

ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

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

Reporting School Year: 26 27 Sponsor Name: Ashley Moore/George Horton

Name of Activity Fund: PSO/CCR acct Account No: 846

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

PACKET CONTENTS:

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**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: 6/11/2026

SITE: Admin/SHS/LA

ACCOUNT NAME: PSO/CCR

PURPOSE

To support the postsecondary goals of students through college or career readiness activities such as certification exams, AP tests, interviewing activities, internship/apprenticeship experiences, and other opportunities that support students in meeting career, military, or college related goals.

SOURCE(S) OF INCOME

Parchment (dba Instructure) digital transcript services for alumni and third part grad verification sales for all costs over what is charged to the district by the set price, the percent of credit card, any mailing expenses, and additional overhead. The remaining is the source of income to the district for this account.

PLANNED EXPENSES

Annual per student fee 9 12th grade cost of per student transcript and grad verification as outlined by Parchment (Instructure); other items as supported by the activity fund student certification exams, support for student interviews and internships, and cost of field trips to local industry partners for CCR aligned and designated student support.

SPONSOR NAME

Ashley Moore/George Horton

SIGNATURE

PRINCIPAL/DIRECTOR

Ashley Moore

SIGNATURE

Ashley Moore

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: [Signature] DATE: 6/11/26

ACCOUNT NUMBER: 846

BOARD OF EDUCATION APPROVAL DATE:

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 26 27 Sponsor Name: Ashley Moore/George Horton

Name of Activity Fund: PSO/CCR Account No: 846

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>800.00</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Sale of third party grad verifications	\$ <u>1,500.00</u>	
Sale of alumni transcripts	\$ <u>1,500.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>3,000.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>3,800.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
student certification exams	\$ <u>1,500.00</u>	
Nat'l Career Readiness Certs printed	\$ <u>300.00</u>	
Field trips to industry facilities	\$ <u>600.00</u>	
supplies & support for interviews and internships	\$ <u>500.00</u>	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>2,900.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>900.00</u>	\$ _____