



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: 02/13/2026	Building: SHS	Sponsor Name: Karie Linsenmeyer	Organization Requesting Travel: HS Varsity Softball
Date(s) of Travel: 08/27/2026 - 08/29/2026		Number of Students Traveling: 15	Destination: Shawnee, Mission, KS
Purpose of Travel: List the purpose of the trip and how students will benefit from the travel. The purpose of this trip is to play fastpitch softball talent outside the state of OK. The Lady Pioneer softball team was invited to play in this event because of our past success. The players will benefit from our trip by allowing team bonding, developing leadership skills and opening them up to new experiences.			
Method of Transportation (vehicles, drivers, bus companies, etc.): Stillwater Public schools Activity Bus, driven by Angela Knott			
Lodging (hotels, etc): Please provide name and address of hotels, etc. <small>Hampton Inn Kansas City/Shawnee Mission 1655 Midland Drive, Shawnee Mission, KS 66217.</small>			
Supervision: Give a list of people (school personnel or parents) who have committed to serve as sponsors for this trip.			
1. Karie Linsenmeyer	2. AngelaKnott	3. Devrie Tonga	
4.	5.	6.	
7.	8.	9.	
Organizational History: What recent (five years or fewer) trip(s) has this organization taken out-of-state? 2017 to the Denver Area 2022 to the Kansas City area 2023 to the Kansas City Area 2024 to the Kansas City Area 2025 to the Shawnee Mission/ Kansas City Area			

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	\$ 550.00			X		
Ground Transportation / Driver	\$ 350.00			X		
Ground Transportation / Other	\$ 0					
Air Transportation	\$ 0					
Lodging	\$ \$1560.00			X		
Food	\$ 300.00			X	X	
Registration	\$ 295.00			X		
Other – Explain	\$					

Are scholarships provided for students needing financial assistance? Yes No

If answer is yes, what is source of funding for scholarship? Money will be awarded where needed by the Lady Pioneer SB Booster Club

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.

Karie Linsenmeyer
Sponsor Signature

2/13/26
Date

APPROVALS

BRAN WICK
Director of Athletics/Activities

2/18/26
Date

Walter R. Horn IV
Building Principal

02/13/2026
Date

Mark Lund
Director of Transportation

2/18/2026
Date

Superintendent

Date

**OUT-OF-STATE TRAVEL APPLICATION
TRIP ITINERARY**

Date:	Itinerary:
08/27/2026	Leave Stillwater High School at 1pm
08/27/2026	Arrive at Hampton Inn in Shawnee Mission approximately 6pm
08/28/2026	Play 2 games at Mid America Sports Complex Shawnee, KS - TBD
08/29/2026	Play 2 games at Mid America Sports Complex Shawnee, KS - TBD
08/29/2026	Return to Stillwater - TBD