



# 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> 7/3/2024	<b>Building:</b> HS	<b>Sponsor Name:</b> Robby Branscum	<b>Organization Requesting Travel:</b> FFA
<b>Date(s) of Travel:</b> 10/22 - 10/26, 2024		<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. We will be traveling to the National FFA Convention in Indianapolis. We have a state record 35 potential FFA members who will qualify to compete at this contest. Students are competing in the National Agriscience Fair			
<b>Method of Transportation (vehicles, drivers, bus companies, etc.):</b> We would be taking an activity bus and driver from Stillwater Schools. Due to the competitive nature of our students competing, we ask for a district bus driver so that the FFA Advisors can help guide students through their national competitions			
<b>Lodging (hotels, etc):</b> Please provide name and address of hotels, etc. Drury Inn and Plaza Carmel 9625 N Meridian St Indianapolis, IN 46290			
<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 Kliewer	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? We take this trip every year due to the success of our students. We have a program rule where only students who are national qualifiers are allowed to attend. This is the only out of state trip our FFA program takes each year.			

# 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

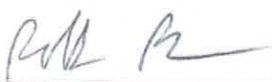
Projected Costs		General Fund	Activity Fund	Booster	Individual	Other
Ground Transportation / Gas	\$2,000	2,000				
Ground Transportation / Driver	\$800	800				
Ground Transportation / Other	\$					
Air Transportation	\$					
Lodging	\$10,000		10,000			
Food	\$500		500			
Registration	\$3,040		3,040			
Other – Explain	\$					

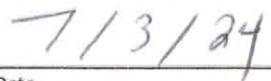
Are scholarships provided for students needing financial assistance?      Yes       No

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

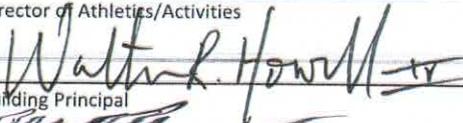
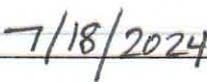
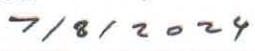
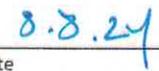
If answer is no, provide reason. We pay for all students on lodging, registration, and some meals

**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

  
 \_\_\_\_\_  
 Date

## APPROVALS

_____ Director of Athletics/Activities  _____ Building Principal	_____ Date  _____ Date
_____ Director of Transportation  _____ Superintendent	_____ Date  _____ Date  _____ Date

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

<b>Date:</b>	<b>Itinerary:</b>
10/22/2024	Leave Stillwater and travel to Indianapolis, Indiana. Check in to Hotel
10/23/2024	Complete agricultural tours around Indianapolis to educate students
10/24/2024	Attend the National FFA Convention all day
10/25/2024	Attend the National FFA Convention all day
10/26/2024	Return home to Stillwater, OK



# 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.

<b>Application Date:</b> 8-6-24	<b>Building:</b> SHS	<b>Sponsor Name:</b> E. Kyle	<b>Organization Requesting Travel:</b> SHS Girls Wrestling
<b>Date(s) of Travel:</b> 11/20-22/24	<b>Number of Students Traveling:</b> 12	<b>Destination:</b> Arlington, TX	
<b>Purpose of Travel:</b> List the purpose of the trip and how students will benefit from the travel. Participate in a girls invitational tournament.			
<b>Method of Transportation (vehicles, drivers, bus companies, etc.):</b> SPS SUV's			
<b>Lodging (hotels, etc):</b> Please provide name and address of hotels, etc. Holiday Inn Express Arlington 1721 Pleasant Pl Arlington, TX 76015			
<b>Supervision:</b> Give a list of people (school personnel or parents) who have committed to serve as sponsors for this trip.			
1. Elizabeth Tidwell	2. Thomas Diaz	3. Whitney Baca	
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? N/A			

# OUT-OF-STATE TRAVEL APPLICATION FUNDING INFORMATION

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## Sources of Funds

Projected Costs		General Fund	Activity Fund	Booster	Individual	Other
Ground Transportation / Gas	\$			✓		
Ground Transportation / Driver	\$					✓
Ground Transportation / Other	\$					
Air Transportation	\$					
Lodging	\$ 1,000			✓		
Food	\$ 500			✓		
Registration	\$ 200			✓		
Other – Explain	\$					

Are scholarships provided for students needing financial assistance?

Yes

No  EK

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

If answer is no, provide reason.

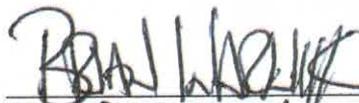
Booster club will cover all costs.

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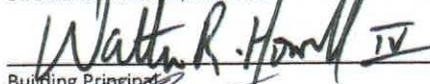
  
\_\_\_\_\_  
Sponsor Signature

8-6-24  
\_\_\_\_\_  
Date

## APPROVALS

  
\_\_\_\_\_  
Director of Athletics/Activities

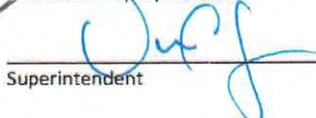
Director of Athletics/Activities

  
\_\_\_\_\_  
Building Principal

Building Principal

  
\_\_\_\_\_  
Director of Transportation

Director of Transportation

  
\_\_\_\_\_  
Superintendent

Superintendent

Aug 5<sup>th</sup> '24  
\_\_\_\_\_  
Date

Date

8/6/2024  
\_\_\_\_\_  
Date

Date

8/7/2024  
\_\_\_\_\_  
Date

Date

8.8.24  
\_\_\_\_\_  
Date

Date

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

Date:	Itinerary:
<del>11-20-24</del>	Depart SHS in SPS vehicles for Arlington, TX
<del>11-20-24</del>	Compete at James Martin H.S.
<del>11-22-24</del>	Compete at James Martin H.S.; return to SHS: 11pm



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<b>Application Date:</b> 8/5/2024	<b>Building:</b> SHS	<b>Sponsor Name:</b> Ethan Kyle	<b>Organization Requesting Travel:</b> SHS Wrestling
<b>Date(s) of Travel:</b> December 5-8, 2024		<b>Number of Students Traveling:</b> 12	<b>Destination:</b> Walsh Ironman Tournament (Stow, Ohio)
<b>Purpose of Travel:</b> List the purpose of the trip and how students will benefit from the travel. This trip is for a prestigious invitational wrestling tournament.			
<b>Method of Transportation (vehicles, drivers, bus companies, etc.):</b> Fly to Cleveland, OH then rent vehicles driven by the wrestling coaching staff for transportation locally.			
<b>Lodging (hotels, etc):</b> Please provide name and address of hotels, etc. Fairfield Inn and Suites Akron Stow 4170 Steels Pointe, Stow, OH, 44224			
<b>Supervision:</b> Give a list of people (school personnel or parents) who have committed to serve as sponsors for this trip.			
1. Ethan Kyle	2. Cody Stites	3. Jodie Wilson	
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 will be the 4th consecutive trip our team has taken to this event. We've previously also traveled to Kansas City, MO in December 2021 to participate in the KC Stampede invitational tournament.			

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## Sources of Funds

Projected Costs		General Fund	Activity Fund	Booster	Individual	Other
Ground Transportation / Gas	\$ 150			✓		
Ground Transportation / Driver	\$					
Ground Transportation / Other	\$ 500			✓		
Air Transportation	\$ 3,500			✓		
Lodging	\$ 3,500			✓		
Food	\$ 1,000			✓		
Registration	\$ 800			✓		
Other – Explain	\$					

Are scholarships provided for students needing financial assistance? \_\_\_\_\_

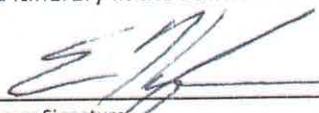
Yes

No

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

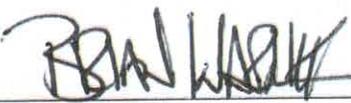
If answer is no, provide reason. \_\_\_\_\_

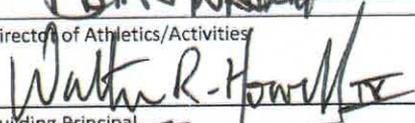
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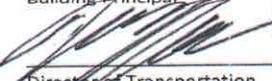
  
\_\_\_\_\_  
Sponsor Signature

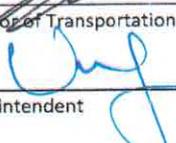
5 August 2024  
\_\_\_\_\_  
Date

### APPROVALS

  
\_\_\_\_\_  
Director of Athletics/Activities

  
\_\_\_\_\_  
Building Principal

  
\_\_\_\_\_  
Director of Transportation

  
\_\_\_\_\_  
Superintendent

Aug 5<sup>th</sup> '24  
\_\_\_\_\_  
Date

8/5/2024  
\_\_\_\_\_  
Date

8/7/2024  
\_\_\_\_\_  
Date

8.8.24  
\_\_\_\_\_  
Date

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

<b>Date:</b>	<b>Itinerary:</b>
12/5/24	6am Depart Stillwater Regional Airport for Cleveland, OH; Stay in Stow, OH
12/6/24	Compete at Walsh Ironman Tournament
12/7/24	Compete at Walsh Ironman Tournament
12/8/24	8am Depart Cleveland for Stillwater, arrive at 2:30pm