

APPLICATION FOR SANCTIONING
Due Annually on July 5

This is a request for sanctioning by the applicant to the Stillwater Board of Education, pursuant to which the funds collected by the applicant are exempt from the statutory controls over school activity funds. All fields are required.

Date Submitted: _____

Select One: Initial Application _____ Renewal ☒

Name of Sanctioned Organization: _____

Stillwater HS Swim Booster Club

Official Mailing Address for the organization: _____

314 S. Lewis St. Stillwater, OK 74074

Organization's Taxpayer I.D. Number: 14-1917360

Organization President

Organization Treasurer

Name: Kim Shelton

Name: Matt CLark

Phone: (405) 471-7250

Phone: (405) 640-3491

Email: k.shelton1234@gmail.com

Email: mmclark7106@gmail.com

Organization's Purpose, Goals, and the Benefit to District Students: To provide financial support for Stillwater High School
Swim Teams, both the boys and girls programs.

Organizations's Website and/or Social Media Accounts: https://www.facebook.com/SwimmingSHS/

(All funds raised by the organization will be used to achieve the stated purpose and goals of the organization. No administrative fees or stipends to officers or others will be permitted. Any payments to coaches or employees must be approved by and paid through Stillwater Public Schools.)

Applicant certifies that it does not and will not discriminate with respect to its benefits, membership, programs, operation, or organization on the basis of race, gender, age, religion, national origin, or disability.

Applicant acknowledges that the board of education has the discretion to sanction or decline the applicant, and the decision of the board of education is final and nonappealable. Applicant further acknowledges that (a) the board of education can, at any time, request the records maintained by the applicant, which the applicant will promptly make available, and (b) the board of education can, at any time it believes it is in the best interests of the school district to do so, withdraw sanctioning, and the decision of the board of education is final and nonappealable.

Applicant agrees that any legal or audit expenses incurred by Stillwater Public Schools related to the sanctioned organization will be billed to and paid for by the sanctioned organization.

Applicant also acknowledges, that if requested by the board of education the organization will be required to submit financial and supporting documentation for an agreed upon procedure review to be performed by the school district's external auditor. This information must be submitted by the deadline established at the time of the request.

APPLICATION FOR SANCTIONING (Cont.)

Instructions for Completing Application:

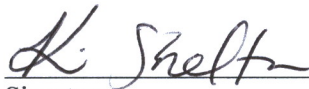
1. Read policies CFBB and CFBB-P and complete this application: the cash flow statement for the prior school year, the cash flow statement estimate for the future school year and the independent audit review certification. If necessary, use additional sheets of paper.
2. Attach twelve (12) months of bank statements and a reconciliation to the unaudited cash flow statement (bank statement credits and debits should match the cash flow summary collections and expenditures respectively, and be reconciled to the ending balance).
3. Attach proof of insurance for the corresponding year that covers funds from theft, embezzlement, or loss, general liability and accident medical coverage in case of injury, financial loss in the event of a claim, and officers liability from legal action.
4. Provide a copy of your organization's by-laws and/or constitution and a list of all officers.
5. Sign and date this application and have the school faculty sponsor review and sign (required).
6. Email or deliver the application and attachments to:

Chief Financial Officer
314 S. Lewis
Stillwater, OK 74074

7. Signing this form certifies that you agree to attend mandatory district training.

Kim Shelton

Organization Representative/Office Name and Position (printed)



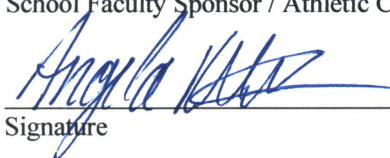
Signature

7-3-26

Date

Angela Knott

School Faculty Sponsor / Athletic Coach Name (printed)



Signature

7-2-26

Date

APPLICATION FOR SANCTIONING (Cont.)

ORGANIZATION/ASSOCIATION
 UNAUDITED CASH FLOW STATEMENT FOR PRIOR SCHOOL YEAR (ACTUALS JULY 1 – JUNE 30)

Name of Organization/Association: Stillwater HS Swim Booster ClubFINANCIAL ACTIVITY FOR SCHOOL YEAR 2025-2026Beginning Cash Balance, July 1, 2025\$ 10,738.80

Collections:

Fundraiser, Merchandise Sales, Etc.	\$ <u>7,110.02</u>
Donations	\$ <u>9,480.00</u>
Parent/Student Contributions	\$ <u>2,675.52</u>
Other (list):	
SHS Athletics Administration Support	\$ <u>3,750.00</u>
Reimbursement for Purchase in Error	\$ <u>1,450.85</u>
	\$ _____

Total Collections

\$ 24,466.39

Expenditures:

Fundraising Expenses	\$ <u>1,829.22</u>
Other (list):	
Gear	\$ <u>12,099.38</u>
Meals/Snacks	\$ <u>4,492.49</u>
Banquets	\$ <u>2,012.60</u>
Advertising	\$ <u>1,995.00</u>
Operating Fee's (Ins., Lanes, Meet, etc.)	\$ <u>555.88</u>
Non SHS Purchases in Error	\$ <u>1,450.85</u>
	\$ _____
	\$ _____

Total Expenditures

\$ 24,435.42Ending Cash Balance, June 30, 2026~~\$ 10,767.77~~ 10,769.77

I, the undersigned officer of the above-named organization/association, do hereby certify that this is a true and complete representation of the organization's financial activity for the 2025-2026 school year, to the best of my knowledge and belief. I further certify that, in accordance with the policy of the Stillwater Board of Education, I/we may be required to submit further financial information on the organization/association at the request of the board of education, and the failure to do so may result in revocation of the board's sanctioning approval.

Representative/Officer: Matt ClarkDate: 7-2-26Title: Treasurer

Received and reviewed by Chief Financial Officer:

Name/Title: _____

Date: _____

APPLICATION FOR SANCTIONING (Cont.)

ORGANIZATION/ASSOCIATION
UNAUDITED CASH FLOW STATEMENT FOR UPCOMING SCHOOL YEAR (JULY 1 – JUNE 30)

Name of Organization/Association: Stillwater HS Swim Booster ClubFINANCIAL ACTIVITY FOR SCHOOL YEAR 2026-2027Beginning Cash Balance, July 1, 2026 \$ 10,769.77

Collections:

Fundraiser, Merchandise Sales, Etc.	\$ 7,500
Donations	\$ 5,000
Parent/Student Contributions	\$ 3,000
Other (list):	
	\$
	\$
	\$

Total Collections \$ 15,500

Expenditures:

Fundraising Expenses	\$ 2,000
Other (list):	
Gear	\$ 4,000
Meals/Snacks	\$ 4,500
Banquets	\$ 2,000
Advertising	\$ 1,500
	\$
	\$
	\$
	\$

Total Expenditures \$ 14,000Ending Cash Balance, June 30, 2027 \$12,269.77

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Representative/Officer: Matt ClarkDate: 7-2-26Title: Treasurer

Received and reviewed by Chief Financial Officer:

Name/Title: _____

Date: _____

APPLICATION FOR SANCTIONING (Cont.)

ORGANIZATION/ASSOCIATION
INDEPENDENT REVIEW CERTIFICATION

This form certifies that an internal audit committee, that is comprised of individuals who are independent from the club officers, conducted an annual audit of the club's financial records for the year ended. A minimum of two individuals performed this audit. The audit committee should be familiar with board policies CFBB and CFBB-P and should consider recommended internal controls for sanctioned organizations.

At a minimum, an audit consists of reviewing 12 months of bank statements for the organization and confirming that they reconcile to the Unaudited Cash Flow Statement submitted as part of the annual application for sanctioning.

Signing this independent review certification also indicates that all expenditures followed the requirements in board policy CFBB with particular attention to the requirement that,

- All funds raised by the organization will be used to achieve the stated purposes and goals of the organization. No administrative fees or stipends to officers or others will be permitted. Any payments to coaches or employees must be approved by and paid through Stillwater Public Schools.

To the best of their knowledge and belief, the internal audit committee of the above-named organization/association certifies that the financial activity of the organization for the 2025/2026 school year was in accordance with board policy, reconciles to the submitted unaudited cash flow statement, and all financial transaction were made in accordance with the organization's by-laws and procedures. (A minimum of two signatures required.)

Representative: Kristen E HoffmanDate: 7-2-2026Representative: [Signature]Date: 7/3/26

Representative: _____

Date: _____

Representative: _____

Date: _____

Representative: _____

Date: _____

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Date Submitted: 07/02/2026

Select One: Initial Application _____ Renewal X

Name of Sanctioned Organization:

Richmond Parent Teacher Organization

Official Mailing Address for the organization:

201 W Richmond Rd; Stillwater, OK 74075

Organization's Taxpayer I.D. Number: 73-1391311

Organization President

Organization Treasurer

Name: Saralynn Boren

Name: Leann DeLong

Phone: 405-714-3785

Phone: 405-714-2920

Email: borensaralynn@gmail.com

Email: leannndelong@gmail.com

Organization's Purpose, Goals, and the Benefit to District Students: 1) Promote the welfare of children; 2) raise the the standard of home life; 3) secure adequate laws for the care and protection of children; 4) bring home and school closer that parents and teachers may cooperate intelligently in the education of children; 5) Unify efforts between educators and the general public to secure for all children the highest advantages in education.

Organizations's Website and/or Social Media Accounts: _____

https://richmondsp.sptboard.com/

(All funds raised by the organization will be used to achieve the stated purpose and goals of the organization. No administrative fees or stipends to officers or others will be permitted. Any payments to coaches or employees must be approved by and paid through Stillwater Public Schools.)

Applicant certifies that it does not and will not discriminate with respect to its benefits, membership, programs, operation, or organization on the basis of race, gender, age, religion, national origin, or disability.

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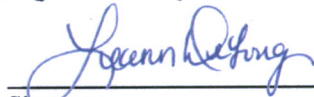
APPLICATION FOR SANCTIONING (Cont.)Instructions for Completing Application:

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3. Attach proof of insurance for the corresponding year that covers funds from theft, embezzlement, or loss, general liability and accident medical coverage in case of injury, financial loss in the event of a claim, and officers liability from legal action.
4. Provide a copy of your organization's by-laws and/or constitution and a list of all officers.
5. Sign and date this application and have the school faculty sponsor review and sign (required).
6. Email or deliver the application and attachments to:

Chief Financial Officer
314 S. Lewis
Stillwater, OK 74074
7. Signing this form certifies that you agree to attend mandatory district training.

Leann DeLong, Treasurer

Organization Representative/Office Name and Position (printed)



Signature

07/02/2026

Date

Joy Caywood

School Faculty Sponsor / Athletic Coach Name (printed)


Joy Caywood (Jul 6, 2026 10:25:09 CDT)

Signature

Jul 6, 2026

Date

CFBB-E

STILLWATER BOARD OF EDUCATION**CFBB-E****APPLICATION FOR SANCTIONING (Cont.)**

ORGANIZATION/ASSOCIATION
UNAUDITED CASH FLOW STATEMENT **FOR UPCOMING SCHOOL YEAR (JULY 1 – JUNE 30)**

Name of Organization/Association: Richmond Parent Teacher OrganizationFINANCIAL ACTIVITY FOR SCHOOL YEAR 2026-2027Beginning Cash Balance, July 1, 2026\$ 54,118.20

Collections:

Fundraiser, Merchandise Sales, Etc.

\$ 50,000

Donations

\$ 2,000

Parent/Student Contributions

\$ _____

Other (list):

Interest Income\$ 250Restaurant/Business Nights\$ 1,550

\$ _____

Total Collections

\$ 53,800.00

Expenditures:

Fundraising Expenses

\$ 18,000

Other (list):

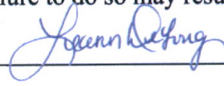
Office Expense\$ 3,400Special Programs\$ 15,000Staff Appreciation\$ 4,000Subscriptions/Insurance\$ 3,600Teacher Supply Reimbursements\$ 4,000Misc. Expenses\$ 2,000School Equipment\$ 35,000

\$ _____

Total Expenditures

\$ 85,000Ending Cash Balance, June 30, 2027\$ 22,918.20

I, the undersigned officer of the above-named organization/association, do hereby certify that this is a true and complete representation of the organization's financial activity for the 2026-2027 school year, to the best of my knowledge and belief. I further certify that, in accordance with the policy of the Stillwater Board of Education, I/we may be required to submit further financial information on the organization/association at the request of the board of education, and the failure to do so may result in revocation of the board's sanctioning approval.

Representative/Officer: Date: 07/02/2026Title: Treasurer

Received and reviewed by Chief Financial Officer:

Name/Title: _____

Date: _____

Adoption Date: February 8, 2000**Revision Date(s): 2/14/06, 6/15/10, 08/14/12,
10/10/17, 7/17/18, 4/14/20, 8/10/21, 8/9/22,
6/10/25****Page 4 of 5**

APPLICATION FOR SANCTIONING (Cont.)

ORGANIZATION/ASSOCIATION
INDEPENDENT REVIEW CERTIFICATION

This form certifies that an internal audit committee, that is comprised of individuals who are independent from the club officers, conducted an annual audit of the club's financial records for the year ended. A minimum of two individuals performed this audit. The audit committee should be familiar with board policies CFBB and CFBB-P and should consider recommended internal controls for sanctioned organizations.

At a minimum, an audit consists of reviewing 12 months of bank statements for the organization and confirming that they reconcile to the Unaudited Cash Flow Statement submitted as part of the annual application for sanctioning.

Signing this independent review certification also indicates that all expenditures followed the requirements in board policy CFBB with particular attention to the requirement that,

- All funds raised by the organization will be used to achieve the stated purposes and goals of the organization. No administrative fees or stipends to officers or others will be permitted. Any payments to coaches or employees must be approved by and paid through Stillwater Public Schools.

To the best of their knowledge and belief, the internal audit committee of the above-named organization/association certifies that the financial activity of the organization for the 2025-2026 school year was in accordance with board policy, reconciles to the submitted unaudited cash flow statement, and all financial transaction were made in accordance with the organization's by-laws and procedures. (A minimum of two signatures required.)

Representative: Bridgette [Signature]Date: 07/06/2026Representative: Ellen RackleyDate: 07/06/2026

Representative: _____

Date: _____

Representative: _____

Date: _____

Representative: _____

Date: _____

Stillwater PTO**July 2025-June 2026 Cash Flow Proof**

BOY Cash	7/1/2025	44,067.54
EOY Cash	6/30/2026	<u>54,118.20</u>
Net Cash Inc/Dec for Year		10,050.66

DEPOSITS*Interest Income*

July	19.00
August	14.91
September	16.49
October	23.00
November	24.10
December	26.15
January	26.05
February	20.75
March	24.82
April	24.63
May	23.68
June	22.31
Total	265.89

Running Balance

July	35,614.69
August	34,980.14
September	38,049.59
October	62,112.05
November	57,925.84
December	62,636.21
January	61,118.36
February	53,149.97
March	58,506.57
April	60,225.28
May	54,227.63
June	54,118.20 - check

Deposits / Fundraising

July	2,159.46
August	1,590.00
September	8,587.28
October	30,133.15
November	1,044.32
December	11,915.48
January	962.13
February	2,015.32
March	10,088.80
April	3,104.00
May	4,222.98
June	1,121.73
Total	76,944.65

WITHDRAWALS

July	(10,631.31)
August	(2,239.46)
September	(5,534.32)
October	(6,093.69)
November	(5,254.63)
December	(7,231.26)
January	(2,506.03)
February	(10,004.46)
March	(4,757.02)
April	(1,409.92)
May	(10,244.31)
June	(1,253.47)
Total	<u>(67,159.88)</u>

NET INCREASE (DECREASE)10,050.66

check

APPLICATION FOR SANCTIONING

Due Annually on July 5

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Date Submitted: July 6th 2026Select One: Initial Application _____ Renewal ☒

Name of Sanctioned Organization:

Pioneer Tennis Booster Club

Official Mailing Address for the organization:

Organization's Taxpayer I.D. Number: 47-4364839

Organization President

Name: Brian VaughnPhone: 405.250.2447Email: bkvaughan2@gmail.com

Organization Treasurer

Name: Will BeckPhone: 816 489 3165Email: wbeck@orv.edu

Organization's Purpose, Goals, and the Benefit to District Students:

Raise money to help build and support SPS Tennis Program.
The Booster Club expects to support over 70 athletes in HS + JH

Organizations's Website and/or Social Media Accounts:

Instagram: Stillwater Pioneer Tennis

(All funds raised by the organization will be used to achieve the stated purpose and goals of the organization. No administrative fees or stipends to officers or others will be permitted. Any payments to coaches or employees must be approved by and paid through Stillwater Public Schools.)

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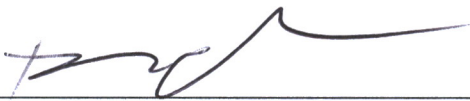
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APPLICATION FOR SANCTIONING (Cont.)

Instructions for Completing Application:

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4. Provide a copy of your organization's by-laws and/or constitution and a list of all officers.
5. Sign and date this application and have the school faculty sponsor review and sign (required).
6. Email or deliver the application and attachments to:

Chief Financial Officer
314 S. Lewis
Stillwater, OK 74074
7. Signing this form certifies that you agree to attend mandatory district training.



Organization Representative/Office Name and Position (printed)Brian Vaughan

SignatureJune 30 2026

DateChance Sistruck

School Faculty Sponsor / Athletic Coach Name (printed)

SignatureJuly 6 2026

Date

STILLWATER BOARD OF EDUCATION

CFBB-E

APPLICATION FOR SANCTIONING (Cont.)

ORGANIZATION/ASSOCIATION
 UNAUDITED CASH FLOW STATEMENT FOR PRIOR SCHOOL YEAR (ACTUALS JULY 1 – JUNE 30)

 Name of Organization/Association: Pioneer Tennis Booster club

 FINANCIAL ACTIVITY FOR SCHOOL YEAR 2025-2026

 Beginning Cash Balance, July 1, 2025 \$ 6,862.16

Collections:

Fundraiser, Merchandise Sales, Etc.

\$ 8,000.00~~Donations~~ Uniform Refunds\$ 3,500

Parent/Student Contributions

\$ 4,000

Other (list):

SAFE Grant\$ 5,000Chipotle\$ 900Text Fundraiser\$ 13,272

Total Collections

\$ + 35,072.43

Expenditures:

Fundraising Expenses

\$ 1,000.00 banners, signs,

Other (list):

UNI forms\$ 14,333.06MEALS\$ 6,730.00Equipment\$ 2,300COACHES\$ 2,000.00Banquet\$ 600.00STATE\$ 2640STW Tourney\$ 1,750Senior\$ 1,000

Total Expenditures

\$ - 33,095.29
 Ending Cash Balance, June 30, 2026

 \$ 8,837.30

I, the undersigned officer of the above-named organization/association, do hereby certify that this is a true and complete representation of the organization's financial activity for the _____ school year, to the best of my knowledge and belief. I further certify that, in accordance with the policy of the Stillwater Board of Education, I/we may be required to submit further financial information on the organization/association at the request of the board of education, and the failure to do so may result in revocation of the board's sanctioning approval.

 Representative/Officer: Will Beck

 Date: July 1st, 2026

 Title: Treasurer

Received and reviewed by Chief Financial Officer:

Name/Title: _____

Date: _____

STILLWATER BOARD OF EDUCATION

CFBB-E

APPLICATION FOR SANCTIONING (Cont.)

ORGANIZATION/ASSOCIATION UNAUDITED CASH FLOW STATEMENT FOR UPCOMING SCHOOL YEAR (JULY 1 – JUNE 30)

Name of Organization/Association: Pioneer Tennis Booster club

FINANCIAL ACTIVITY FOR SCHOOL YEAR 2026-2027

Beginning Cash Balance, July 1, 2026 \$ 8,837.30

Collections:

Fundraiser, Merchandise Sales, Etc, <u>HW</u>	\$ <u>14,000</u>
Donations	\$ <u>4,000</u>
Parent/Student Contributions	\$ <u>3,500</u>
Other (list):	
<u>Chipotle</u>	\$ <u>1,250</u>
<u>GRANT?</u>	\$ <u>5,000</u>
	\$

Total Collections

\$ 36,587.30

Expenditures:

Fundraising Expenses	\$ <u>1,000</u>
Other (list):	
<u>UM forms</u>	\$ <u>12,000</u>
<u>mpals</u>	\$ <u>6,000</u>
<u>Coaches x2</u>	\$ <u>4,000</u>
<u>Banquet</u>	\$ <u>600</u>
<u>STATE</u>	\$ <u>3000</u>
<u>STW Journey</u>	\$ <u>1,500</u>
<u>Seniors</u>	\$ <u>1,000</u>
<u>equipment</u>	\$ <u>2,500</u>

Total Expenditures

\$ 31,600.00

Ending Cash Balance, June 30, 2027

\$ 4,987.30

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Representative/Officer: Will Beck BT

Date: July 1, 2026

Title: Treasurer

Received and reviewed by Chief Financial Officer:

Name/Title: _____

Date: _____

APPLICATION FOR SANCTIONING (Cont.)

ORGANIZATION/ASSOCIATION
INDEPENDENT REVIEW CERTIFICATION

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Representative: Rhonda CregarDate: 6-29-26Representative: Nate GreenDate: 6-29-26

Representative: _____

Date: _____

Representative: _____

Date: _____

Representative: _____

Date: _____