



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 CN of the Stillwater Public Schools Policies and Procedures manual regarding out-of-state field trips.

Application Date: 4/30/2025	Building: SJHS	Sponsor Name: Megan Perkins	Organization Requesting Travel: Band
Date(s) of Travel: 4/24 - 4/25/2026		Number of Students Traveling: 85	Destination: North Richland Hills, TX
Purpose of Travel: List the purpose of the trip and how students will benefit from the travel. Compete at the North Texas Festival of Distinction against 100+ other bands and listen to other performances.			
Method of Transportation (vehicles, drivers, bus companies, etc.): 2 Village Charter buses			
Lodging (hotels, etc): Please provide name and address of hotels, etc. Embassy Suites, Dallas Love Field 3880 W Northwest Hwy, Dallas, TX 75220			
Supervision: Give a list of people (school personnel or parents) who have committed to serve as sponsors for this trip.			
1. Megan Perkins	2. We will take 10-16	3.	
4. Kathy Genovese	5. Parent chaperones	6.	
7. Sean Martner	8. We will also invite SJHS admin		
Organizational History: What recent (five years or fewer) trip(s) has this organization taken out-of-state? This will be the fourth year we have taken this trip.			

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	\$ 9,100 ⁰⁰			X	
Ground Transportation / Driver	\$ —				
Ground Transportation / Other	\$ —				
Air Transportation	\$ —				
Lodging	\$ 4800 ⁰⁰			X	
Food	\$ 3600 ⁰⁰			X	
Registration	\$ 1100 ⁰⁰			X	
Other – Explain Six Flags	\$ 7300 ⁰⁰			X	

Are scholarships provided for students needing financial assistance?

Yes No

If answer is yes, what is source of funding for scholarship?

Bend Boosters

If answer is no, provide reason.

★ We also fundraise with OSU Concessions, Cherrydale Farms, and Calendar donation drive

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.

Megan Brown
Sponsor Signature

9/30/2025
Date

APPROVALS

Signed by:
Brian Warwick
80242E6703AA430...
Director of Athletics/Activities

Signed by:
Darren Nelson
AD36E71B2A7C4A1...
Building Principal

Signed by:
Matt Parsel
A84A27CA5E4247D...
Director of Transportation

Signed by:
Tyler Bridges
F674BA7CACA941D...
Superintendent

9/30/2025
Date

9/30/2025
Date

10/2/2025
Date

9/30/2025
Date

OUT-OF-STATE TRAVEL APPLICATION TRIP ITINERARY

Date:	Itinerary:
4/24/26	Depart SJHS 10:00AM Lunch at Bucbee's
	Perform/Watch bands - NTFD
	6:00pm - catered dinner at hotel
4/25/26	9:00AM Depart for Six Flags over Texas
4/25	9:30pm Arrive back at SJHS