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OCT 03 2024

JH

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: 9/25/2024	Building: SJHS	Sponsor Name: Megan Perkins	Organization Requesting Travel: 8th Grade Band
Date(s) of Travel: April 25-26, 2025		Number of Students Traveling: 84	Destination: North Richland Hills, TX
Purpose of Travel: List the purpose of the trip and how students will benefit from the travel. We were invited for the third year in a row to attend the North Texas Festival of Distinction, a competition comprised of 100 of the best junior high bands in the southern region of the US. They will receive feedback from top-tier judges and will be able to hear other really great bands.			
Method of Transportation (vehicles, drivers, bus companies, etc.): Village charter buses (2)			
Lodging (hotels, etc): Please provide name and address of hotels, etc. Great Wolf Lodge 100 Great Wolf Drive Grapevine, TX			
Supervision: Give a list of people (school personnel or parents) who have committed to serve as sponsors for this trip.			
1.Megan Perkins	2.Katie Genevro	3.KG Robinson	
4.10-12 parents	5.Doug Stafford	6.	
7.	8.	9.	
Organizational History: What recent (five years or fewer) trip(s) has this organization taken out-of-state? We have taken this trip the past two years. The high school band has recently traveled to Chicago, NYC, Orlando, and Paris, France.			

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	\$					
Ground Transportation / Driver	\$					
Ground Transportation / Other	\$			8700		
Air Transportation	\$					
Lodging	\$			6800		
Food	\$			2000		
Registration	\$			400		
Other – Explain Six Flags tickets	\$			3600		

Are scholarships provided for students needing financial assistance? Yes No

If answer is yes, what is source of funding for scholarship? OSU concessions, Cherrydale Farms, donation drive

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.

Signed by: Megan Perkins 10/1/2024
4B8C0A7CCC74420... _____
 Sponsor Signature Date

APPROVALS

Signed by: Brian Warwick 10/2/2024
80212F6793A4A430 _____
 Director of Athletics/Activities Date

Signed by: Doug Stafford 10/2/2024
D83EAA5831D84B9... _____
 Athletic Director Date

Signed by: Matt Parsel 10/1/2024
A84A27CASE4247D _____
 Director of Transportation Date

Signed by: Uwe Gordon 10/1/2024
023B4A5191084E6... _____
 Superintendent Date

OUT-OF-STATE TRAVEL APPLICATION TRIP ITINERARY

Date:	Itinerary:
9/25	Leave SJHS at 8:00am. Lunch on the bus.
	Perform at 1:00pm - Haltom High School. Listen to a few bands.
	Check into Great Wolf Lodge. Swim and eat dinner together at the lodge.
	Lights out - 10pm
9/26	Breakfast 7-8:30am. Pack and leave for Six Flags
	10:30 Arrive at Six Flags over Texas
	4:00pm - leave Six Flags (meal voucher on park)
	5:00pm - Stop for snacks at Buccee's
	9:00pm - arrive back at SJHS