

skyline

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: Megan Sawyer-Johnson

Name of Activity Fund: School Supplies

Account No : 801

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

[Empty box for explanation of activity fund balance]

PACKET CONTENTS:

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

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

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2026-2027

SITE: Skyline

ACCOUNT NAME: 801 School Supplies

PURPOSE

This account is used for supplies for students and classroom enhancements for student use.

SOURCE(S) OF INCOME

Student supply fees, donations/contributions

PLANNED EXPENSES

Student/teacher supply fees expenses, books, subscriptions, classroom related supplies/materials. All approved BOE expenditures.

SPONSOR NAME

Megan Sawyer-Johnson

SIGNATURE

Megan Sawyer-Johnson

PRINCIPAL/DIRECTOR

Natalie Fluty

SIGNATURE

Natalie Fluty

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: *Karen [Signature]* DATE: *5/7/26*

ACCOUNT NUMBER: *801*

BOARD OF EDUCATION APPROVAL DATE: _____

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2026-2027 Sponsor Name: Megan Sawyer-Johnson

Name of Activity Fund: School Supplies Account No: 801

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ _____	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Allocation from District	\$ <u>9,000.00</u>	
Supply deposit	\$ <u>6,000.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ _____	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>15,000.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Classroom Supplies	\$ <u>10,000</u>	
Co-curricular subscriptions	\$ <u>400.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>14,000.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ _____	\$ _____

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

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: Megan Sawyer-Johnson

Name of Activity Fund: Staff PD 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 the activity fund balance if it exceeds \$1000 and 30% of projected revenue:

PACKET CONTENTS:

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

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

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2026-2027 SITE: Skyline

ACCOUNT NAME: Staff PD Food 804

PURPOSE

Staff food, meals, plates, utensils for staff PD

SOURCE(S) OF INCOME

School picture commissions, soda and vending commissions, PALS allocation, donations

PLANNED EXPENSES

Staff food, meals, plates, utensils for staff PD events

SPONSOR NAME

Megan Sawyer-Johnson

SIGNATURE

[Handwritten signature]

PRINCIPAL/DIRECTOR

Natalie Fluty

SIGNATURE

[Handwritten signature: Ar. Natalie Fluty]

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: [Handwritten signature] DATE: 5/6/26

ACCOUNT NUMBER: 804

BOARD OF EDUCATION APPROVAL DATE:

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2026-2027

Sponsor Name: Megan Sawyer-Johnson

Name of Activity Fund: Staff PD Food

Account No: 804

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 1000.00	\$
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
BOE Deposit Items	\$ 1000.00	
Donations	\$	
Fundraisers	\$ 1000.00	
	\$	
	\$	
	\$	
Total Revenues:	\$ 2,000.00	\$
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 3000.00	\$
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Staff PD Food	\$ 2,000.00	
	\$	
	\$	
	\$	
	\$	
Total Expenditures:	\$ 2,000.00	\$
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 1000.00	\$

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

FUNDRAISER REQUEST

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

Reporting School Year: 2026-2027

Sponsor Name: Megan Sawyer-Johnson

Name of Activity Fund: Staff PD Food

Account No: 804

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

School shirts for staff, students and families sold online and on site.

PURPOSE OF RAISING FUNDS:

funds for school supplies, special events, holiday events, courtesy, staff pd

FUNDRAISER DATES: START July 2026 END April 2027

AMOUNT OF MONEY TO BE RAISED:

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

SPONSOR SIGNATURE [Handwritten 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: Megan Sawyer-Johnson

Name of Activity Fund: 839 SPEF Grants

Account No : 839

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

PACKET CONTENTS:

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

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

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2026-2027

SITE: Skyline

ACCOUNT NAME: 839 SPEF Grants

PURPOSE

Purchasing student/classroom supplies outlined in SPEF Grant

SOURCE(S) OF INCOME

Grants and deposits

PLANNED EXPENSES

Items listed in SPEF Grant

SPONSOR NAME

Megan Sawyer-Johnson

SIGNATURE

Megan Sawyer-Johnson

PRINCIPAL/DIRECTOR

Natalie Fluty

SIGNATURE

Natalie Fluty

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: *Karl Bergma* DATE: *5/7/26*

ACCOUNT NUMBER: *839*

BOARD OF EDUCATION APPROVAL DATE: _____

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2020-2021 Sponsor Name: Megan Sawyer Johnson

Name of Activity Fund: 839 SPEF Grants Account No: 839

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>4,900.00</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
SPEF Grant Deposits	\$ <u>5,000.00</u>	
Finance Deposits	\$ <u>5,600.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ _____	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>15,500.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Items allowed for purchase by grant term	\$ <u>15,500.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ _____	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>0</u>	\$ _____

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

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: Megan Sawyer-Johnson

Name of Activity Fund: Teacher Grants

Account No : 851

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

PACKET CONTENTS:

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

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

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2026-2027

SITE: Syline

ACCOUNT NAME: Teacher Grants 851

PURPOSE

Purchasing items for the classroom and students

SOURCE(S) OF INCOME

Grants

PLANNED EXPENSES

Items Purchased with grants

SPONSOR NAME

Megan Sawyer-Johnson

SIGNATURE

Megan Sawyer-Johnson

PRINCIPAL/DIRECTOR

Natalie Fluty

SIGNATURE

Natalie Fluty

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: *Karlul [Signature]* DATE: *5/7/26*

ACCOUNT NUMBER: *851*

BOARD OF EDUCATION APPROVAL DATE: _____

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2026-2027

Sponsor Name: Megan Sawyer-Johnson

Name of Activity Fund: Teacher Grants

Account No: 851

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 2,119.21	\$
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Misc Grant	\$ 1,000.00	
	\$	
	\$	
	\$	
	\$	
	\$	
Total Revenues:	\$	\$
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 3,119.21	\$
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Specific supplies outlined in grants	\$ 1,000.00	
	\$	
	\$	
	\$	
	\$	
Total Expenditures:	\$ 1,000.00	\$
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 2,119.21	\$

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

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: Megan Sawyer-Johnson

Name of Activity Fund: Courtesy and Donation Account No : 802,807,804

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 the activity fund balance if it exceeds \$1000 and 30% of projected revenue:

PACKET CONTENTS:

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

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


 BY: _____

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2026-2027 SITE: Skyline

ACCOUNT NAME: 802

PURPOSE

Holiday party, food and decor for staff, staff meals or snacks that are not for PD or meeting, gifts for staff, gifts for students, snacks/utensils, plates for teachers lounge, flowers and food for birth,death,illness,wedding,baby showers, retirement and any other expenses approved by the BOE

SOURCE(S) OF INCOME

Private donations from individuals or companies with no dedicated use indicated, Box Tops rebates, Coke rebate

PLANNED EXPENSES

Holiday party, food and decor for staff, staff meals or snacks that are not for PD or meeting, gifts for staff, gifts for students, snacks/utensils, plates for teachers lounge, flowers and food for birth,death,illness,wedding,baby showers, retirement and any other expenses approved by the BOE

SPONSOR NAME

Megan Sawyer-Johnson

SIGNATURE

PRINCIPAL/DIRECTOR

Natalie Fluty

SIGNATURE

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: [Signature] DATE: 5/14/26

ACCOUNT NUMBER: 802

BOARD OF EDUCATION APPROVAL DATE:

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2026-2027 Sponsor Name: Megan Sawyer-Johnson

Name of Activity Fund: Courtesy and Donation Account No : 802,807,804

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>1,000.00</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Picture Commissions	\$ <u>750.00</u>	
Coke Commissions	\$ <u>200.00</u>	
PALS	\$ <u>2,500.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>3,400.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>4,400.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Staff appreciation gifts	\$ <u>1,000.00</u>	
Staff appreciation luncheons	\$ <u>2,000.00</u>	
Birthday and Awards	\$ <u>1,000.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>4,000.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>400.00</u>	\$ _____

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

FUNDRAISER REQUEST

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

Reporting School Year: 2026-2027 Sponsor Name: Megan Sawyer-Johnson

Name of Activity Fund: Courtesy and Donation Account No : 802,807,804

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

School shirts for staff, students, and families sold online and on site

PURPOSE OF RAISING FUNDS:

Funds for courtesy and donation, specials events,

FUNDRAISER DATES: START 7/1/20 END 4/30/20

AMOUNT OF MONEY TO BE RAISED:

EST. INC. 10,000.00 - EST. EXP. 7,000.00 = EST. PROFIT 3,000.00

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

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: Megan Sawyer-Johnson

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:

PACKET CONTENTS:

FORM	FOUND ON PAGE	INITIAL IF COMPLETE
APPROVAL OF ACCOUNT FORM	PAGE 2	
ACTIVITY FUND SUBACCOUNT BUDGET	PAGE 3	
ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4)	PAGE 4	
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 13 2026

BY: _____

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2026-2027 SITE: Skyline

ACCOUNT NAME: Special Events 807

PURPOSE

The purpose of this account will be used for anything; recycling fees, school events, ~~staff training, staff celebration~~, district celebrations, staff snacks, ~~staff prizes~~, office supplies, staff appreciation, etc

SOURCE(S) OF INCOME

All listed BOE revenue sources for the 25-26 school year.

PLANNED EXPENSES

approved expenditures for the 25-26 school year. general supplies, office supplies, rewards, ~~birthday snacks~~, snacks, ~~staff luncheons~~, ~~Christmas gifts~~, decorations.

SPONSOR NAME

Megan Sawyer-Johnson

SIGNATURE

PRINCIPAL/DIRECTOR

Natalie Fluty

SIGNATURE

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: *Kathleen Berman* DATE: *5/14/26*

ACCOUNT NUMBER: *807*

BOARD OF EDUCATION APPROVAL DATE: _____

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2026-2027 Sponsor Name: Megan Sawyer-Johnson
 Name of Activity Fund: Special Events Account No: 807

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>4,700.00</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
<u>PALS</u>	\$ <u>2,500.00</u>	
<u>Donations</u>	\$ <u>500.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>3,000.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>7,700.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
_____	\$ _____	
<u>Office Supplies</u>	\$ <u>-1,000.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-1,000.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>6,700.00</u>	\$ _____

FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30)

Reporting School Year: 2026-2027 Sponsor Name: Megan Sawyer-Johnson

Name of Activity Fund: Special Events Account No: 807

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

PURPOSE OF RAISING FUNDS:

FUNDRAISER DATES: START July 2026 END April 2027

ACCOUNT OF MONEY TO BE RAISED: EST. INC. 10,000 - EST. EXP. 7,000.00 = EST. PROFIT 3,000.00

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. (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