

Highland Park

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: Rita Williams

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

*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.

RECEIVED MAY 04 2026

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 4/13/2026

SITE: Highland Park

ACCOUNT NAME: Student Supplies

PURPOSE

To purchase classroom and student supplies, student achievement awards, field trips 7 program expenses

SOURCE(S) OF INCOME

Student supply fee, donations, fees/fines/dues, field trip contributions, grants/scholarships, student payments, reimbursements/refunds/rebates, district distributions, PALS profit

PLANNED EXPENSES

all district approved student supplies (educational learning games,pencil boxes & pouches, books/audio books and misc) prek nap mats, classroom related supplies/materials (address labels, card stock, lamination, colored paper, misc), recess equipment, achievement awards, field trips, subscriptions, registrations, technology expenses, art/music/library/pe supplies and equipment musical instruments/repairs and sheet music, costumes/props and supporting materials for programs.

SPONSOR NAME

Rita Williams

SIGNATURE

Rita Williams

PRINCIPAL/DIRECTOR

Rebecca Dyson

SIGNATURE

Bucky Dyson

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: [Signature] DATE: 5/5/26

ACCOUNT NUMBER: 801

BOARD OF EDUCATION APPROVAL DATE:

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2026-2027 Sponsor Name: Rita Williams

Name of Activity Fund: Student Supplies Account No: 801

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>11,000</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
<u>Student supply fee</u>	\$ <u>10,000</u>	
<u>Field trips (collections)</u>	\$ <u>200</u>	
<u>donations</u>	\$ <u>100</u>	
<u>Return of cash box</u>	\$ <u>200</u>	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>0 10,300</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>0 21,500</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
<u>Classroom Supplies</u>	\$ <u>-10,000</u>	
<u>Field trip expenses</u>	\$ <u>-250</u>	
<u>co-curricular subscriptions</u>	\$ <u>-500</u>	
<u>End of year awards</u>	\$ <u>-100</u>	
<u>Prek nap mats</u>	\$ <u>-500</u>	
<u>Cash box start up</u>	\$ <u>-200</u>	
Total Expenditures:	\$ <u>0 -11,550</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>0 9,950</u>	\$ _____

FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 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

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: Rita Williams

Name of Activity Fund: Courtesy & Donations 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 revenue:

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RECEIVED MAY 04 2026

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 4/13/2026 SITE: Highland Park

ACCOUNT NAME: Courtesy & Donation

PURPOSE

Staff gifts, staff food not related to PD, meetings etc., and student gifts

SOURCE(S) OF INCOME

PALS, Coke Commission, Fall & Spring Photo Commissions, Box Tops, Donations & Grants

PLANNED EXPENSES

Staff gifts, staff food (not related to PD), items for meetings, plates/plasticware/napkins/cups & decorations, student food/awards & gifts.

SPONSOR NAME

Rita Williams

SIGNATURE

Rita Williams

PRINCIPAL/DIRECTOR

Rebecca Dyson

SIGNATURE

Rebecca Dyson

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: [Signature] DATE: 5/5/26

ACCOUNT NUMBER: 802

BOARD OF EDUCATION APPROVAL DATE:

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2026-2027 Sponsor Name: Rita Williams

Name of Activity Fund: Courtesy & Donations Account No: 802

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ _____	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
<u>1/2 PALS Yearly Payment</u>	<u>\$ 2500</u>	
<u>Donations</u>	<u>\$ 100</u>	
<u>Cake Commission</u>	<u>\$ 250</u>	
<u>Box Top</u>	<u>\$ 250</u>	
<u>School pictures</u>	<u>\$ 1200</u>	
	<u>\$ 100</u>	
Total Revenues:	<u>\$ 0 4,400</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	<u>\$ 0</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
<u>Staff food (not PD)</u>	<u>\$ 2000</u>	
<u>Party décor (decorations)</u>	<u>\$ 500</u>	
<u>Staff gifts / flowers</u>	<u>\$ 250</u>	
<u>plates, napkin, cups, plasticware</u>	<u>\$ 100</u>	
<u>staff treats</u>	<u>\$ 1000</u>	
	<u>\$ _____</u>	
Total Expenditures:	<u>\$ 0 3,850</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	<u>\$ 0</u>	\$ _____

FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 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

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: Courtney Parks

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:

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RECEIVED MAY 04 2026

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 4/13/2026

SITE: Highland Park

ACCOUNT NAME: Library

PURPOSE

To purchase library books, audio books, equipment, supplies and subscriptions.

SOURCE(S) OF INCOME

Library type of income: book fair sales, donations, fees/fines/dues, grants/scholarships, lost/damaged book fees, merchandise sales, reimbursements/refunds/rebates, student payments, redeposit of cash-box/start up cash.

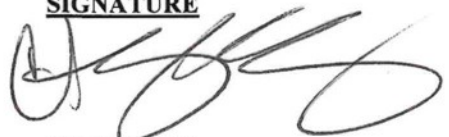
PLANNED EXPENSES

Library type of expenses: awards, advertising, books, audio books, cash-box/start-up cash, competition expenses/prizes, equipment/furniture, fees/dues, fundraiser expenses, book fair decorations, meeting supplies/refreshments, student food/treats, registrations, newspaper, magazines, subscriptions, supplies/materials and technology expenses

SPONSOR NAME

Courtney Parks

SIGNATURE



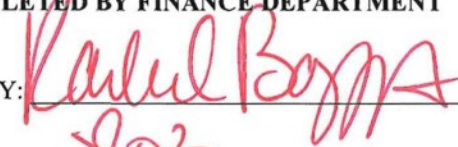
PRINCIPAL/DIRECTOR

Rebecca Dyson

SIGNATURE



TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY:  DATE: 5/5/26

ACCOUNT NUMBER: 803

BOARD OF EDUCATION APPROVAL DATE: _____

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2026-2027 Sponsor Name: Courtney Parks

Name of Activity Fund: Library Account No: 803

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>3542</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
<u>Cash box return</u>	\$ <u>200.00</u>	
<u>Scholastic Book Fairs (2)</u>	\$ <u>6000.00</u>	
<u>Lost or Damaged Book fees</u>	\$ <u>200.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>6400⁰⁰</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>9,942⁰⁰</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
<u>Cash box for book fairs</u>	\$ <u>-200⁰⁰</u>	
<u>Book fair expenses</u>	\$ <u>-1000⁰⁰</u>	
<u>Online subscriptions</u>	\$ <u>-2,600⁰⁰</u>	
<u>Library Books (printed + audio)</u>	\$ <u>-3,000⁰⁰</u>	
<u>Supplies</u>	\$ <u>-750⁰⁰</u>	
_____	\$ _____	
Total Expenditures:	\$ <u>-7,550⁰⁰</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>2,392⁰⁰</u>	\$ _____

FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30)

Reporting School Year: 26-27 Sponsor Name: Courtney Parks

Name of Activity Fund: Library Activity-HP Account No: 803

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

Book fair - books, journals, pens, stationary, posters

PURPOSE OF RAISING FUNDS:

purchase books & other library items

FUNDRAISER DATES: START Nov. 1, 2026 END Nov. 7, 2026

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. 10,000 - EST. EXP. 7,000 = EST. PROFIT 3,000

SPONSOR SIGNATURE [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)

Reporting School Year: 26-27 Sponsor Name: Courtney Parks

Name of Activity Fund: HP Library Activity Account No: 803

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

Book fair- books, stationary, posters

PURPOSE OF RAISING FUNDS:

purchase books & other library supplies

FUNDRAISER DATES: START Feb 15, 2027 END March 30, 2027

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. 10,000 - EST. EXP. 7,000 = EST. PROFIT 3,000

SPONSOR SIGNATURE [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: 2026-2027 Sponsor Name: Rita Williams

Name of Activity Fund: Staff Professional Trn Food Account No: 804

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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RECEIVED MAY 04 2026

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 4/14/2026

SITE: Highland Park

ACCOUNT NAME: Staff Professional Developmet PD Food

PURPOSE

Staff food for professional development, meetings, GE coaching days, or other staff training

SOURCE(S) OF INCOME

Coke Commission, Fall & Spring Photo Commissions, Box Tops, PALS, Donations & Grants

PLANNED EXPENSES

All approved BOE expenditures: staff food for professional development & meetings, GE coaching days or other staff training

SPONSOR NAME

Rita Williams

SIGNATURE

Rita Williams

PRINCIPAL/DIRECTOR

Rebecca Dyson

SIGNATURE

Becky Dyson

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: *Kathleen Boyer*
804

DATE: *5/5/26*

ACCOUNT NUMBER: _____

BOARD OF EDUCATION APPROVAL DATE: _____

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2026-2027 Sponsor Name: Rita Williams

Name of Activity Fund: Staff Professional Development Food Account No: 804

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ _____	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
<u>1/2 PALS Yearly Payment</u>	\$ <u>2500</u>	
<u>Donations</u>	\$ <u>100</u>	
<u>Coke Commission</u>	\$ <u>250</u>	
<u>Box Tops</u>	\$ <u>250</u>	
<u>School Picture Comm</u>	\$ <u>1200</u>	
	\$ _____	
Total Revenues:	\$ <u>0 4,400</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>0</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
<u>Staff food for PD events/intg.</u>	\$ <u>2500</u>	
<u>plates, utensils, cups, napkins</u>	\$ <u>100</u>	
<u>for PD events/intg.</u>	\$ _____	
	\$ _____	
	\$ _____	
	\$ _____	
Total Expenditures:	\$ <u>0 2,600</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>0</u>	\$ _____

FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 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

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: Rita Williams

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 a fund balance that exceeds \$1000 and 30% of projected revenue:

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RECEIVED MAY 04 2026

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 4/13/2026

SITE: Highland Park

ACCOUNT NAME: Special Events

PURPOSE

Students: contests, awards, food & treats, student state testing snacks, staff registration and travel reimbursements, subscriptions.

SOURCE(S) OF INCOME

Coke Commission, Fall & Spring Photograph's Commission, Box Tops, PALS, Donations, Grants

PLANNED EXPENSES

All approved BOE approved expenditures: students: contests, awards, food/treats, student state testing snacks, 5th grade fun day/graduation, staff professional development/registration/travel reimbursements & subscriptions

SPONSOR NAME

Rita Williams

SIGNATURE

Rita Williams

PRINCIPAL/DIRECTOR

Rebecca Dyson

SIGNATURE

Becky Dyson

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: *Karol Boggs*

DATE: 5/5/26

ACCOUNT NUMBER: 807

BOARD OF EDUCATION APPROVAL DATE:

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2026-2027 Sponsor Name: Rita Williams

Name of Activity Fund: Special Events Account No: 807

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>10,000</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
<u>Donations</u>	\$ <u>100</u>	
<u>Coke Comm</u>	\$ <u>250</u>	
<u>Box Tops</u>	\$ <u>250</u>	
<u>School pic comm</u>	\$ <u>1200</u>	
<u>DALS</u>	\$ <u>5000</u>	
	\$ _____	
Total Revenues:	\$ <u>6,800</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>16,800</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
<u>Office supplies + furniture</u>	\$ <u>3000</u>	
<u>Student food + snacks</u>	\$ <u>1500</u>	
<u>Student contest + awards</u>	\$ <u>250</u>	
<u>Staff registration</u>	\$ <u>2500</u>	
<u>Staff travel expenses (hotels + per diem)</u>	\$ <u>1000</u>	
<u>Subscriptions</u>	\$ <u>1000</u>	
	\$ _____	
Total Expenditures:	\$ <u>9,250</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>7,550</u>	\$ _____

FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 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

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: Abby Varnum

Name of Activity Fund: Thanks a Latta Account No: 820

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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RECEIVED MAY 04 2026

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 4/14/2026

SITE: Highland Park

ACCOUNT NAME: Thanks a Latta

PURPOSE

Thanks A Latte is a student run business that fosters independence and life skill for special education students at HP. Students take orders, prepare snacks and drinks, collect money and keep inventory. They have also started propagating and caring for plants that teacher's buy once every nine weeks.

SOURCE(S) OF INCOME

Sales of drinks, food and plants

PLANNED EXPENSES

Supplies for cart (food, drinks, condiments, paper products, etc.) and plant sales (pots, potting soil, fertilizer, etc.) classroom supplies and refreshments for classroom party.

SPONSOR NAME

Abby Varnum

SIGNATURE

Abby Varnum

PRINCIPAL/DIRECTOR

Rebecca Dyson

SIGNATURE

Bucky Dyson

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: [Signature] DATE: 5/5/26

ACCOUNT NUMBER: 820

BOARD OF EDUCATION APPROVAL DATE:

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2026-2027 Sponsor Name: Abby Varnum

Name of Activity Fund: Thanks A Latta Account No: 820

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>622.¹⁷</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
<u>Sales from cart:</u>	\$ <u>300.</u>	
<u>Sales from plants</u>	\$ <u>300</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>600</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>1,222¹⁷</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
<u>Restock snacks + drinks for sales</u>	\$ <u>- 300</u>	
<u>Restock plant sales</u>	\$ <u>- 100</u>	
<u>Classroom supplies</u>	\$ <u>- 200</u>	
<u>Classroom treats + parties</u>	\$ <u>- 200</u>	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>- 800</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>422</u>	\$ _____

FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30)

Reporting School Year: 2025-2026 Sponsor Name: Abby Varnum

Name of Activity Fund: Thanks A Latte Account No: 820

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

PURPOSE OF RAISING FUNDS:

FUNDRAISER DATES: START September 2025 END April 2026

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. 600 - EST. EXP. 300 = EST. PROFIT 300

Abby Varnum 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

FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30)

Reporting School Year: 2025-2026 Sponsor Name: Abby Varnum

Name of Activity Fund: Thanks A Latte Account No: 820

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

PURPOSE OF RAISING FUNDS:

FUNDRAISER DATES: START September 2025 END April 2026

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. 600 - EST. EXP. 300 = EST. PROFIT 300

Abby Varnum 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: 2026-2027 Sponsor Name: Rita Williams

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

**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.*

RECEIVED MAY 04 2026

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 04/28/2026

SITE: Highland Park

ACCOUNT NAME: SPEF

PURPOSE

To purchase goods and services as specified in the approved SPEF Grant application

SOURCE(S) OF INCOME

SPEF Grant account are solely funded by SPEF Grant applications

PLANNED EXPENSES

The items listed in the SPEF Grant

SPONSOR NAME

Rita Williams

SIGNATURE

Rita Williams

PRINCIPAL/DIRECTOR

Rebecca Dyson

SIGNATURE

Rebecca Dyson

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: *Kathel Bayma* DATE: *5/5/26*

ACCOUNT NUMBER: *8391*

BOARD OF EDUCATION APPROVAL DATE: _____

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2026-2027 Sponsor Name: Rita Williams

Name of Activity Fund: SPEF Account No: 839

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>51⁰⁰</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
<u>SPEF Grant (estimated 1 Large)</u>	\$ <u>5000</u>	
<u>SPEF Grant (estimated 1 small)</u>	\$ <u>2500</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>7500</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>7551</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
<u>Large grant-specific expenditures</u>	\$ <u>-5000</u>	
<u>Small grant specific expenditures</u>	\$ <u>-2500</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-7500</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>51⁰⁰</u>	\$ _____

FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 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

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: Amy Francen

Name of Activity Fund: Art Account No: 876

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

**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.*

RECEIVED MAY 04 2026

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 4/14/2026

SITE: Highland Park

ACCOUNT NAME: Art

PURPOSE

To purchase art supplies beyond the standard classroom supplies. Promote art in different media. To purchase art class curriculum.

SOURCE(S) OF INCOME

Fund Raisers, Donations, Grants/Scholarships, Merchandise Sales.

PLANNED EXPENSES

Art Supplies, Class Supplies & Art Curriculum

SPONSOR NAME

Amy Francen

SIGNATURE

Rita Wilkin

PRINCIPAL/DIRECTOR

Rebecca Dyson

SIGNATURE

Becky Dyson

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: [Signature] 8/16

DATE: 5/5/26

ACCOUNT NUMBER: _____

BOARD OF EDUCATION APPROVAL DATE: _____

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2026-2027 Sponsor Name: Amy Francen

Name of Activity Fund: Art Account No: 876

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 10 ⁰²	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Donation	\$ 100 ⁰⁰	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ 0 150 ⁰⁰	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 0 110 ⁰²	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Classroom Supplies	\$ -100 ⁰⁰	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ 0 -150 ⁰⁰	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 0 10 ⁰²	\$ _____

FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 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

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: Rita Williams

Name of Activity Fund: After School Clubs Account No: 938

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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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.*

RECEIVED MAY 04 2026

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2026-2027 SITE: Highland Park

ACCOUNT NAME: After School Clubs

PURPOSE

SOURCE(S) OF INCOME ?

PLANNED EXPENSES ?

SPONSOR NAME
Rita Williams

SIGNATURE
Rita Williams

PRINCIPAL/DIRECTOR
Becky Dyson

SIGNATURE
Becky Dyson

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: *Karol Boggs* DATE: *5/5/26*

ACCOUNT NUMBER: *938*

BOARD OF EDUCATION APPROVAL DATE: _____

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2026-2027 Sponsor Name: Rita Williams

Name of Activity Fund: After School Clubs Account No: 938

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 4,385 ²⁹	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Student fee idus	\$ 500	
Donations	\$ 100	
	\$ _____	
	\$ _____	
	\$ _____	
	\$ _____	
Total Revenues:	\$ 600	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 4,985 ²⁹	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Supplies	\$ -1000	
Traveling programs / Guest speaker	\$ -100	
Student snacks	\$ -500	
	\$ _____	
	\$ _____	
	\$ _____	
Total Expenditures:	\$ -1600	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 3,385 ²⁹	\$ _____

FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 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

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: Marla Murray

Name of Activity Fund: United Panthers Account No: _____

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:

*New account
* Needs Number assigned!*

PACKET CONTENTS:

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

**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.*

RECEIVED MAY 04 2026

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 4/28/26

SITE: Highland Park

ACCOUNT NAME: United Panthers

PURPOSE

To support our new Unified Panther's program. Special Olympics athletes will be paired one on one with peers to participate in weekly practice sessions for their Special Olympics's events. Athletes and peers will compete together as a unified team at least one time during the year.

SOURCE(S) OF INCOME

Special Olympics of Oklahoma, fund raisers, donations

PLANNED EXPENSES

Equipment, supplies, uniforms, t-shirts, registration/entry fees, transportation, field trips, snack and end of year party. All BOE approved expenditures

SPONSOR NAME

Marla Murray

SIGNATURE

?

PRINCIPAL/DIRECTOR

Rebecca Dyson

SIGNATURE

Bucky Dyson

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: Karol Boyer DATE: 5/5/26

ACCOUNT NUMBER: TBD

BOARD OF EDUCATION APPROVAL DATE: _____

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2026-2027 Sponsor Name: Marla Murray

Name of Activity Fund: United Panthers Account No: _____

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>0.00</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Special Olympics of Oklahoma	\$ <u>1500.00</u>	
(\$900 in Aug & \$600 in Jan)	\$ _____	
Fund Raisers	\$ _____	
T-shirt sales	\$ _____	
Donations	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>1500</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>1500</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Equipment	\$ <u>1000.00</u>	
Uniforms/T-shirts	\$ <u>300.00</u>	
Transportation	\$ <u>0.00</u>	
Registration/Entry Fees	\$ <u>100.00</u>	
Snacks	\$ <u>100.00</u>	
End of Year Celebration	\$ _____	
Total Expenditures:	\$ <u>1500</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>0</u>	\$ _____

FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30)

Reporting School Year: 2026-2027 Sponsor Name: Marla Murray

Name of Activity Fund: United Panthers 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 _____