



JUN 06 2025

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# 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.

<b>Application Date:</b> 6/4/2025	<b>Building:</b> JH/HS	<b>Sponsor Name:</b> Robby Branscum	<b>Organization Requesting Travel:</b> FFA
<b>Date(s) of Travel:</b> 10/28 - 11/1/ 2025		<b>Number of Students Traveling:</b> 35	<b>Destination:</b> Indianapolis, IN
<b>Purpose of Travel:</b> List the purpose of the trip and how students will benefit from the travel. This trip is for the National FFA Convention in Indianapolis, Indiana. All students attending this trip have been named as a state champion in various FFA contests and are representing both Stillwater and the entire state of Oklahoma			
<b>Method of Transportation (vehicles, drivers, bus companies, etc.):</b> We will be taking a school activity bus, driven by Kyle Kilby. We have spoken with Mr. Blake at the middle school and he has agreed to allow Kyle leave from the site to drive on this trip.			
<b>Lodging (hotels, etc):</b> Please provide name and address of hotels, etc. Drury Inn and Plaza Carmel 9625 N Meridian St Indianapolis, IN			
<b>Supervision:</b> Give a list of people (school personnel or parents) who have committed to serve as sponsors for this trip.			
1. Robby Branscum	2. Bailey Kliever	3. Tanner Nipper	
4.	5.	6.	
7.	8.	9.	
<b>Organizational History:</b> What recent (five years or fewer) trip(s) has this organization taken out-of-state? This is the primary out of state travel that our FFA chapter partakes in. We have been fortunate to have a large number of national qualifiers so we attend this convention annually. In addition, we have taken a few small trips with our livestock and horse judges to various national contests over the last two years			

# 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	\$1,700	1,700				
Ground Transportation / Driver	\$ 850	850				
Ground Transportation / Other	\$					
Air Transportation	\$					
Lodging	\$13,500		13,500			
Food	\$					
Registration	\$2,500			2,500		
Other – Explain	\$					

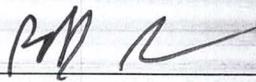
Are scholarships provided for students needing financial assistance?

Yes  No

If answer is yes, what is source of funding for scholarship? Hotels and Registration covered by FFA and Booster Club

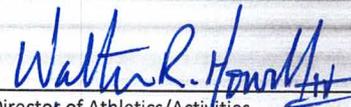
If answer is no, provide reason. \_\_\_\_\_

**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.

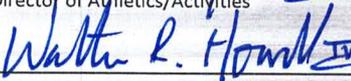
  
Sponsor Signature

6/4/25  
Date

## APPROVALS

  
Director of Athletics/Activities

6/4/2025  
Date

  
Building Principal

6/4/2025  
Date

  
Director of Transportation

6/4/25  
Date

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date

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

<b>Date:</b>	<b>Itinerary:</b>
10/28/2025	Leave the Ag Building - Drive to Indianapolis, IN
10/29/2025	FFA members compete in their various competitions in Indianapolis, IN
10/30/2025	Students recieve their placings on stage and share their findings with those others
10/31/2025	9625 N Meridian St, Indianapolis, IN 46290
11/1/2025	Drive back from Indianapolis, In to Stillwater, OK