

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: Abbey Billman

Name of Activity Fund: Spanish Club Account No: 942

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>cb</i>
ACTIVITY FUND SUBACCOUNT BUDGET	PAGE 3	<i>cb</i>
ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4)	PAGE 4	N/A
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 APR 30 2026

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2026-2027 SITE: High School

ACCOUNT NAME: 942 Spanish Club

PURPOSE

To promote awareness, appreciation, and understanding of the people and diverse cultural productions of the Hispanic/Latino world. To provide an extra opportunity for students to practice vocabulary covered during class.

SOURCE(S) OF INCOME

Donations, Dues/Fees

PLANNED EXPENSES

Supplies, Refreshments

SPONSOR NAME

Abbey Billman

SIGNATURE

Abbey Billman

PRINCIPAL/DIRECTOR

Walter R. Howell, IV

SIGNATURE

Walter R. Howell IV

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: [Signature] DATE: 5/6/20

ACCOUNT NUMBER: 942

BOARD OF EDUCATION APPROVAL DATE:

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2026-2027 Sponsor Name: Abbey Billman

Name of Activity Fund: Spanish Club Account No: 942

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 860.00	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Donations _____	\$ 100.00	
Dues/Fees _____	\$ 100.00	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ 200.00	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 1,060.00	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Supplies _____	\$ -100.00	
Refreshments _____	\$ -100.00	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ -200.00	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 860.00	\$ _____

FUNDRAISER REQUEST

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

Reporting School Year: 2026-2027 Sponsor Name: Abbey Billman

Name of Activity Fund: Spanish Club Account No: 942

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

N/A

PURPOSE OF RAISING FUNDS:

FUNDRAISER DATES: START _____ END _____

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. _____ - EST. EXP. _____ = EST. PROFIT \$ 0.00

SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

FUNDRAISER CLOSEOUT

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

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

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

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: Heather Mitchell

Name of Activity Fund: SPED Transitions Account No: 944

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	ll
ACTIVITY FUND SUBACCOUNT BUDGET	PAGE 3	ll
ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4)	PAGE 4	ll
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 APR 30 2026

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2026-2027 SITE: High School

ACCOUNT NAME: 944 SPED Transitions

PURPOSE

Our account funds our curriculum. We cook, clean, and complete other job skills with supplies provided by our account. It's important to have these skills practiced to encourage our students to be independent members of our community.

SOURCE(S) OF INCOME

Donations, Merchandise Resale, Fundraisers, Lunch Dues

PLANNED EXPENSES

Supplies, Refreshments, Fundraiser Supplies

SPONSOR NAME

Heather Mitchell

SIGNATURE

Heather Mitchell

PRINCIPAL/DIRECTOR

Walter R. Howell, IV

SIGNATURE

Walter R. Howell IV

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: [Signature] DATE: 5/16/26

ACCOUNT NUMBER: 944

BOARD OF EDUCATION APPROVAL DATE:

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2026-2027 Sponsor Name: Heather Mitchell

Name of Activity Fund: SPED Transitions Account No: 944

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>5,917.00</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Donations _____	\$ <u>1,600.00</u>	
Merchandise Resale _____	\$ <u>1,000.00</u>	
Fundraisers _____	\$ <u>6,250.00</u>	
Lunch Dues _____	\$ <u>750.00</u>	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>9,600.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>15,517.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Fundraiser Supplies _____	\$ <u>-8,475.00</u>	
Supplies _____	\$ <u>-4,000.00</u>	
Refreshments _____	\$ <u>-250.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-12,725.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>2,792.00</u>	\$ _____

FUNDRAISER REQUEST

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

Reporting School Year: 2026-2027 Sponsor Name: Heather Mitchell

Name of Activity Fund: SPED Transition Account No: 944

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

WORKROOM Store- Pathfinders will plan, order, make, and sell products in the workroom store.

PURPOSE OF RAISING FUNDS:

Funds will be utilized to buy supplies, curriculum needs and Pathfinder needs.

FUNDRAISER DATES: START 07/01/2026 END 05/30/2027

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$3,000 - EST. EXP. \$2,000 = EST. PROFIT \$1,000

Heather Mitchell
SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

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: Heather Mitchell

Name of Activity Fund: SPED Transition Account No: 944

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

WORKROOM Store- Pathfinders will plan, order, make, and sell products in the workroom store.

PURPOSE OF RAISING FUNDS:

Funds will be utilized to buy supplies, curriculum needs and Pathfinder needs.

FUNDRAISER DATES: START 07/01/2026 END 05/30/2027

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$3,000 - EST. EXP. \$2,000 = EST. PROFIT \$1,000

Heather Mitchell 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

FUNDRAISER REQUEST

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

Reporting School Year: 2026-2027 Sponsor Name: Heather Mitchell

Name of Activity Fund: SPED Transition Account No: 944

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

Pop Cart: Pathfinders will purchase, plan, prep, and deliver pop cart products to SPS employees and community businesses weekly.

PURPOSE OF RAISING FUNDS:

Funds will be utilized to buy supplies, curriculum needs and Pathfinder needs.

FUNDRAISER DATES: START 07/01/2026 END 05/30/2027

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$7,000 - EST. EXP. \$3,000 = EST. PROFIT \$1,000

Heather Mitchell 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

FUNDRAISER REQUEST

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

Reporting School Year: 2026-2027 Sponsor Name: Heather Mitchell

Name of Activity Fund: SPED Transition Account No: 944

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

Hat Day- hold fundraiser during Autism Awareness and Down Syndrome Awareness days

PURPOSE OF RAISING FUNDS:

Funds will be utilized to buy supplies, curriculum needs and Pathfinder needs.

FUNDRAISER DATES: START 07/01/2026 END 05/30/2027

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$1,000 - EST. EXP. \$100 = EST. PROFIT \$900

Heather Mitchell 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: 2026-2027 Sponsor Name: H. Mitchell & K. Stepp

Name of Activity Fund: Stillwater Makes a Change (SMAC) Account No: 945

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:

SMAC will make a large donation to a selected beneficiary late April/early May. The next year estimate reflects this.

PACKET CONTENTS:

FORM	FOUND ON PAGE	INITIAL IF COMPLETE
APPROVAL OF ACCOUNT FORM	PAGE 2	ll
ACTIVITY FUND SUBACCOUNT BUDGET	PAGE 3	ll
ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4)	PAGE 4	ll
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 APR 30 2026

<i>Adoption Date: February 21, 2012</i>	<i>Revision Date(s): 9/10/19</i>	<i>Page 1 of 4</i>
---	----------------------------------	--------------------

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2026-2027 SITE: High School

ACCOUNT NAME: 945 Stillwater Makes a Change (SMAC)

PURPOSE

SMAC is a student-led philanthropy activity which raises money for a local non-profit organization, which is chosen each year.

SOURCE(S) OF INCOME

Donations, Fundraisers

PLANNED EXPENSES

Fundraiser Expenses, Donations

SPONSOR NAME

H. Mitchell & K. Stepp

SIGNATURE



PRINCIPAL/DIRECTOR

Walter R. Howell, IV

SIGNATURE



TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: _____ DATE: _____

ACCOUNT NUMBER: _____

BOARD OF EDUCATION APPROVAL DATE: _____

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2026-2027 Sponsor Name: H. Mitchell & K. Stepp

Name of Activity Fund: Stillwater Makes a Change (SMAC) Account No: 945

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>2,500.00</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Fundraising Events _____	\$ <u>60,000.00</u>	
Donations _____	\$ <u>25,000.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>85,000.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>87,500.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Fundraising Expenses _____	\$ <u>-7,200.00</u>	
Donations _____	\$ <u>-79,000.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-86,200.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>1,300.00</u>	\$ _____

FUNDRAISER REQUEST

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

Reporting School Year: 2024-2027 Sponsor Name: Stepp Mitchell

Name of Activity Fund: Smac Account No: 945

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

Jump 4 Smac event in collaboration with elementary PE programs

PURPOSE OF RAISING FUNDS:

Donate profits

FUNDRAISER DATES: START 8/1/24 END 5/10/27

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. 6,000 - EST. EXP. 1000 = EST. PROFIT 5000

K. Stepp SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

Walter R. Hamilton 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: 2024 - 2027 Sponsor Name: Stepp & Mitchell

Name of Activity Fund: smac Account No: 945

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

Dine Nights

PURPOSE OF RAISING FUNDS:

Donate profits

FUNDRAISER DATES: START 8/1/24 END 5/10/27

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. 2,000 - EST. EXP. 0 = EST. PROFIT 2,000

Sponsor Signature: K. Stepp

Principal Authorization: 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. - 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: Stepp & Mitchell
Name of Activity Fund: SMAC Account No: 945

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

Sports tournaments - pickleball, golf, waffle ball

PURPOSE OF RAISING FUNDS:

Donate profits

FUNDRAISER DATES: START 8/1/24 END 5/10/27

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. 1,000 - EST. EXP. 300 = EST. PROFIT 700

K. Stepp
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

FUNDRAISER REQUEST

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

Reporting School Year: 2026-2027 Sponsor Name: Stepp & Mitchell

Name of Activity Fund: SMAC Account No: 945

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

Student vs Teacher competition (kickball, corn hole, dodge ball)

PURPOSE OF RAISING FUNDS:

FUNDRAISER DATES: START 8/1/26 END 5/10/27

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. 1000 - EST. EXP. 300 = EST. PROFIT 700

Sponsor Signature: K. Stepp

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

Principal Authorization: Walter R. Howell Jr

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: 2024-2027 Sponsor Name: Stepp & Mitchell

Name of Activity Fund: SMAC Account No: 945

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

Dance a thon for SHS students, SMAC DIAT, silent Disco

PURPOSE OF RAISING FUNDS:

Donate profits

FUNDRAISER DATES: START 01/1/24 END 5/10/27

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. 2000 - EST. EXP. 1000 = EST. PROFIT 1000

K. Stepp SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

Walter R. Howell IV 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: Stepp & Mitchell

Name of Activity Fund: SMAC Account No: 945

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

SMAC Gala

PURPOSE OF RAISING FUNDS:

Donate profits

FUNDRAISER DATES: START 8/1/26 END 5/10/27

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. 25,000 - EST. EXP. 10,000 = EST. PROFIT 15,000

Sponsor Signature: K. Stepp

Principal Authorization: Walter R. Howell IV

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

FUNDRAISER REQUEST

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

Reporting School Year: 2026-2027 Sponsor Name: Stepp & Mitchell

Name of Activity Fund: SMAC Account No: 945

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

Letter Writing donation Campaign by students

PURPOSE OF RAISING FUNDS:

Donate profits

FUNDRAISER DATES: START 8/1/26 END 5/10/27

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. 25,000 - EST. EXP. 500 = EST. PROFIT 24,500

K. Stepp SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

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: Stepp & Mitchell

Name of Activity Fund: SMAC Account No: 945

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

Mr. SHS Margeant (male pageant)

PURPOSE OF RAISING FUNDS:

Donate profits

FUNDRAISER DATES: START 8/1/26 END 5/10/27

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. 4000 - EST. EXP. 1000 = EST. PROFIT 3000

K. Stepp 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

FUNDRAISER REQUEST

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

Reporting School Year: 2024-2027 Sponsor Name: Stepp & Mitchell

Name of Activity Fund: SMAE Account No: 945

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

Spring merchandise sales theme shirt, SMAE logo

PURPOSE OF RAISING FUNDS:

Donate profits

FUNDRAISER DATES: START 8/1/24 END 5/10/27

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. 3,000 - EST. EXP. 1,500 = EST. PROFIT 1,500

K. Stepp 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: 2024-2027 Sponsor Name: Stepp + Mitchell

Name of Activity Fund: SMAC Account No: 945

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

SHS parking space Auction

PURPOSE OF RAISING FUNDS:

Donate profits

FUNDRAISER DATES: START 8/1/24 END 5/10/27

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. 3,500 - EST. EXP. 500 = EST. PROFIT 3000

K Stepp 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

FUNDRAISER REQUEST

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

Reporting School Year: 2026-2027 Sponsor Name: Stepp & Mitchell

Name of Activity Fund: SMAE Account No: 945

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

Penny Wars (change for change) various school sites challenges to bring most coins

PURPOSE OF RAISING FUNDS:

Donate profits

FUNDRAISER DATES: START 8/1/26 END 5/10/27

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. 8000 - EST. EXP. 500 = EST. PROFIT 7,500

Sponsor Signature: K. Stepp

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

Principal Authorization: Walter R. Howell IV

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: Stepp & Mitchell

Name of Activity Fund: smac Account No: 948

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

Silent Auction of Donated Items

PURPOSE OF RAISING FUNDS:

Donate profits

FUNDRAISER DATES: START 8/1/26 END 5/10/27

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. 2000 - EST. EXP. 0 = EST. PROFIT 2000

Sponsor Signature: K. Stepp

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

Principal Authorization: Walter R. Howell Jr

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: Stepp & Mitchell

Name of Activity Fund: SMAC Account No: 945

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

Bake sale (cookies in classrooms)

PURPOSE OF RAISING FUNDS:

Donate profits

FUNDRAISER DATES: START 8/1/26 END 5/10/27

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. 2000 - EST. EXP. 400 = EST. PROFIT 1600

K. Stepp 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

FUNDRAISER REQUEST

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

Reporting School Year: 2024-2027 Sponsor Name: Stepp & Mitchell

Name of Activity Fund: SMAC Account No: 945

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

Run-Walk at Boomer Lake

PURPOSE OF RAISING FUNDS:

Donate profits

FUNDRAISER DATES: START 8/18/24 END 9/10/27

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. 2,000 - EST. EXP. 500 = EST. PROFIT 1,500

K-Stepp SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

Walter R. Howell IV 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: 2024-2027 Sponsor Name: Stepp & Mitchell

Name of Activity Fund: SMAC Account No: 945

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

OSU Homecoming Parking @ BOE

PURPOSE OF RAISING FUNDS:

Donate profits

FUNDRAISER DATES: START 8/1/24 END 9/10/27

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. 500 - EST. EXP. 0 = EST. PROFIT 500

Sponsor Signature: K. Stepp

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

Principal Authorization: Walter R. Howell

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: Stepp's Mitchell

Name of Activity Fund: SMAC Account No: 945

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

Full merchandise sales (theme & SMAC logo)

PURPOSE OF RAISING FUNDS:

Donate profits

FUNDRAISER DATES: START 8/1/24 END 5/10/27

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. 3,000 - EST. EXP. 1,500 = EST. PROFIT 1,500

Sponsor Signature: K. Stepp

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

Principal Authorization: Walter R. Howell

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: Stepp's mitchael

Name of Activity Fund: SMAC Account No: 945

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

Fashion show

PURPOSE OF RAISING FUNDS:

Donate sales

FUNDRAISER DATES: START 8/1/26 END 9/10/27

ACOUNT OF MONEY TO BE RAISED:

EST. INC. 3,000 - EST. EXP. 500 = EST. PROFIT 2,500

K. Stepp SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

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: 2024-2027 Sponsor Name: Stepp & Mitchell

Name of Activity Fund: SMFE Account No: 945

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

TRIVIA Night

PURPOSE OF RAISING FUNDS:

Donate profit

FUNDRAISER DATES: START 01/1/24 END 5/10/27

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. 1,000 - EST. EXP. 500 = EST. PROFIT 500

Sponsor Signature: H. Stepp

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

Principal Authorization: Walter Howell IV

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: Stepp's Mitchell

Name of Activity Fund: smac Account No: 945

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

Movie night on SHS Football field

PURPOSE OF RAISING FUNDS:

Donate profits

FUNDRAISER DATES: START 8/1/26 END 9/10/27

ACCOUNT OF MONEY TO BE RAISED:

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

SPONSOR SIGNATURE
Principal Authorization: Walter R. Howell IV

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

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: Stepps Mitchell

Name of Activity Fund: SMAC Account No: 945

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

Yoga/lym nights - workout facilities donate based on nightly attendance

PURPOSE OF RAISING FUNDS:

Donate profits

FUNDRAISER DATES: START 8/1/26 END 5/10/27

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. 200 - EST. EXP. 0 = EST. PROFIT 200

Sponsor Signature: K. Stepp

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

Principal Authorization: Walter R. Howell

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: 2024-2027 Sponsor Name: Stepp & Mitchell

Name of Activity Fund: SMAC Account No: 945

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

Benefit concert

PURPOSE OF RAISING FUNDS:

Donate profit

FUNDRAISER DATES: START 8/1/26 END 8/10/27

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. 5,000 - EST. EXP. 2,500 = EST. PROFIT 2,500

K. Stepp SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

Walter B. Young 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: 2024-2027 Sponsor Name: Stepp & Mitchell

Name of Activity Fund: SMAC Account No: 945

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

Candy grams for holidays

PURPOSE OF RAISING FUNDS:

Donate profits

FUNDRAISER DATES: START 8/1/24 END 5/10/27

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. 1,000 - EST. EXP. 500 = EST. PROFIT 500

K. Stepp SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

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: Stepp & Mitchell

Name of Activity Fund: smrc Account No: 945

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

Reverse powder puff (boys learn dance/cheer routines)

PURPOSE OF RAISING FUNDS:

Donate profits

FUNDRAISER DATES: START 8/1/26 END 5/10/27

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. 2000 - EST. EXP. 500 = EST. PROFIT 1,500

Sponsor Signature: K Stepp

Principal Authorization: Walter L. 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

FUNDRAISER REQUEST

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

Reporting School Year: 2024-2027 Sponsor Name: Stepp & Mitchell

Name of Activity Fund: SMAC Account No: 945

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

Karaoke night

PURPOSE OF RAISING FUNDS:

Donate profits

FUNDRAISER DATES: START 8/1/24 END 5/10/27

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. 2,000 - EST. EXP. 500 = EST. PROFIT 1,500

Sponsor Signature: K. Stepp

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

Principal Authorization: Walter R. Howell IV

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