

**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: Tiffanie Seefeldt

Name of Activity Fund: Classroom Supply

Account No.: 801

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

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

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2025-2026

SITE: Sangre Ridge

ACCOUNT NAME: 801 Classroom Supply

PURPOSE

This account is used to purchase supplies for students and teachers and classroom enhancements for student use.

SOURCE(S) OF INCOME

Student supply fees, donations/contributions, field trip collections, grants/scholarships, class supplies, fees/fines/dues, lost/damaged book fee, PALS profit, redeposit of cash-box/start up cash, registration costs, reimbursements/refunds/rebates, student payments.

PLANNED EXPENSES

student/teacher supply expenses, achievement awards, books, cash-box start up cash, fees/dues, field trip expenses, registrations, reimbursements/refunds, subscriptions, classroom related supplies/materials, technology expenses and tutoring. All approved BOE expenditures.

SPONSOR NAME

Tiffanie Seefeldt

SIGNATURE

Tiffanie Seefeldt

PRINCIPAL/DIRECTOR

Cami Patzkowski

SIGNATURE

Cami Patzkowski

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: [Signature] DATE: 5/21/25

ACCOUNT NUMBER: 801

BOARD OF EDUCATION APPROVAL DATE:

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-2026 Sponsor Name: Tiffanie Seefeldt

Name of Activity Fund: Classroom Supply Account No: 801

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>5200.00</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Allocation from district	\$ <u>10,000.00</u>	
supply deposit	\$ <u>8,000.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>18,000.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>23,200.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Classroom supplies	\$ <u>15,000.00</u>	
Field trip expenses	\$ <u>600.00</u>	
co-curricular subscriptions	\$ <u>250.00</u>	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>15,850.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>7350.00</u>	\$ _____

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

FUNDRAISER REQUEST

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

Reporting School Year: 2025-2026

Sponsor Name: Tiffanie Seefeldt

Name of Activity Fund: Classroom Supply

Account No: 801

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

PURPOSE OF RAISING FUNDS:

FUNDRAISER DATES: START END

AMOUNT OF MONEY TO BE RAISED:

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

SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

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: Morganne Clyburn, Dana Cox, Tiffanie S

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

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

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2025-2026

SITE: Sangre Ridge

ACCOUNT NAME: Courtesy

PURPOSE

The purpose of this account is to purchase food for teacher luncheons, gifts, supplies, food and refreshments, and sympathy gifts as needed.

SOURCE(S) OF INCOME

All listed BOE approved revenue sources for the 25-26 school year. dues/fees, donations

PLANNED EXPENSES

All listed BOE approved expenditures for the 25-26 school year. Luncheons, supplies, gifts, food and refreshments, sympathy gifts.

SPONSOR NAME

Morganne Clyburn, Dana Cox, Tiffanie Seefeldt

SIGNATURE

Tiffanie Seefeldt

PRINCIPAL/DIRECTOR

Cami Patzkowski

SIGNATURE

Cami Patzkowski

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: Kukul Banna

DATE: 5/2/25

ACCOUNT NUMBER: 800

BOARD OF EDUCATION APPROVAL DATE:

**ACTIVITY FUND SUBACCOUNT BUDGET**

Reporting School Year: 2025-2026 Sponsor Name: Morganne Clyburn, Dana Cox, Tiffanie S

Name of Activity Fund: Courtesy Account No.: 802

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 165.00	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
courtesy dues	\$ 2,000.00	
donations	\$ 200.00	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ 2,200.00	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 2365.00	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
luncheons	\$ 1,500.00	
supplies and gifts	\$ 600.00	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ 2,100.00	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 265.00	\$ _____

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

FUNDRAISER REQUEST

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

Reporting School Year: 2025-2026

Sponsor Name: Morganne Clyburn, Dana Cox, Tiffanie S

Name of Activity Fund: Courtesy

Account No: 802

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

PURPOSE OF RAISING FUNDS:

FUNDRAISER DATES: START END

AMOUNT OF MONEY TO BE RAISED:

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

SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

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: Morganne Clyburn

Name of Activity Fund: Library

Account No: 803

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

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ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2025-2026

SITE: Sangre Ridge

ACCOUNT NAME: Library

PURPOSE

This account is used for cash box for book fairs, subscriptions, purchase of books and supplies.

SOURCE(S) OF INCOME

Library type income: advertising sales, awards/prizes, book fair sales, contest fees, contributions/donations, fees/fines/dues, BOE approved fundraisers, grants/scholarships, lost/damaged book fees, merchandise sales, redeposit of cash box start up, registrations, reimbursements/refunds/rebates, rental fees, student payments, ticket sales

PLANNED EXPENSES

library type expenses: awards, advertising, books, cash box start up cash, competition expenses, custodial expenses, equipment/furnitures, fees/dues, fundraising expenses, meeting supplies and refreshments, newspapers, registrations, reimbursements/refunds, rental fees, subscriptions, supplies/materials and technology expenses. All approved BOE expenditures.

SPONSOR NAME

Morganne Clyburn

SIGNATURE



PRINCIPAL/DIRECTOR

Cami Patzkowski

SIGNATURE



TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY:  DATE: 5/21/25

ACCOUNT NUMBER: 803

BOARD OF EDUCATION APPROVAL DATE:

**ACTIVITY FUND SUBACCOUNT BUDGET**

Reporting School Year: 2025-2026 Sponsor Name: Morganne Clyburn

Name of Activity Fund: Library Account No: 803

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 3685.00	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
fundraising/book fairs	\$ 6,000.00	
donations	\$ 2,000.00	
dues/fees/fines	\$ 250.00	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ 7,250.00	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 11,935.00	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
fundraising expenses/book fair	\$ 6,000.00	
World Book subscription	\$ 1,200.00	
Capstone subscription	\$ 1,800.00	
books/supplies	\$ 2,000.00	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ 11,000.00	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 935.00	\$ _____

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

**FUNDRAISER REQUEST**

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

Reporting School Year: 2025-2026 Sponsor Name: Morganne Clyburn

Name of Activity Fund: Library Account No: 803

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

Fall book fair: books, toys, supplies sold online and on-site

**PURPOSE OF RAISING FUNDS:**

to use funds to purchase books, supplies and subscriptions.

**FUNDRAISER DATES:** ✓ START 8/15/25 END 12/15/25

**AMOUNT OF MONEY TO BE RAISED:**

EST. INC. 6,000.00 - EST. EXP. 3,500.00 = EST. PROFIT 2,500.00

  
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



FUNDRAISER REQUEST

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

Reporting School Year: 2025-2026

Sponsor Name: Sangre Ridge

Name of Activity Fund: Library

Account No: 803

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

Spring book fair -books, toys, school supplies sold online and on site.

PURPOSE OF RAISING FUNDS:

To use funds to purchase supplies, subscriptions and books.

FUNDRAISER DATES: ✓ START 2/1/26 END 5/1/26

AMOUNT OF MONEY TO BE RAISED:

EST. INC. 10,000.00 - EST. EXP. 7,000.00 = EST. PROFIT 3,000.00

SPONSOR SIGNATURE [Handwritten Signature]

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION [Handwritten Signature]

BOARD OF EDUCATION APPROVAL DATE

FUNDRAISER CLOSEOUT

START DATE: END DATE:

FUNDRAISER PROFIT

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

RECEIPT BOOK #: TO

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

3

FUNDRAISER REQUEST

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

Reporting School Year: 2025-2026

Sponsor Name: Morganne Clyburn

Name of Activity Fund: Library

Account No.: 803

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

Buy One Get One Book Fair through Scholastic Book Fairs

PURPOSE OF RAISING FUNDS:

To use funds to purchase books, supplies and subscriptions.

FUNDRAISER DATES:



START 4/20/26

END 5/20/26

AMOUNT OF MONEY TO BE RAISED:

EST. INC. 5,000.00 - EST. EXP. 3,500.00 = EST. PROFIT 1,500.00

SPONSOR SIGNATURE [Handwritten Signature]

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION [Handwritten Signature]

BOARD OF EDUCATION APPROVAL DATE

FUNDRAISER CLOSEOUT

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

FUNDRAISER PROFIT

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

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

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

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

**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: Tiffanie Seefeldt

Name of Activity Fund: General Activity

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

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ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2025-2026

SITE: Sangre Ridge

ACCOUNT NAME: 805 General Activity

PURPOSE

The purpose of this account will be used for general supplies, office supplies, rewards, birthday snacks, snacks, 12 Days of Christmas gits, decorations, teacher luncheons.

SOURCE(S) OF INCOME

Student supply fees, donations. Approved revenue sources for the 25-26 school year.

PLANNED EXPENSES

approved expenditures for the 25-26 school year. general supplies, office supplies, rewards, birthday snacks, snacks, 12 Days of Christmas gits, decorations, teacher luncheons.

SPONSOR NAME

Tiffanie Seefeldt

SIGNATURE

Tiffanie Seefeldt

PRINCIPAL/DIRECTOR

Cami Patzkowski

SIGNATURE

Cami Patzkowski

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: [Signature]

DATE: 5/21/25

ACCOUNT NUMBER: 805

BOARD OF EDUCATION APPROVAL DATE:

**ACTIVITY FUND SUBACCOUNT BUDGET**

Reporting School Year: 2025-2026 Sponsor Name: Tiffanie Seefeldt

Name of Activity Fund: General Activity Account No: 805

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 11,900.00	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Picture commissions	\$ 4,000.00	
donations	\$ 200.00	
soda commissions	\$ 250.00	
grants	\$ 500.00	
PALS	\$ 5000.00	
	\$ _____	
Total Revenues:	\$ 9950.00	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 21850.00	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Teacher Awards	\$ -200.00	
office supplies	\$ -4000.00	
luncheons	\$ -2000.00	
birthday and rewards	\$ -500.00	
12 Days of Christmas	\$ -1000.00	
	\$ _____	
Total Expenditures:	\$ -7700.00	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 14150.00	\$ _____

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

FUNDRAISER REQUEST

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

Reporting School Year: 2025-2026

Sponsor Name: Tiffanie Seefeldt

Name of Activity Fund: General Activity

Account No: 805

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

PURPOSE OF RAISING FUNDS:

FUNDRAISER DATES: START END

AMOUNT OF MONEY TO BE RAISED:

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

SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

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: Tiffanie Seefeldt

Name of Activity Fund: SPEF

Account No: 839

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

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ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2025-2026

SITE: Sangre Ridge

ACCOUNT NAME: SPEF

PURPOSE

The purpose of this account is to purchase supplies, technology, and student supplies from the grant money received from SPEF

SOURCE(S) OF INCOME

SPEF

PLANNED EXPENSES

supplies, technology, student supplies. All BOE approved expenditures for the 25-26 school year.

SPONSOR NAME

Tiffanie Seefeldt

SIGNATURE

Tiffanie Seefeldt

PRINCIPAL/DIRECTOR

Cami Patzkowski

SIGNATURE

Cami Patzkowski

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: Kukul Banna

DATE: 5/21/25

ACCOUNT NUMBER: 839

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: Tiffanie Seefeldt

Name of Activity Fund: Grants

Account No: 850

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

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ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2025-2026

SITE: Sangre Ridge

ACCOUNT NAME: Grants

PURPOSE

The purpose of this account is to purchase supplies, technology, food and student supplies from grant money received.

SOURCE(S) OF INCOME

grants, donations

PLANNED EXPENSES

supplies, technology, food and student supplies. All listed BOE approved expenditures for the 25-26 school year.

SPONSOR NAME

Tiffanie Seefeldt

SIGNATURE

Tiffanie Seefeldt

PRINCIPAL/DIRECTOR

Cami Patzkowski

SIGNATURE

Cami Patzkowski

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: [Signature]

DATE: 5/21/25

ACCOUNT NUMBER: 850

BOARD OF EDUCATION APPROVAL DATE:

**ACTIVITY FUND SUBACCOUNT BUDGET**

Reporting School Year: 2025-2026 Sponsor Name: Tiffanie Seefeldt

Name of Activity Fund: Grants Account No: 850

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>0.00</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
<u>Grants</u>	\$ <u>5000.00</u>	
<u>donations</u>	\$ <u>1000.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>6000.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>6000.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
<u>supplies, technology, student supplies, fo</u>	\$ <u>6000.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ _____	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ _____	\$ _____

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

FUNDRAISER REQUEST

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

Reporting School Year: 2025-2026

Sponsor Name: Tiffanie Scefeldt

Name of Activity Fund: Grants

Account No: 850

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

PURPOSE OF RAISING FUNDS:

FUNDRAISER DATES: START END

AMOUNT OF MONEY TO BE RAISED:

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

SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

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