



STILLWATER PUBLIC SCHOOLS

OUT-OF-STATE TRAVEL APPLICATION

Instructions: The sponsor requesting out-of-state travel should complete this application in full one month in advance of the trip. A complete itinerary along with any other pertinent information should accompany this application. The sponsor should also have full knowledge that this application must have administrative and Board of Education approval before travel may commence.

The following criteria will be used in approving out-of-state travel:

1. Funding availability
2. Time and effort required to raise funds
3. Benefit of the program
4. Success at state contests
5. School time to be missed
6. Other reasons for justification of trip, i.e. lack of state competition, etc.

All travel must comply with Policy EFD of the Stillwater Public Schools Policies and Procedures manual regarding out-of-state field trips.

Application Date:	Building: SMS	Sponsor Name: Kari Quigley	Organization Requesting Travel: SMS School Exchange Program
Date(s) of Travel: Oct. 17-26, 2024		Number of Students Traveling: 7	Destination: Kameoka, Japan

Purpose of Travel: List the purpose of the trip and how students will benefit from the travel.
The Stillwater Middle School Exchange Program will take seven 7th graders, 3 faculty, and 5 members of Sister City Council to Kameoka, Japan for the 35th Anniversary of our Sister Schools Exchange Program. Our students will do several presentations over our culture here in Stillwater and Oklahoma. They will be in several different schools in Kameoka and will come back to the Middle School and put a presentation together and present to all of our 6th and 7th grade World Study classes which have 942 students. They will share what they learned about the Japanese culture.

Method of Transportation (vehicles, drivers, bus companies, etc.):

We will fly American Airlines. We will leave from Stillwater Regional Airport on Oct. 17th and return to OKC airport on Oct. 26th. Students parents will travel to OKC to pick up their child.

Lodging (hotels, etc): Please provide name and address of hotels, etc.

* Students will stay with Host Families. 1st night all of the delegation will stay in Osaka, Japan at Hotel Nikko Kansai Airport (1 senshukita Izumisano-shi, Osaka FU 5490001). The other 7 nights, Jackie Jackson, Jake Erlich, and Kari Quigley plus sister city members will stay at Hotel Route Inn Kyoto Kameoka Ekimae (1-6-1 Kameoka Ekikita, Kameoka Cit Kyoto).

Supervision: Give a list of people (school personnel or parents) who have committed to serve as sponsors for this trip.

1. Kari Quigley	2. Jake Ehrlich	3. Jackie Jackson
4. Matt Payne	5. Will Joyce	6. Jacie Gray
7. Becky Irby	8. Steve Irby	9.

Organizational History: What recent (five years or fewer) trip(s) has this organization taken out-of-state?

Last trip by this group was 15 years ago in 2009.

All expenses for the trip are paid for from donations from businesses and individuals.

OUT-OF-STATE TRAVEL APPLICATION FUNDING INFORMATION

Instructions: The table below should include total costs in all categories including the cost of fuel, driver that will be reimbursed to the district. Please provide an answer to all questions or information sought below the table. If not applicable, please indicate using N/A.

Sources of Funds

Projected Costs		General Fund	Activity Fund	Booster	Individual	Other
Ground Transportation / Gas	\$N/A					
Ground Transportation / Driver	\$N/A					
Ground Transportation / Other	\$N/A					
Air Transportation	\$39,704.58		39,704.58			
Lodging	\$2,656		2,656			
Food	\$APPROX. 500		500			
Registration	\$N/A					
Other – Explain Gifts	\$3,144.78		3,144.78			

Are scholarships provided for students needing financial assistance? Yes No

If answer is yes, what is source of funding for scholarship? The whole program is funded by donations from Businesses and Individuals.

If answer is no, provide reason. _____

Sponsor: Before travel may occur, emergency release forms for each student must be on file along with a complete travel roster and itinerary in the Stillwater Public Schools Activities Office. Itineraries should also be provided to each parent before departure.

Kari Quigley
Sponsor Signature

Oct. 01, 2024
Date

APPROVALS

Director of Athletics/Activities
Ryan Bl

Building Principal

Date
Oct. 1, 2024

Date

Director of Transportation
[Signature]

Superintendent

Date
10.1.24

Date

Study Abroad Program (Stillwater) Scedule<proposal>

Date	Student Group	Citizen Delegation
Oct 17 (Thur)	Departure from Stillwater	
Oct 18 (Fri)	Arrival at Kansai International Airport (nighttime) [Stay at nearby Hotel]	
Oct 19 (Sat)	AM	10:00 Pick-up from Hotel→ Drive to Kameoka
		12:00 Exchange Lunch *Including 2023 program participants *In the case of Soccer Viewing (14:00~) lunch ends at 13:00
	PM	13:30 Meet Host Families
		14:00 Students go home with Host Families
Oct 20 (Sun)	AM	15:00 Market visit, Hotel check-in
Oct 21 (Mon)	AM	Free time with Host Families
		Free time
		Visit City Hall with Host Families
		Hotel→City Hall (Staff pickup)
		Meeting with Mayor Katsuragawa
		Lunch
		Travel to Taisei Junior High School
		Orientation (introduce schedule and buddies)
Oct 22 (Tue)	AM	Sister School 35th Anniversary Reception (school assembly)
		Students go to class (6th period)
		Students attend class
		Return to Hotel (break)
		Return home with Host Families
Oct 23 (Wed)	AM	Welcome Reception Party (with Mayor Katsuragawa)
		Travel to Taisei Junior High School
		Classes (Stillwater Presentations) (1st to 4th period)
		Lunch
		Travel
		Undecided (Travel with students, or Sightseeing around Kameoka, or Free time)
Oct 24 (Thur)	PM	Visit at Nantan High School
		Return to Taisei Junior High School
		Go home with Host Families
Oct 25 (Fri)		Travel to Hozu River Ride with Host Families
		Travel to Hozu River Ride by foot
		Hozu River Ride → Lunch → Arashiyama Sightseeing (Tenryu Temple) → Ride Kyoto Randen Train → Uzumasa Film Village → JR Uzumasa Station → JR Kameoka Station
		Reunite at either JR Kameoka or JR Namikawa Station & return home with Host Families
Oct 26 (Sat)		Travel back to Hotel from JR Kameoka Station
	AM	Travel to Taisei Junior High School
		Classes (1st to 3rd period)
		Farewell Party (4th period)
		Lunch
		Travel by Bus
		Class at Shotoku Junior High School
		(Evening) Meet at City Hall (Host Families Join)
		Hotel→City Hall (City Vehicle)
		Change into Kimonos and walk around Old Castle Town
Oct 27 (Sun)		Travel with students around Old Castle Town
		Kameoka Festival Yoiyama・Castle Town Sightseeing
		Free time with Host Families
	AM	Travel with Host Families to City Hall
		Hotel→City Hall (City Vehicle)
Oct 28 (Mon)		Travel to Old Castle Town
		Participate in Kameoka Festival (Maybe also tour around the Yamahoko Floats)
		*Students & Adults will have separate arrangements
		Lunch (everyone together)
Oct 29 (Tue)		Kameoka Sightseeing (Currently being planned)
	PM	Host Families pick up students from Kameoka City Hall or Taisei Junior High School
		Go home with Host Families
Oct 30 (Wed)	AM	Travel to Hotel by Bus
Oct 31 (Thu)	AM	10:00 Depart from Kameoka (City Hall Bus)
		12:00 Arrive at Kansai International Airport
Nov 1 (Fri)		Arrive in Stillwater