

**ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE**

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

Reporting School Year: 2026-2027 Sponsor Name: S Crow & R Swanson

Name of Activity Fund: Student Council Account No: 946

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

**PACKET CONTENTS:**

FORM	FOUND ON PAGE	INITIAL IF COMPLETE
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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: 2026-2027 SITE: High School

ACCOUNT NAME: 946 Student Council

PURPOSE

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

SOURCE(S) OF INCOME

Donations, Dues/Fees, Fundraisers

PLANNED EXPENSES

Dues/Fees, Reimbursements, Fundraiser Expenses, Travel Expenses, Celebrations/Refreshments

SPONSOR NAME

S Crow & R Swanson

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: 5/6/20

ACCOUNT NUMBER: 946

BOARD OF EDUCATION APPROVAL DATE:

**ACTIVITY FUND SUBACCOUNT BUDGET**

Reporting School Year: 2026-2027 Sponsor Name: S Crow & R Swanson

Name of Activity Fund: Student Council Account No: 946

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>7,835.00</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Donations	\$ <u>500.00</u>	
Dues/Fees	\$ <u>300.00</u>	
Fundraisers	\$ <u>1,000.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>1,800.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>9,635.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Dues/Fees	\$ <u>-2,700.00</u>	
Reimbursements	\$ <u>-175.00</u>	
Fundraiser Expenses	\$ <u>-150.00</u>	
Travel Expenses	\$ <u>-1,300.00</u>	
Celebrations/Refreshments	\$ <u>-1,900.00</u>	
Staff Food	\$ <u>-500.00</u>	
_____	\$ _____	
Total Expenditures:	\$ <u>-6,725.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>2,910.00</u>	\$ _____

FUNDRAISER REQUEST

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

Reporting School Year: 2026-2027 Sponsor Name: S Crow & R Swanson

Name of Activity Fund: Student Council Account No: 946

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

Howdy Week - Events designed to transition students back into the academic year, build school culture, and help freshmen settle into a new school. Funds raised through event registration fees, tshirt sales, food sales.

PURPOSE OF RAISING FUNDS:

Proceeds directly support future student initiatives, leadership programs, and school wide events.

FUNDRAISER DATES: START 07/01/2026 END 08/31/2026

ACCOUNT OF MONEY TO BE RAISED:

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

Sponsor signature: Searcy Crow

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

**FUNDRAISER REQUEST**

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

Reporting School Year: 2026-2027 Sponsor Name: S Crow & R Swanson

Name of Activity Fund: Student Council Account No: 946

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

Leaders of Tomorrow - Workshop for middle and junior high students. Leadership and team building excercises, games, and guest speakers will help encourage school involvement, pride, and service. Funds will be raised through registration fees.

**PURPOSE OF RAISING FUNDS:**

Proceeds directly support future student initiatives, leadership programs, and school wide events.

**FUNDRAISER DATES:** START 07/01/2026 END 08/31/2026

**ACOUNT OF MONEY TO BE RAISED:**

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

*Swanson Leahy Crow*  
SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION  
(applicable only if athletic fundraiser)

*Walter B. 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: 2026-2027 Sponsor Name: S Crow & R Swanson

Name of Activity Fund: Student Council Account No: 946

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

SHS Shirt and spirit gear sales - To provide students, staff, and families with high-quality, branded apparel that encourages participation in "Spirit Fridays" and school-wide events.

**PURPOSE OF RAISING FUNDS:**

Proceeds directly support future student initiatives, leadership programs, and school wide events.

**FUNDRAISER DATES:** START 08/01/2026 END 05/15/2027

**ACCOUNT OF MONEY TO BE RAISED:**

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

*[Signature]*  
SPONSOR SIGNATURE

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

*[Signature]*  
PRINCIPAL AUTHORIZATION

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

**FUNDRAISER CLOSEOUT**

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

**FUNDRAISER PROFIT**

ACT. INC. \_\_\_\_\_ - 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: 2026-2027 Sponsor Name: S Crow & R Swanson

Name of Activity Fund: Student Council Account No: 946

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

Week of Kindness - A student-led initiative with the goal of building positive school culture. Funds will be raised through food & drink items sold to students, registration fees for bowling event, and Pay to Praise tickets where students write a public shout-out to someone who has helped them.

**PURPOSE OF RAISING FUNDS:**

Proceeds directly support future student initiatives, leadership programs, and school wide events.

**FUNDRAISER DATES:** START 02/01/2027 END 02/28/2027

**ACCOUNT OF MONEY TO BE RAISED:**

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

*[Handwritten Signature]*  
SPONSOR SIGNATURE

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

*[Handwritten Signature]*  
PRINCIPAL AUTHORIZATION

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

**FUNDRAISER CLOSEOUT**

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

**FUNDRAISER PROFIT**

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

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

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

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

**FUNDRAISER REQUEST**

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

Reporting School Year: 2026-2027 Sponsor Name: S Crow & R Swanson

Name of Activity Fund: Student Council Account No: 946

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

School Dances - Campus-wide social events designed to strengthen student engagement and foster a sense of community outside of the classroom. Items to be sold are tickets, refreshments, photo booth sales.

**PURPOSE OF RAISING FUNDS:**

Proceeds directly support future student initiatives, leadership programs, and school wide events.

**FUNDRAISER DATES:** START 08/15/2026 END 05/15/2027

**ACCOUNT OF MONEY TO BE RAISED:**

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

*Benjamin Swanson*  
SPONSOR SIGNATURE

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

*Walter R. Howell*  
PRINCIPAL AUTHORIZATION

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

**FUNDRAISER CLOSEOUT**

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

**FUNDRAISER PROFIT**

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

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

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

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

**STILLWATER BOARD OF EDUCATION**

**CFB-E1**

**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: Tanner Rivera

Name of Activity Fund: TSA Account No: 947

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

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REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET*	PAGE 2	<i>—</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:** 947 TSA

**PURPOSE**

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

**SOURCE(S) OF INCOME**

Donations, Dues/Fees

**PLANNED EXPENSES**

Dues/Fees, Supplies, Refreshments

**SPONSOR NAME**

Tanner Rivera

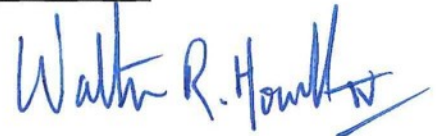
**SIGNATURE**



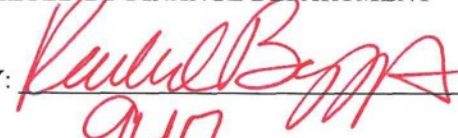
**PRINCIPAL/DIRECTOR**

Walter R. Howell, IV

**SIGNATURE**



**TO BE COMPLETED BY FINANCE DEPARTMENT**

**APPROVED BY:**  **DATE:** 5/6/20

**ACCOUNT NUMBER:** 947

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

**ACTIVITY FUND SUBACCOUNT BUDGET**

Reporting School Year: 2025-2026 Sponsor Name: Tanner Rivera

Name of Activity Fund: TSA Account No: 947

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>1,039.00</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Donations _____	\$ <u>100.00</u>	
Dues/Fees _____	\$ <u>1,600.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>1,700.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>2,739.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Dues/Fees _____	\$ <u>-500.00</u>	
Supplies _____	\$ <u>-100.00</u>	
Refreshments _____	\$ <u>-100.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-700.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>2,039.00</u>	\$ _____

**ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE**

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

Reporting School Year: 2026-2027 Sponsor Name: Elizabeth Ziegler

Name of Activity Fund: Theatre Account No: 948

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

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

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

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2026-2027 SITE: SHS

ACCOUNT NAME: 948 Theatre

PURPOSE

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

SOURCE(S) OF INCOME

Donations, Dues/Fees, Ticket Sales

PLANNED EXPENSES

Dues/Fees, Supplies, Building Rental, Celebrations/Refreshments, Transportation, Stipends/Production Costs, Advertising, Scholarships

SPONSOR NAME

Elizabeth Ziegler

SIGNATURE

[Handwritten signature of Elizabeth Ziegler]

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: 5/6/26

ACCOUNT NUMBER: 948

BOARD OF EDUCATION APPROVAL DATE:

**ACTIVITY FUND SUBACCOUNT BUDGET**

Reporting School Year: 2026-2027 Sponsor Name: Elizabeth Ziegler

Name of Activity Fund: Theatre Account No: 948

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>75,000.00</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Ticket Sales _____	\$ <u>15,000.00</u>	
Donations _____	\$ <u>10,000.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>25,000.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>100,000.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Supplies/Dues/Fees _____	\$ <u>-20,000.00</u>	
Transportation/Contests _____	\$ <u>-1,500.00</u>	
Stipends and Production Costs _____	\$ <u>-8,000.00</u>	
Refreshments/Celebrations/Awards/Scholarships _____	\$ <u>-4,000.00</u>	
Advertising _____	\$ <u>-2,000.00</u>	
Building Rental _____	\$ <u>-3,500.00</u>	
Total Expenditures:	\$ <u>-39,000.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>61,000.00</u>	\$ _____

FUNDRAISER REQUEST

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

Reporting School Year: 2026-2027 Sponsor Name: Elizabeth Ziegler

Name of Activity Fund: Theatre Account No: 948

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

Ticket Sales for the Fall Play and Spring Musical

PURPOSE OF RAISING FUNDS:

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

FUNDRAISER DATES: START 08/01/2026 END 05/19/2027

ACCOUNT OF MONEY TO BE RAISED:

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

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

**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: 2026-2027 Sponsor Name: Aprill Raines

Name of Activity Fund: Vocal Music Account No: 949

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

**PACKET CONTENTS:**

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

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

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2026-2027 SITE: High School

ACCOUNT NAME: 949 Vocal Music

PURPOSE

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

SOURCE(S) OF INCOME

Donations, Dues/Fees, Student Trip Payments, Fundraisers

PLANNED EXPENSES

Supplies, Celebrations/Refreshments, Dues/Fees, Fundraiser Expenses, Travel Expenses, Reimbursements, uniform cleaning/accessories, curriculum/music, sight-singing method and materials, rehearsal tracks, workshops, contest and conference registration, student scholarships for travel/workshops/contest, awards, transportation.

SPONSOR NAME

Aprill Raines

SIGNATURE

Aprill Raines

PRINCIPAL/DIRECTOR

Walter R. Howell, IV

SIGNATURE

Walter R. Howell IV

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: Karel B... DATE: 5/6/26

ACCOUNT NUMBER:

BOARD OF EDUCATION APPROVAL DATE:

**ACTIVITY FUND SUBACCOUNT BUDGET**

Reporting School Year: 2026-2027 Sponsor Name: Aprill Raines

Name of Activity Fund: Vocal Music Account No: 949

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>24092</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Donations	\$ <u>15000</u>	
Student trip payments	\$ <u>6000</u>	
Fundraiser Events	\$ <u>5000</u>	
Dues/Fees	\$ <u>1500</u>	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>27500</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>51592</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Supplies	\$ <u>-7500</u>	
Dues/Fees	\$ <u>-20000</u>	
Travel Expenses	\$ <u>-5000</u>	
Fundraiser Expenses	\$ <u>-2800.</u>	
Celebrations/Refreshments	\$ <u>-1100</u>	
Reimbursements	\$ <u>-1500</u>	
Total Expenditures:	\$ <u>-37900</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>13692</u>	\$ _____

**FUNDRAISER REQUEST**

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

Reporting School Year: 2026-2027 Sponsor Name: Aprill Raines

Name of Activity Fund: Vocal Music Account No: 949

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

Catalog/Online Sale (InstaRaise, Century Resources, Butter Braids, or Eagle Fundraising)

**PURPOSE OF RAISING FUNDS:**

Finance student workshops and travel.

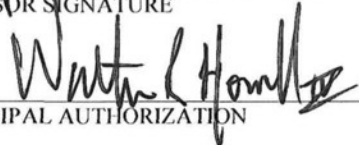
**FUNDRAISER DATES:** START 9/1/26 END 12/18/26

**ACCOUNT OF MONEY TO BE RAISED:**

EST. INC. 3000 - EST. EXP. 0 = EST. PROFIT 3000

  
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: 2026-2027 Sponsor Name: Aprill Raines

Name of Activity Fund: Vocal Music Account No: 949

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

Poinsettia Sales (Festive Fundraising)

**PURPOSE OF RAISING FUNDS:**

Finance student workshops and travel.

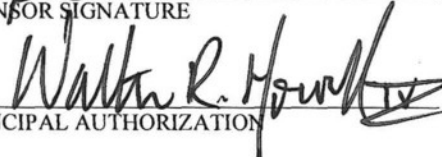
**FUNDRAISER DATES:** START 11/1/26 END 12/18/26

**ACOUNT OF MONEY TO BE RAISED:**

EST. INC. 7000 - EST. EXP. 3150 = EST. PROFIT 3850

  
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: 2026-2027 Sponsor Name: Aprill Raines

Name of Activity Fund: Vocal Music Account No: 949

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

Dessert Dinner/ Performance with ticket sales

PURPOSE OF RAISING FUNDS:

Finance student workshops and travel.

FUNDRAISER DATES: START 2/1/27 END 3/31/27

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. 5000 - EST. EXP. 300 = EST. PROFIT 4000

Sponsor Signature: Aprill Raines

SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

Principal Signature: Walter R. Howell IV

PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

FUNDRAISER CLOSEOUT

START DATE: END DATE:

FUNDRAISER PROFIT

ACT. INC. - 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: 2026-2027 Sponsor Name: Aprill Raines

Name of Activity Fund: Vocal Music Account No: 949

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

Spring Catalog/ Online Sales (Eagle Fundraising, Butter Braids, Bundt Cakes, etc.)

PURPOSE OF RAISING FUNDS:

Finance student workshops and travel.

FUNDRAISER DATES: START 1/11/27 END 4/15/27

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. 3000 - EST. EXP. 800 = EST. PROFIT 2200

SPONSOR SIGNATURE [Signature]

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION [Signature]

BOARD OF EDUCATION APPROVAL DATE

FUNDRAISER CLOSEOUT

START DATE: END DATE:

FUNDRAISER PROFIT

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

RECEIPT BOOK #: TO

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

**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: 2026-2027 Sponsor Name: Kristin Janloo

Name of Activity Fund: Yearbook Account No: 951

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

**PACKET CONTENTS:**

FORM	FOUND ON PAGE	INITIAL IF COMPLETE
APPROVAL OF ACCOUNT FORM	PAGE 2	cel
ACTIVITY FUND SUBACCOUNT BUDGET	PAGE 3	cel
ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4)	PAGE 4	cel
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: 2026-2027 SITE: High School

ACCOUNT NAME: 951 Yearbook

PURPOSE

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

SOURCE(S) OF INCOME

Yearbook Sales, Yearbook Ad Sales

PLANNED EXPENSES

Yearbook Production, Yearbook Purchases, Celebrations/Refreshments, Supplies, Fees

SPONSOR NAME

Kristin Janloo

SIGNATURE

[Handwritten signature of Kristin Janloo]

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: 5/6/20

ACCOUNT NUMBER: 951

BOARD OF EDUCATION APPROVAL DATE:

**ACTIVITY FUND SUBACCOUNT BUDGET**

Reporting School Year: 2026-2027 Sponsor Name: Kristin Janloo

Name of Activity Fund: Yearbook Account No: 951

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>12,221.00</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Yearbook Ad Sales	\$ <u>8,800.00</u>	
Yearbook Sales	\$ <u>13,000.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>21,800.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>34,021.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Yearbook Production	\$ <u>-8,000.00</u>	
Yearbook Purchases	\$ <u>-5,000.00</u>	
Celebrations/Refreshments	\$ <u>-500.00</u>	
Supplies	\$ <u>-1,000.00</u>	
Newspaper Website Fees	\$ <u>-500.00</u>	
_____	\$ _____	
Total Expenditures:	\$ <u>-15,000.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>19,021.00</u>	\$ _____

FUNDRAISER REQUEST

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

Reporting School Year: 2026-2027 Sponsor Name: Kristin Janloo

Name of Activity Fund: Yearbook Account No: 951

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

Ad Sales

PURPOSE OF RAISING FUNDS:

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

FUNDRAISER DATES: START 08/01/2026 END 05/31/2027

ACCOUNT OF MONEY TO BE RAISED:

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

Sponsor Signature: Kristin Janloo

Principal Authorization: Walter R. Handley

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: Kristin Janloo

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: 2026-2027 Sponsor Name: William Jones

Name of Activity Fund: Young Democrats Account No: 952

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

**PACKET CONTENTS:**

FORM	FOUND ON PAGE	INITIAL IF COMPLETE
APPROVAL OF ACCOUNT FORM	PAGE 2	<i>wj</i>
ACTIVITY FUND SUBACCOUNT BUDGET	PAGE 3	<i>wj</i>
ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4)	PAGE 4	<i>wj</i>
REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET*	PAGE 2	<i>wj</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: 2026-2027 SITE: High School

ACCOUNT NAME: 952 Young Democrats

PURPOSE

To support club activities.

SOURCE(S) OF INCOME

Donations, Dues/Fees

PLANNED EXPENSES

Supplies, Refreshments

SPONSOR NAME

William Jones

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: Carol Boyer] DATE: 5/6/20

ACCOUNT NUMBER: 952

BOARD OF EDUCATION APPROVAL DATE:

**ACTIVITY FUND SUBACCOUNT BUDGET**

Reporting School Year: 2026-2027 Sponsor Name: William Jones

Name of Activity Fund: Young Democrats Account No: 952

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>234.00</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Dues/Fees _____	\$ <u>100.00</u>	
Donations _____	\$ <u>100.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>200.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>434.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Supplies _____	\$ <u>-100.00</u>	
Refreshments _____	\$ <u>-100.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-200.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>234.00</u>	\$ _____

FUNDRAISER REQUEST

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

Reporting School Year: 2026-2027 Sponsor Name: William Jones

Name of Activity Fund: Young Democrats Account No: 952

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

Young Dems t-shirt sales

PURPOSE OF RAISING FUNDS:

To fund club activities.

FUNDRAISER DATES: START 08/01/2026 END 12/15/2026

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$ 600.00 - EST. EXP. -\$ 450.00 = EST. PROFIT \$ 150.00

Sponsor signature

Principal authorization signature: Walter R. Howell

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