

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: Onalee Santos

Name of Activity Fund: Student Supplies Account No : 801

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

PACKET CONTENTS:

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

* 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: 04/25/2025

SITE: Will Rogers

ACCOUNT NAME: Student Supplies

PURPOSE

To supply students with supplies throughout the school year.

SOURCE(S) OF INCOME

Student supply fees, community donations, starting budget from BOE

PLANNED EXPENSES

Student supplies, consumable supplies, books, field trips

SPONSOR NAME

Onalee Santos

SIGNATURE

Onalee Santos

PRINCIPAL/DIRECTOR

Dane Sallaska

SIGNATURE

Dane Sallaska

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: *Kathleen B...*

DATE: 5/15/25

ACCOUNT NUMBER: 801

BOARD OF EDUCATION APPROVAL DATE:

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-2026 Sponsor Name: Onalee Santos

Name of Activity Fund: Student Supplies Account No: 801

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ _____	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Starting Budget from BOE	\$ 10000.00	
Supply Fees at Enrollment	\$ 8000.00	
Donations	\$ 1000.00	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ 19000	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ _____	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Supplies/Consumable Supplies	\$ 10000	
Field Trips	\$ 2000	
Books	\$ 2000	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ 14000.00	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ _____	\$ _____

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

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: Onalee Santos

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:

PACKET CONTENTS:

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

* 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: 04/25/2025

SITE: Will Rogers

ACCOUNT NAME: Library

PURPOSE

Reading materials for students and activities for the library.

SOURCE(S) OF INCOME

Book return fees, donations, book fair profits

PLANNED EXPENSES

Supplies, books, posters, decorations, prizes, book repair supplies, media, software, program dues, treats for students for reading party (Sequoyah), suckers for the book fair

SPONSOR NAME

Onalee Santos

SIGNATURE



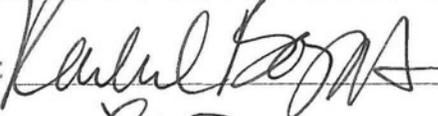
PRINCIPAL/DIRECTOR

Dane Sallaska

SIGNATURE



TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: 

DATE: 5/15/25

ACCOUNT NUMBER: 803

BOARD OF EDUCATION APPROVAL DATE: _____

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-2026 Sponsor Name: Onalee Santos

Name of Activity Fund: Library Account No: 803

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ _____	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Returned Book Fees	\$ <u>500.00</u>	
Book Fair Earnings	\$ <u>4000.00</u>	
Donations	\$ <u>1000.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>5500.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ _____	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Supplies/Decorations	\$ <u>1000.00</u>	
Student Incentives/Prizes	\$ <u>500</u>	
Books	\$ <u>3000.00</u>	
Media/Software	\$ <u>1000.00</u>	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>5500.00</u>	\$ _____
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: Onalee Santos

Name of Activity Fund: Library Account No: 803

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

Book fair selling books and other items.

PURPOSE OF RAISING FUNDS:

To raise money for student activities, books and supplies for the library.

FUNDRAISER DATES: START 8/15/25 END 5/21/26

AMOUNT OF MONEY TO BE RAISED:

EST. INC. 4500.00 - EST. EXP. 500.00 = EST. PROFIT 4000.00

Onalee Santos

SPONSOR SIGNATURE

[Handwritten 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

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: Onalee Santos

Name of Activity Fund: Special Events Account No : 807

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

PACKET CONTENTS:

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

* 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: 04/25/2025 SITE: Will Rogers

ACCOUNT NAME: Special Events

PURPOSE

To use for staff appreciation, snacks, meals, gifts, decorations, student celebrations, furniture & fixtures. office supplies, teacher supplies.

SOURCE(S) OF INCOME

Coca Cola commissions, picture commissions, grants, PTA donations, community donations, fundraisers

PLANNED EXPENSES

meals, teacher/student/office supplies, snacks/refreshments for staff, student/staff incentives, staff appreciation items, professional development, registration fees, books, furniture, fixtures, apparel, student snacks

SPONSOR NAME

Onalee Santos

SIGNATURE

Onalee Santos

PRINCIPAL/DIRECTOR

Dane Sallaska

SIGNATURE

Dane Sallaska

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: [Signature] DATE: 5/15/25

ACCOUNT NUMBER: 807

BOARD OF EDUCATION APPROVAL DATE:

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-2026 Sponsor Name: Onalee Santos

Name of Activity Fund: Special Events Account No: 807

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ _____	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Coca Cola commissions	\$ 100.00	
Picture commissions	\$ 900.00	
Community Donations	\$ 5000.00	
Fundraisers	\$ 5000.00	
Grants	\$ 500.00	
	\$ _____	
Total Revenues:	\$ 11500.00	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ _____	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Meals/Refreshments for staff & students	\$ 5000.00	
Supplies	\$ 1000.00	
Student Incentives/Staff Appreciation	\$ 1000.00	
Professional Development	\$ 1000.00	
Furniture	\$ 500.00	
Registration Fees/Books	\$ 500.00	
	\$ _____	
Total Expenditures:	\$ 9000.00	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ _____	\$ _____

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

FUNDRAISER REQUEST

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

Reporting School Year: 2025-2026 Sponsor Name: Onalee Santos

Name of Activity Fund: Special Events Account No: 807

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

Selling parking spaces for special events (other than football) at OSU.

PURPOSE OF RAISING FUNDS:

To raise funds for acct 807 for staff appreciation, student events and celebrations, general supplies, professional development, etc

FUNDRAISER DATES: START 8/15/25 END 5/21/26

AMOUNT OF MONEY TO BE RAISED:

EST. INC. 10000.00 - EST. EXP. 0 = EST. PROFIT 10000.00

Onalee Santos SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

Dr. [Signature] PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

FUNDRAISER CLOSEOUT

START DATE: END DATE:

FUNDRAISER PROFIT

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

RECEIPT BOOK #: TO

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

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: Onalee Santos

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:

PACKET CONTENTS:

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

* 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: 04/25/2025

SITE: Will Rogers

ACCOUNT NAME: SPEF

PURPOSE

To purchase items awarded through teacher grants.

SOURCE(S) OF INCOME

Grants

PLANNED EXPENSES

Items for classrooms awarded through grants

SPONSOR NAME

Onalee Santos

SIGNATURE

Onalee Santos

PRINCIPAL/DIRECTOR

Dane Sallaska

SIGNATURE

Dane Sallaska

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: [Signature] DATE: 5/15/25

ACCOUNT NUMBER: 839

BOARD OF EDUCATION APPROVAL DATE:

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-2026 Sponsor Name: Onalee Santos

Name of Activity Fund: SPEF Account No: 839

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ _____	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Grants	\$ 5000.00	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ 5000.00	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ _____	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Items for teacher's classrooms	\$ 5000.00	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ 5000.00	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ _____	\$ _____

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

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: Kaela Collins

Name of Activity Fund: Brew Crew Account No : 848

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

PACKET CONTENTS:

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

* 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: 04/25/2025

SITE: Will Rogers

ACCOUNT NAME: Brew Crew

PURPOSE

Life skills for special education students counting money, making change and communicating.

SOURCE(S) OF INCOME

Money from sales of coffee, soda, waters and drinks.

PLANNED EXPENSES

Coffee, coffee cups, sweetener, creamer, soda, water, drinks.

SPONSOR NAME

Kaela Collins

SIGNATURE

Kaela Collins

PRINCIPAL/DIRECTOR

Dane Sallaska

SIGNATURE

Dane Sallaska

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: *Kathleen Boyer*

DATE: 5/15/25

ACCOUNT NUMBER: 848

BOARD OF EDUCATION APPROVAL DATE:

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-2026

Sponsor Name: Kaela Collins

Name of Activity Fund: Brew Crew

Account No : 848

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ _____	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Sales _____	\$ 1000.00	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ 1000.00	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ _____	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
drinks & supplies _____	\$ 800.00	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ 800.00	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ _____	\$ _____

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

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: Onalee Santos

Name of Activity Fund: Running Club Account No : 937

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

PACKET CONTENTS:

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

* 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: 04/25/2025

SITE: Will Rogers

ACCOUNT NAME: Running Club

PURPOSE

For students to participate in before or after school with an instructor about health and exercise.

SOURCE(S) OF INCOME

Fees from student participation

PLANNED EXPENSES

Supplies, apparel, water bottles, water, stickers, prizes

SPONSOR NAME

Onalee Santos

SIGNATURE

Onalee Santos

PRINCIPAL/DIRECTOR

Dane Sallaska

SIGNATURE

Dane Sallaska

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: *Rachel Brown* DATE: 5/15/25

ACCOUNT NUMBER: 937

BOARD OF EDUCATION APPROVAL DATE:

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-2026 Sponsor Name: Onalee Santos

Name of Activity Fund: Running Club Account No: 937

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ _____	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Registration Fee from Students	\$ 500.00	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ 500.00	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ _____	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Supplies	\$ 50.00	
Tshirts/Apparel/Water Bottles	\$ 250.00	
Water	\$ 50.00	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ 350.00	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ _____	\$ _____

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