff Refreshments, Spirit Clothing, Field Trip Expenses, Dues and Fees

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: [Signature] DATE: 5/23/25

ACCOUNT NUMBER: 805

BOARD OF EDUCATION APPROVAL DATE:

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-2026 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>4,708.00</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Vending Machine	\$ <u>75.00</u>	
Donations	\$ <u>4,500.00</u>	
Replacement IDs and Lanyards	\$ <u>3,500.00</u>	
Transcript Fees	\$ <u>100.00</u>	
Sponsorship Fees	\$ <u>100.00</u>	
	\$ _____	
Total Revenues:	\$ <u>8,275.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>12,983.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
IDs and Lanyards Supplies	\$ <u>-3,000.00</u>	
Office and Classroom Supplies	\$ <u>-2,000.00</u>	
Staff Refreshments	\$ <u>-1,500.00</u>	
Spirit Clothing	\$ <u>-600.00</u>	
Field Trip Expenses	\$ <u>-600.00</u>	
Dues and Fees	\$ <u>-1,000.00</u>	
	\$ _____	
Total Expenditures:	\$ <u>-8,700.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>4,283.00</u>	\$ _____

FUNDRAISER REQUEST

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

Reporting School Year: 2025-2026 Sponsor Name: Misty Horne

Name of Activity Fund: Site General Account No: 805

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

N/A

PURPOSE OF RAISING FUNDS:

FUNDRAISER DATES: START END

ACCOUNT OF MONEY TO BE RAISED:

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

SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

FUNDRAISER CLOSEOUT

START DATE: END DATE:

FUNDRAISER PROFIT

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

RECEIPT BOOK #: TO

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

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

Reporting School Year: 2025-2026 Sponsor Name: 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

PACKET CONTENTS:

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

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

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2025-2026 SITE: 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

Parking Fines and Fees

PLANNED EXPENSES

Registrations, Parking/Office/School Supplies, Refreshments, Cash Boxes/Start-up Change/Payment for stipends not otherwise supported by district funds

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: [Signature] DATE: 5/23/25

ACCOUNT NUMBER: 812

BOARD OF EDUCATION APPROVAL DATE:

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-2026 Sponsor Name: Misty Home

Name of Activity Fund: Parking Fees Account No: 812

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>13,500.00</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Parking Fines and Fees	\$ <u>25,000.00</u>	
Redeposit of Cash boxes/Start Up Change	\$ <u>3,000.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>28,000.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>41,500.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Registrations	\$ <u>-500.00</u>	
Parking/Office/School Supplies	\$ <u>-5,000.00</u>	
Refreshments	\$ <u>-5,000.00</u>	
Cash boxes/Start Up Change	\$ <u>-3,000.00</u>	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-13,500.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>28,000.00</u>	\$ _____

FUNDRAISER REQUEST

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

Reporting School Year: 2025-2026 Sponsor Name: Misty Horne

Name of Activity Fund: Parking Fees Account No: 812

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

N/A

PURPOSE OF RAISING FUNDS:

FUNDRAISER DATES: START _____ END _____

ACCOUNT OF MONEY TO BE RAISED:

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

SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

FUNDRAISER CLOSEOUT

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

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

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

STILLWATER BOARD OF EDUCATION

CFB-E1

ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

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

Reporting School Year: 2025-2026 Sponsor Name: Steve Shanks

Name 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:

PACKET CONTENTS:

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

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

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2025-2026 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

Donations, Fees, Sales, Facility Rental

PLANNED EXPENSES

Equipment, Equipment Repair, Supplies, Security, Celebrations, Refreshments

SPONSOR NAME

Steve Shanks

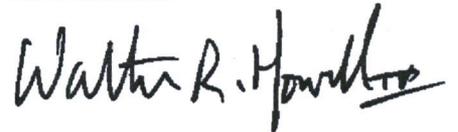
SIGNATURE



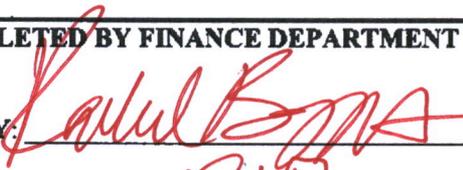
PRINCIPAL/DIRECTOR

Walter R. Howell, IV

SIGNATURE



TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY:  DATE: 5/23/25

ACCOUNT NUMBER: 817

BOARD OF EDUCATION APPROVAL DATE: _____

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-2026 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	\$ 49,196.00	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Donations	\$ 10,000.00	
Fees	\$ 200.00	
Sales	\$ 200.00	
Facility Rentals	\$ 3,000.00	
	\$ _____	
	\$ _____	
Total Revenues:	\$ 13,400.00	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 62,596.00	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Equipment	\$ -30,000.00	
Equipment Repairs	\$ -20,000.00	
Supplies	\$ -1,000.00	
Security	\$ -2,000.00	
Celebrations	\$ -700.00	
Refreshments	\$ -1,000.00	
Total Expenditures:	\$ -54,700.00	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 7,896.00	\$ _____

FUNDRAISER REQUEST

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

Reporting School Year: 2025-2026 Sponsor Name: Steve Shanks

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

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

N/A

PURPOSE OF RAISING FUNDS:

FUNDRAISER DATES: START _____ END _____

ACOUNT OF MONEY TO BE RAISED:

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

SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

FUNDRAISER CLOSEOUT

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

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

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

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

Reporting School Year: 2025-2026 Sponsor Name: Misty Home

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:

This is an account that the funds flow through when teachers get a SPEF Grant

PACKET CONTENTS:

FORM	FOUND ON PAGE	INITIAL IF COMPLETE
APPROVAL OF ACCOUNT FORM	PAGE 2	<i>UMH</i>
ACTIVITY FUND SUBACCOUNT BUDGET	PAGE 3	<i>UMH</i>
ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4)	PAGE 4	N/A
REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET*	PAGE 2	<i>UMH</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: 2025-2026 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

Supplies, Reimbursements, Books, Celebrations

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: [Signature] DATE: 5/23/25

ACCOUNT NUMBER: 839

BOARD OF EDUCATION APPROVAL DATE:

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-2026 Sponsor Name: Misty Home

Name of Activity Fund: SPEF Grant Account No: 839

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>0</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
SPEF grant awarded	\$ 10,500.00	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ 10,500.00	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 12,381.00	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Supplies	\$ -7,900.00	
Reimbursements	\$ -300.00	
Books	\$ -300.00	
Celebrations	\$ -1,000.00	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ -9,500.00	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 2,881.00	\$ _____

STILLWATER BOARD OF EDUCATION

CFB-E1

ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

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

Reporting School Year: 2025-2026 Sponsor Name: 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 revenues:

PACKET CONTENTS:

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

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

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2025-2026 SITE: High School

ACCOUNT NAME: 860 Class of 1963

PURPOSE

To receive donations from prior graduates to be used for needs at Stillwater High School. The class of 1963 has left the needs up to the high school principal.

SOURCE(S) OF INCOME

Donations

PLANNED EXPENSES

Classroom Needs Appreciation Meals
Staff Needs
Student Needs

SPONSOR NAME

Misty Horne

SIGNATURE

[Handwritten signature of Misty Horne]

PRINCIPAL/DIRECTOR

Walter R. Howell, IV

SIGNATURE

[Handwritten signature of Walter R. Howell, IV]

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: [Handwritten signature] DATE: 5/23/25

ACCOUNT NUMBER: 860

BOARD OF EDUCATION APPROVAL DATE:

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-2026 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	\$ 1,853.00	\$
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Donations	\$ 200.00	
	\$	
	\$	
	\$	
	\$	
	\$	
Total Revenues	\$ 200.00	\$
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 2,053.00	\$
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Classroom Needs	\$ 250	
Staff Needs	\$ 250	
Student Needs	\$ 250	
Appreciation Meals	\$ 250	
	\$	
	\$	
Total Expenditures	\$ -1,000.00	\$
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 1,053.00	\$

FUNDRAISER REQUEST

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

Reporting School Year: 2025-2026 Sponsor Name: Misty Horne

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

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

N/A

PURPOSE OF RAISING FUNDS:

FUNDRAISER DATES: START _____ END _____

ACCOUNT OF MONEY TO BE RAISED:

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

SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

FUNDRAISER CLOSEOUT

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

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

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

STILLWATER BOARD OF EDUCATION	CFB-EI
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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: 2025-2026 Sponsor Name: Josh Haar

Name of Activity Fund: Debate Team Account No: 862

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

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

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2025-2026 SITE: High School

ACCOUNT NAME: 862 Debate Team

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

Donations, Dues/Fees

PLANNED EXPENSES

Supplies, Registrations/Dues, Refreshments

SPONSOR NAME

Josh Haar

SIGNATURE

[Handwritten signature]

PRINCIPAL/DIRECTOR

Walter R. Howell, IV

SIGNATURE

[Handwritten signature: Walter R. Howell IV]

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: [Handwritten signature] DATE: 5/23/25

ACCOUNT NUMBER: 862

BOARD OF EDUCATION APPROVAL DATE:

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-2026 Sponsor Name: Josh Haar

Name of Activity Fund: Debate Team Account No: 862

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>0.00</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Dues/Fees	\$ <u>150.00</u>	
Donations	\$ <u>150.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>300.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>300.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Supplies	\$ <u>-100.00</u>	
Refreshments	\$ <u>-100.00</u>	
Registrations/Dues	\$ <u>-100.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-300.00</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: 2025-2026 Sponsor Name: Josh Haar

Name of Activity Fund: Debate Team Account No: 862

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

N/A

PURPOSE OF RAISING FUNDS:

FUNDRAISER DATES: START _____ END _____

ACCOUNT OF MONEY TO BE RAISED:

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

SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

FUNDRAISER CLOSEOUT

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

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

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

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

Reporting School Year: 2025

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:

PACKET CONTENTS:

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

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

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 4/16/25

SITE: SHS

ACCOUNT NAME: Advanced Art

PURPOSE

To purchase student art supplies

SOURCE(S) OF INCOME

Art Fees

PLANNED EXPENSES

Student art supplies

SPONSOR NAME

Shannon Peters

SIGNATURE

Shannon Peters

PRINCIPAL/DIRECTOR

Walter Howell

SIGNATURE

Walter R. Howell IV

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: *K. Williams* DATE: 5/23/25

ACCOUNT NUMBER: 874

BOARD OF EDUCATION APPROVAL DATE: _____

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025

Sponsor Name: Shannon Peters

Name of Activity Fund: Advanced Act

Account No: 874

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>250.00</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
<u>Act Fees</u>	\$ <u>3825</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ _____	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>4075</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
<u>Act Supplies</u>	\$ <u>3900</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>3900</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ _____	\$ _____

FUNDRAISER REQUEST

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

Reporting School Year: 2025 Sponsor Name: Shannon Peters

Name of Activity Fund: Advanced Art Account No: 874

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

SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

FUNDRAISER CLOSEOUT

START DATE: END DATE:

FUNDRAISER PROFIT

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

RECEIPT BOOK #: TO

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

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

Reporting School Year: 25-26 Sponsor Name: MR. 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:

PACKET CONTENTS:

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

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

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 4/16/25 SITE: SHS

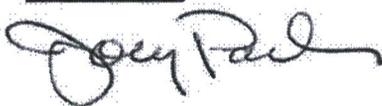
ACCOUNT NAME: #878 POTTERY / SCULPTURE

PURPOSE
SUPPLIES / STUDENT

SOURCE(S) OF INCOME
ART FEE'S

PLANNED EXPENSES
PURCHASE SUPPLIES
THROUGH OUT YEAR

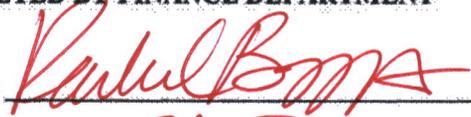
SPONSOR NAME
JOEY PARKER

SIGNATURE


PRINCIPAL/DIRECTOR
Walter Howell

SIGNATURE


TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY:  DATE: 5/23/25

ACCOUNT NUMBER: 878

BOARD OF EDUCATION APPROVAL DATE: _____

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 25-26 Sponsor Name: JOEY PARKER

Name of Activity Fund: POTTERY/SCULPTURE Account No: 878

1. ESTIMATED BEGINNING CASH BALANCE, JULY 1 NEXT YEAR EST. \$ 2013.92 ACTUALS* \$ _____

2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:

<u>ART FEES</u>	<u>\$ 3990.00</u>	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
Total Revenues:	<u>\$ 3990.00</u>	\$ _____

3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) \$ 6003.92 \$ _____

4. EXPENDITURES AND ESTIMATED AMOUNTS:

<u>Purchased Supplies</u>	<u>\$ 4235.51</u>	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
Total Expenditures:	<u>\$ 4235.51</u>	\$ _____

5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3) \$ 1768.41 \$ _____

ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

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

Reporting School Year: 2025-2026 Sponsor Name: Misty Home

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.
*Next year's estimate is based on this.

PACKET CONTENTS:

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

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

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2025-2026 SITE: High School

ACCOUNT NAME: 885 Instructional

PURPOSE

Student testing to include the PSAT and AP tests.

SOURCE(S) OF INCOME

Exam Fees

PLANNED EXPENSES

Tests, Supplies, Awards, Reimbursement

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: [Signature] DATE: 5/23/25

ACCOUNT NUMBER: 885

BOARD OF EDUCATION APPROVAL DATE:

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-2026 Sponsor Name: Misty Home

Name of Activity Fund: Instructional Account No: 885

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>10,000.00</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Exam Fees	\$ <u>29,500.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>29,500.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>39,500.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Tests	\$ <u>-25,000.00</u>	
Supplies	\$ <u>-1,600.00</u>	
Awards	\$ <u>-100.00</u>	
Reimbursement	\$ <u>-150.00</u>	
<u>Test Proctor Payment</u>	\$ <u>500.00</u>	
_____	\$ _____	
Total Expenditures:	\$ <u>27,350</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>12,150</u>	\$ _____

FUNDRAISER REQUEST

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

Reporting School Year: 2025-2026 Sponsor Name: Misty Horne

Name of Activity Fund: Instructional Account No: 885

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

N/A

PURPOSE OF RAISING FUNDS:

N/A

FUNDRAISER DATES: START END

ACCOUNT OF MONEY TO BE RAISED:

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

SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

FUNDRAISER CLOSEOUT

START DATE: END DATE:

FUNDRAISER PROFIT

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

RECEIPT BOOK #: TO

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

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

Reporting School Year: 2025-2026 Sponsor Name: 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
APPROVAL OF ACCOUNT FORM	PAGE 2	aw
ACTIVITY FUND SUBACCOUNT BUDGET	PAGE 3	he
ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4)	PAGE 4	aw
REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET*	PAGE 2	

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

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2025-2026 SITE: High School

ACCOUNT NAME: 901 Academic Team

PURPOSE

To pay for registration at numerous NAQT tournaments throughout the year, to repair or replace our buzzer systems if needed, to pay for awards and snacks at a fundraising tournament in the spring and, hopefully, to help pay for airfare and hotel rooms at the National Tournament in Atlanta.

SOURCE(S) OF INCOME

Fundraisers, Donations, Fees

PLANNED EXPENSES

Fees, Equipment and Repairs, Fundraiser Expenses

SPONSOR NAME

Matt Nance

SIGNATURE

[Handwritten signature]

PRINCIPAL/DIRECTOR

Walter R. Howell, IV

SIGNATURE

[Handwritten signature: Walter R. Howell]

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: [Handwritten signature] DATE: 5/23/25

ACCOUNT NUMBER: 901

BOARD OF EDUCATION APPROVAL DATE:

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-2026 Sponsor Name: Matt Nance

Name of Activity Fund: Academic Team Account No: 901

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 967.00	\$
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Fundraisers	\$ 1,600.00	
Donations	\$ 150.00	
Fees	\$ 100.00	
	\$	
	\$	
	\$	
Total Revenues:	\$ 1,850.00	\$
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 2,817.00	\$
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Fees	\$ -550.00	
Equipment and Repairs	\$ -300.00	
Fundraiser Expenses	\$ -300.00	
	\$	
	\$	
	\$	
Total Expenditures:	\$ -1,150.00	\$
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 1,667.00	\$



FUNDRAISER REQUEST

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

Reporting School Year: 2025-2026 Sponsor Name: Matt Nance

Name of Activity Fund: Academic Team Account No: 901

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

Snack sales in Mr. Nance's classroom during the school day, while adhering to BOE policy CFB-R4.

PURPOSE OF RAISING FUNDS:

To cover tournament registration fees and defer the cost of attending Nationals as much as possible.

FUNDRAISER DATES: START 08/14/2025 END 05/20/2026

ACCOUNT OF MONEY TO BE RAISED:

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

SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

FUNDRAISER CLOSEOUT

START DATE: END DATE:

FUNDRAISER PROFIT

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

RECEIPT BOOK #: TO

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

STILLWATER BOARD OF EDUCATION

CFB-EI

ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

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

Reporting School Year: 2025-2026 Sponsor Name: 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:

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

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

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2025-2026 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

Fundraising, Donations

PLANNED EXPENSES

Supplies, Trip Expenses, Fundraising Expenses

SPONSOR NAME

Kat Stepp, Coach Davis

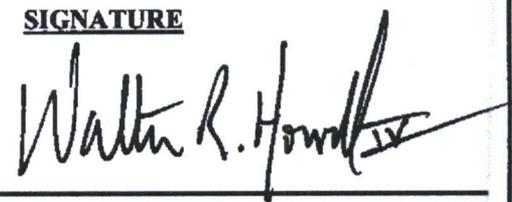
SIGNATURE



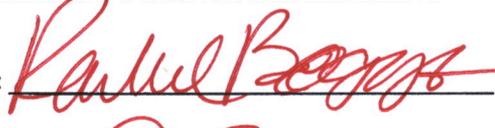
PRINCIPAL/DIRECTOR

Walter R. Howell, IV

SIGNATURE



TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY:  DATE: 5/23/25

ACCOUNT NUMBER: 903

BOARD OF EDUCATION APPROVAL DATE: _____

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-2026 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:		
Dues/Fees	\$ <u>200.00</u>	
Donations	\$ <u>200.00</u>	
	\$ _____	
	\$ _____	
	\$ _____	
	\$ _____	
Total Revenues:	\$ <u>400.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>878.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Supplies	\$ <u>-200.00</u>	
Trip Expenses	\$ <u>-200.00</u>	
Refreshments	\$ <u>-200.00</u>	
	\$ _____	
	\$ _____	
	\$ _____	
Total Expenditures:	\$ <u>-600.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>278.00</u>	\$ _____

ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

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

Reporting School Year: 25-26 Sponsor Name: JUEN PARKER

Name of Activity Fund: APT CLUBS Account No: 904

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

PACKET CONTENTS:

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

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

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 4/16/25 SITE: SHS

ACCOUNT NAME: ART CLUB # 904

PURPOSE

ACTIVITIES THROUGHOUT YEAR

SOURCE(S) OF INCOME

DUES

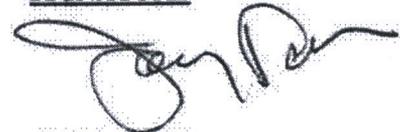
PLANNED EXPENSES

FOOD FOR MEETINGS
SUPPLIES FOR PROJECTS

SPONSOR NAME

JOEY PARKET

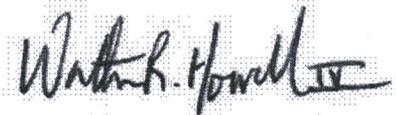
SIGNATURE



PRINCIPAL/DIRECTOR

Walter Howell

SIGNATURE



TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: Karl B... DATE: 5/23/25

ACCOUNT NUMBER: 904

BOARD OF EDUCATION APPROVAL DATE: _____

ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

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

Reporting School Year: 2025-2026

Sponsor Name: Kevin Zamborsky

Name 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:

PACKET CONTENTS:

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

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

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 4/11/25

SITE: HS

ACCOUNT NAME: 905 Band

PURPOSE

Students will 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, grants/scholarships, merchandies sales, rental fees, student payments, etc.

PLANNED EXPENSES

Awards, advertising, camp expenses, apparel/uniforms, competition expenses, equipment, fees/dues, field trip expenses, fundraising expenses, travel expenses to include meals, meeting supplies and refreshments, judges, payroll reimbursement, registrations, reimbursements, rental fees, security, stipends, subscriptions, technology, transportation, awards banquets, and other activity related materials.

SPONSOR NAME

Kevin Zamborsky

SIGNATURE

[Handwritten signature]

PRINCIPAL/DIRECTOR

Walter R. Howell, IV

SIGNATURE

Walter R. Howell IV

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: [Handwritten signature]

DATE: 5/23/25

ACCOUNT NUMBER: 905

BOARD OF EDUCATION APPROVAL DATE:

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-2026

Sponsor Name: Kevin Zamborsky

Name of Activity Fund: Band

Account No: 905

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>93,684.00</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
<u>Fundraising events</u>	\$ <u>50,000.00</u>	
<u>Donations</u>	\$ <u>40,000.00</u>	
<u>Dues from students</u>	\$ <u>60,000.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>150,000.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>243,684.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
<u>Achievement awards</u>	\$ <u>-1,500.00</u>	
<u>Apparel and uniforms</u>	\$ <u>-33,000.00</u>	
<u>Competition and registration</u>	\$ <u>-7,500.00</u>	
<u>Field trip expenses</u>	\$ <u>-120,000.00</u>	
<u>Supplies</u>	\$ <u>-16,000.00</u>	
_____	\$ _____	
Total Expenditures:	\$ <u>-178,000.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>65,684.00</u>	\$ _____

1

FUNDRAISER REQUEST

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

Reporting School Year: 2025-2026

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 09/01/2025

END 10/30/2025

ACCOUNT OF MONEY TO BE RAISED:

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

SPONSOR SIGNATURE

Walter B. Howell Jr

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

2

FUNDRAISER REQUEST

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

Reporting School Year: 2025-2026

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 08/01/2025

END 05/20/2026

ACCOUNT OF MONEY TO BE RAISED:

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

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

ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

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

Reporting School Year: 2025-2026 Sponsor Name: 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	kl
ACTIVITY FUND SUBACCOUNT BUDGET	PAGE 3	kl
ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4)	PAGE 4	N/A
REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET*	PAGE 2	

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

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2025-2026 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

Donations, Dues/Fees

PLANNED EXPENSES

Supplies, Fees, Field Trips, Celebrations, Events, Campaigns, Club Clothing

SPONSOR NAME

Karie Linsenmeyer

SIGNATURE

[Handwritten Signature: Karie Linsenmeyer]

PRINCIPAL/DIRECTOR

Walter R. Howell, IV

SIGNATURE

[Handwritten Signature: Walter R. Howell, IV]

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: [Handwritten Signature: Kamil Berry] DATE: 5/23/25

ACCOUNT NUMBER: 906

BOARD OF EDUCATION APPROVAL DATE: _____

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-2026 Sponsor Name: Karie Linsenmeyer

Name of Activity Fund: Best Buddies Account No: 906

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 633.00	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Special Olympics Unified Schools Donations	\$ 800.00	
Student Dues	\$ 500.00	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ 1,300.00	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2):	\$ 1,933.00	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Field Trips	\$ -400.00	
Celebrations & Events	\$ -150.00	
Club Clothing	\$ -150.00	
Supplies	\$ -300.00	
Fees	\$ -425.00	
Campaigns	\$ -100.00	
Total Expenditures:	\$ -1,525.00	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3):	\$ 408.00	\$ _____

FUNDRAISER REQUEST

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

Reporting School Year: 2025-2026 Sponsor Name: Karie Linsenmeyer

Name of Activity Fund: Best Buddies Account No: 906

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

N/A

PURPOSE OF RAISING FUNDS:

FUNDRAISER DATES: START END

ACCOUNT OF MONEY TO BE RAISED:

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

Sponsor Signature: Karie Linsenmeyer

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

STILLWATER BOARD OF EDUCATION

CFB-E1

ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

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

Reporting School Year: 2025-2026 Sponsor Name: Krissi Martori & 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: 2025-2026 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

Dues, Donations

PLANNED EXPENSES

Graduation Cords, Gifts, Refreshments, Fundraiser Expenses, Dues/Fees

SPONSOR NAME

Krissi Morton & Drue Brown

SIGNATURE

Krissi Morton & Drue Brown

PRINCIPAL/DIRECTOR

Walter R. Howell, IV

SIGNATURE

Walter R. Howell IV

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: [Signature] DATE: 5/23/25

ACCOUNT NUMBER: 907

BOARD OF EDUCATION APPROVAL DATE:

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-2026 Sponsor Name: Krisst Marton & Drue Brown

Name of Activity Fund: Beta Club Account No: 907

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>3,958.00</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Membership Dues	\$ <u>1,500.00</u>	
Donations	\$ <u>100.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>1,600.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>5,558.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Graduation Cards	\$ <u>-400.00</u>	
Gifts	\$ <u>-200.00</u>	
Refreshments	\$ <u>-1,600.00</u>	
Fundraiser Expenses	\$ <u>-100.00</u>	
Dues/Fees	\$ <u>-600.00</u>	
_____	\$ _____	
Total Expenditures:	\$ <u>-2,900.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>2,658.00</u>	\$ _____

FUNDRAISER REQUEST

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

Reporting School Year: 2025-2026 Sponsor Name: Krissi Morton & Drue Brown

Name of Activity Fund: Beta Club Account No: 907

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

N/A

PURPOSE OF RAISING FUNDS:

FUNDRAISER DATES: START END

ACCOUNT OF MONEY TO BE RAISED:

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

Sponsor Signature: Krissi Morton

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

RECEIPT BOOK #: TO

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

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

Reporting School Year: 2025 - 2026 Sponsor Name: Diara Swinford
Jennifer Nealis

Name of Activity Fund: Business Professionals 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:

PACKET CONTENTS:

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

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

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 5/1/25

SITE: Stillwater High School

ACCOUNT NAME: Business Professionals of America (BPA)

PURPOSE To develop and empower students to discover their passion + change the world by creating unmatched opportunities in learning, professional growth + 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

Diana Swinford
Jennifer Healis

SIGNATURE

Diana Swinford
Jennifer Healis

PRINCIPAL/DIRECTOR

Walter Howell

SIGNATURE

Walter R. Howell IV

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: Kavul Bora DATE: 5/23/25

ACCOUNT NUMBER: 909

BOARD OF EDUCATION APPROVAL DATE: _____

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 25-26 Sponsor Name: Diana Swinford
Jennifer Neal

Name of Activity Fund: Business Professionals 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:		
<u>Donations</u>	\$ <u>200.00</u>	
<u>Due from students</u>	\$ <u>200.00</u>	
<u>Indraiser - Shoes (APA sponsored)</u> <u>(Gmas 2014)</u>	\$ <u>200.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ _____	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>650.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
<u>Competition Expenses</u>	\$ <u>-200.00</u>	
<u>Refreshments for student meetings</u>	\$ <u>-250.00</u>	
<u>State Leadership Conference Expenses</u>	\$ <u>-100.00</u>	
<u>Donations</u>	\$ <u>-50.00</u>	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>600.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>50.00</u>	\$ _____

FUNDRAISER REQUEST

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

Reporting School Year: _____ Sponsor Name: _____

Name of Activity Fund: _____ Account No: _____

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

PURPOSE OF RAISING FUNDS:

FUNDRAISER DATES: START _____ END _____

ACCOUNT OF MONEY TO BE RAISED:

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

SPONSOR SIGNATURE _____

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION _____

BOARD OF EDUCATION APPROVAL DATE _____

FUNDRAISER CLOSEOUT

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

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

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE _____

FINANCIAL SECRETARY SIGNATURE _____

STILLWATER BOARD OF EDUCATION

CFB-E1

ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

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

Reporting School Year: 2025-2026 Sponsor Name: Jody D Webber

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:

N/A - Made large deposit mid-April 2025 to cover 4 students going to Nationals in July 2025. Total amount will go to pay for Nationals 2025 expenses. Next year's estimate reflects this.

PACKET CONTENTS:

FORM	FOUND ON PAGE	INITIAL IF COMPLETE
APPROVAL OF ACCOUNT FORM	PAGE 2	<i>JW</i>
ACTIVITY FUND SUBACCOUNT BUDGET	PAGE 3	<i>JW</i>
ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4)	PAGE 4	<i>JW</i>
REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET*	PAGE 2	<i>JW</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: 2025-2026 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

Donations, Dues/Fees, Fundraisers, Merchandise Sales

PLANNED EXPENSES

Refreshments, Charitable Activities, Dues/Fees, Travel Expenses, Supplies

SPONSOR NAME

Jody D Webber

SIGNATURE

[Handwritten signature of Jody D Webber]

PRINCIPAL/DIRECTOR

Walter R. Howell, IV

SIGNATURE

[Handwritten signature of Walter R. Howell IV]

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: [Handwritten signature] DATE: 5/23/25

ACCOUNT NUMBER: 915

BOARD OF EDUCATION APPROVAL DATE:

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-2026 Sponsor Name: Jody D Webber

Name of Activity Fund: FCCLA Account No: 915

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 1,000.00	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Fundraisers	\$ 2,750.00	
Dues/Fees	\$ 2,000.00	
Donations	\$ 100.00	
Merchandise sales	\$ 500.00	
	\$ _____	
	\$ _____	
Total Revenues:	\$ 6,350.00	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 6,350.00	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Refreshments	\$ -1,000.00	
Charitable Activities	\$ -400.00	
Dues/Fees	\$ -950.00	
Travel Expenses	\$ -1,400.00	
Supplies	\$ -400.00	
	\$ _____	
Total Expenditures:	\$ -4,150.00	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 2,200.00	\$ _____

1

FUNDRAISER REQUEST

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

Reporting School Year: 25-26 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 creation & sales through curriculum lessons in the class & a partnership with Duprees

PURPOSE OF RAISING FUNDS:

Chapter Expenses

FUNDRAISER DATES: START 09/01/2025 END 05/01/2026

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$ 1,000.00 - EST. EXP. \$ 0.00 = EST. PROFIT \$ 1,000.00

Sponsor Signature: Jody D Webber

SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

Principal Signature: 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



FUNDRAISER REQUEST

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

Reporting School Year: 25-26 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 SHS. Cookies made & bagged by FCCLA Members in the FCS Dept. Cookie bags sold by Members to Students during National FCCLA Week

PURPOSE OF RAISING FUNDS:

Chapter Expenses

FUNDRAISER DATES: START 02/09/2026 END 02/13/2026

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$ 1,000.00 - EST. EXP. \$ 0.00 = EST. PROFIT \$ 1,000.00

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: 25-26 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 Members will market & promote their Crock STAR Fundraiser where patrons can order crock pot meal kits to be shipped to their homes

PURPOSE OF RAISING FUNDS:

Chapter Expenses

FUNDRAISER DATES: START 11/01/2025 END 11/30/2025

ACCOUNT OF MONEY TO BE RAISED:

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

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

RECEIPT BOOK #: TO

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

4

FUNDRAISER REQUEST

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

Reporting School Year: 25-26 Sponsor Name: 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 & Community Patrons will be encouraged to eat at various participating restaurants with a percentage of sales to be donated to SHS FCCLA

PURPOSE OF RAISING FUNDS:

Chapter Expenses

FUNDRAISER DATES: START 11/01/2025 END 05/01/2026

ACCOUNT OF MONEY TO BE RAISED:

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

Sponsor Signature: Jody D Webber

SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

Principal Signature: Walter R Howell

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

5

FUNDRAISER REQUEST

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

Reporting School Year: 25-26 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 09/01/2025 END 09/30/2025

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$ 1,000.00 - EST. EXP. \$ 0.00 = EST. PROFIT \$ 1,000.00

Sponsor Signature: Jody D Webber

SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

Principal Signature: Walter R. Howell III

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