



RECEIVED

MAR 06 2025

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.

BOARD OF EDUCATION

APR 08 2025

MINUTES

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> 3/3/2025	<b>Building:</b> SHS	<b>Sponsor Name:</b> Andrue Brown	<b>Organization Requesting Travel:</b> Stillwater Volleyball
<b>Date(s) of Travel:</b> 7/10/25-7/12/25		<b>Number of Students Traveling:</b> 12	<b>Destination:</b> Manhattan, Kansas
<b>Purpose of Travel:</b> List the purpose of the trip and how students will benefit from the travel. Volleyball Team camp at Kansas State University. This will allow our girls to compete against high level teams from another state, as well as, give a chance for multiple college coaches to recruit our athletes.			
<b>Method of Transportation (vehicles, drivers, bus companies, etc.):</b> 2 disctrict SUVs We have 2 certified drivers on staff Andrue Brown and Allison Rattay			
<b>Lodging (hotels, etc):</b> Please provide name and address of hotels, etc. Holiday Inn Express 115 Blue Earth Place Manhattan, KS			
<b>Supervision:</b> Give a list of people (school personnel or parents) who have committed to serve as sponsors for this trip.			
1. Andrue Brown	2. Allison Rattay	3. Jake Fahlenkamp	
4. Ashley Moore	5. Jessica Jeffery	6.	
7.	8.	9.	
<b>Organizational History:</b> What recent (five years or fewer) trip(s) has this organization taken out-of-state? Every summer for the past 5 years we have traveled out of state Team Camp at Wichita State University. This year the dates do not work with our schedule.			

## 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	\$ 200			X		
Ground Transportation / Driver	\$ N/A			X		
Ground Transportation / Other	\$ N/A			X		
Air Transportation	\$ N/A					
Lodging	\$2171			X		
Food	\$ 1400			X		
Registration	\$ 2200			X		
Other – Explain	\$					

Are scholarships provided for students needing financial assistance?

Yes

No

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

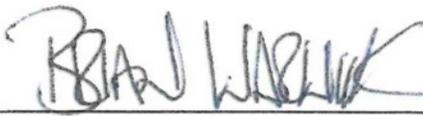
If answer is no, provide reason. Booster Covers all

**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.

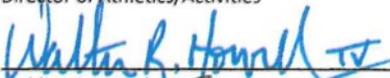
  
\_\_\_\_\_  
Sponsor Signature

3/3/25  
\_\_\_\_\_  
Date

### APPROVALS

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

3/4/25  
\_\_\_\_\_  
Date

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

03/03/2025  
\_\_\_\_\_  
Date

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

3/12/25  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Superintendent

4/4/2025  
\_\_\_\_\_  
Date

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

<b>Date:</b>	<b>Itinerary:</b>
7/10	Leave Stillwater to Drive to Manhattan. Arrive at Hotel then do team dinner.
7/11	Attend two 3 hours training sessions on K-state Campus. We will leave campus for
7/12	Attend two 3 hours training sessions on K-state Campus. We will leave campus for



## 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> 3/26	<b>Building:</b> SHS	<b>Sponsor Name:</b> Rebecca Palmatary	<b>Organization Requesting Travel:</b> Pioneer Robotics
<b>Date(s) of Travel:</b> May 6-8		<b>Number of Students Traveling:</b> 18	<b>Destination:</b> Dallas, TX
<b>Purpose of Travel:</b> List the purpose of the trip and how students will benefit from the travel. For 3 HS Robotics teams to compete at VEX V5RC World Event.			
<b>Method of Transportation (vehicles, drivers, bus companies, etc.):</b> Coach will drive 1 SUV and parents of team member will drive their own vehicles.			
<b>Lodging (hotels, etc):</b> Please provide name and address of hotels, etc. TBD			
<b>Supervision:</b> Give a list of people (school personnel or parents) who have committed to serve as sponsors for this trip.			
1. Rebecca Palmatary		2. Rachele Joyce	3. Dustin Scott
4. Azya Doseva		5. Diane and Daniel Holm	6.
7.		8.	9.
<b>Organizational History:</b> What recent (five years or fewer) trip(s) has this organization taken out-of-state? This year: 1 Team to Sig Event in Alabama , 1 Team to Sig Event in Colorado Last year: 1 Team to Worlds in Texas			

## 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	\$ 100					
Ground Transportation / Driver	\$					
Ground Transportation / Other	\$					
Air Transportation	\$					
Lodging	\$ 500				X	
Food	\$ 100				X	
Registration	\$ 1800 per team		X			X
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. Many fundraising event have been held to off set costs.

**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.

Rebecca Palmatey  
Sponsor Signature

3/27/2025  
Date

### APPROVALS

Walter Horn  
Director of Athletics/Activities

3/27/2025  
Date

Walter Horn  
Building Principal

3/27/2025  
Date

Mr. Horn  
Director of Transportation

3/27/2025  
Date

Superintendent

\_\_\_\_\_  
Date

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

<b>Date:</b>	<b>Itinerary:</b>
May 5th	Team will travel down afterschool to Dallas, TX
May 6th-8th	Tournament
May 8th	Teams will travel home after finals 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 CN of the Stillwater Public Schools Policies and Procedures manual regarding out-of-state field trips.

<b>Application Date:</b> 3/26	<b>Building:</b> SJHS	<b>Sponsor Name:</b> Rebecca Palmatary	<b>Organization Requesting Travel:</b> Pioneer Robotics
<b>Date(s) of Travel:</b> May 9-11		<b>Number of Students Traveling:</b> 24	<b>Destination:</b> Dallas, TX
<b>Purpose of Travel:</b> List the purpose of the trip and how students will benefit from the travel. For 4 SJHS Robotics teams to compete at VEX V5RC World Event.			
<b>Method of Transportation (vehicles, drivers, bus companies, etc.):</b> Coach will drive 1 SUV and parents of team member will drive their own vehicles.			
<b>Lodging (hotels, etc):</b> Please provide name and address of hotels, etc. TBD			
<b>Supervision:</b> Give a list of people (school personnel or parents) who have committed to serve as sponsors for this trip.			
1. Rebecca Palmatary		2. Rachelle Joyce	3. Dustin Scott
4. Mark Coulter		5. JoAnn Swan	6. Angel Rogers
7. Tina Richards		8. Melissa Huber	9.
<b>Organizational History:</b> What recent (five years or fewer) trip(s) has this organization taken out-of-state? This year: 1 Team to US Open in Iowa Last year: 3 Teams to Worlds in Texas 2 years: 2 Teams to Worlds in Texas			

## 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	\$ 100					
Ground Transportation / Driver	\$					
Ground Transportation / Other	\$					
Air Transportation	\$					
Lodging	\$ 500				X	
Food	\$ 100				X	
Registration	\$ 1800 per team		X			X
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. Many fundraising event have been held to off set costs.

**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.

Rebecca Palmatey  
Sponsor Signature

3/27/2025  
Date

### APPROVALS

[Signature]  
Director of Athletics/Activities

3/27/2025  
Date

[Signature]  
Building Principal

3/27/2025  
Date

[Signature]  
Director of Transportation

3/27/2025  
Date

[Signature]  
Superintendent

4/4/2025  
Date

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

<b>Date:</b>	<b>Itinerary:</b>
May 8th	Team will travel down afterschool to Dallas, TX
May 9th-11th	Tournament
May 11th	Teams will travel home after finals 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 CN of the Stillwater Public Schools Policies and Procedures manual regarding out-of-state field trips.

<b>Application Date:</b>	<b>Building:</b>	<b>Sponsor Name:</b>	<b>Organization Requesting Travel:</b>
31 March 2025	SJHS	Brandon Bowman	SJHS Choir
<b>Date(s) of Travel:</b>	<b>Number of Students</b>	<b>Destination:</b>	
8-10 May 2025	Traveling: 36	Branson, MO	

**Purpose of Travel:** List the purpose of the trip and how students will benefit from the travel.

This is providing students an opportunity to perform and experience the music and culture of another state. Students will experience social gatherings with the choir at Silver Dollar City, Dixie Stampede and Branson Landing. They will also get exposure to the music industry through a performance and attending shows.

**Method of Transportation (vehicles, drivers, bus companies, etc.):**

School Transportation (Activity Bus) - Brandon Bowman driving.

**Lodging (hotels, etc):** Please provide name and address of hotels, etc

Stone Castle Hotel  
3050 Green Mountain Dr.  
Branson, MO 65616

**Supervision:** Give a list of people (school personnel or parents) who have committed to serve as sponsors for this trip

- |                   |                   |                  |
|-------------------|-------------------|------------------|
| 1. Brandon Bowman | 2. Janita Cormell | 3. Angela Gamble |
| 4. Kacie Fox      | 5. Kelcey Jones   | 6. Janet Webb    |
| 7. Sarah Lara     | 8.                | 9.               |

**Organizational History:** What recent (five years or fewer) trip(s) has this organization taken out-of-state?

Took a joint trip with SHS Choir during 2023-24 school year.

## OUT-OF-STATE TRAVEL APPLICATION FUNDING INFORMATION

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Projected Costs	Sources of Funds				
	General Fund	Activity Fund	Booster	Individual	Other
Ground Transportation / Gas	\$				
Ground Transportation / Driver	\$ 300	X		X	
Ground Transportation / Other	\$ 700 (mileage)	X		X	
Air Transportation	\$				
Lodging	\$				
Food	\$				
Registration	\$ 100	X			
Other - Explain approximate cost per person	\$ 425			X	

Are scholarships provided for students needing financial assistance?

Yes

No

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

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

4/2/25  
Date

### APPROVALS

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

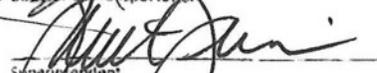
\_\_\_\_\_  
Date

  
Building Principal

4/1/25  
Date

  
Director of Transportation

4/4/2025  
Date

  
Superintendent

\_\_\_\_\_  
Date



## STILLWATER JR. HIGH SCHOOL SHOW CHOIR

MAY 8-10, 2025

### Thursday May 8, 2025

- 9:00 am Depart from **Stillwater Jr. High School** on your transportation and drive through to Branson Missouri. Lunch meal stop are on your own in route to Branson.
- 2:00 pm Approximate arrival time in Branson, MO. Group will meet your **Tour Manager** and check into **Stone Castle Hotel, 3050 Green Mountain Drive, Branson, MO 65616**. This hotel has an indoor pool, and deluxe continental breakfast served buffet style with hot items!
- 3:45 pm Depart for an early dinner at the **Fall Creek Steak & Catfish House**. (4:00 pm) **Performers are dressed for performance**  
*Branson's home of the tossed roll has delighted locals and visitors alike with fast, friendly service, steaks, catfish, burgers, chicken and a large selection of sides as well as their famous fresh melt in the mouth rolls.*
- 4:45 pm Depart for **The King's Castle Theatre**.
- 5:00 pm Show choir clinic begins as soon as the stage is set.
- 6:00 pm Dress rehearsal begins.
- 7:00 pm Theatre begins seating tonight's audience
- 7:25 pm Show choir takes center stage, pre-show performance starts. (20 minutes performance)
- 8:00 pm Enjoy **The Ultimate 70s Show**  
*Dig out your bell bottoms and put on your dancing shoes! This high-octane musical extravaganza is filled with 70's classics like Y.M.C.A., Disco Inferno, Play That Funky Music, Waterloo & more! DJ Boogie and his crew will be spinning off the hook tunes all night long and have you dancing in the aisles. #1 HITS from the top selling artists from the 1970s.*
- 10:00 pm Depart for your hotel.

### Friday May 9, 2025

- 7:00-8:15 Continental breakfast is served at the hotel.
- 9:30 am Arrive at **Silver Dollar City Theme Park** main entrance. A **lunch meal voucher** is provided for your group while on park. Silver Dollar City is home to more than 40 fun-filled rides that offer something exciting for everyone, from speeding steel coasters to wild water rides. Test your grit aboard great thrill rides such as Outlaw Run® the World's Most Daring Wood Coaster, WildFire®, PowderKeg® and The GIANT Barn swing will also excite the daredevils in your group! Plenty more pulse-quickenning Branson attractions can be found within the park.
- 3:30 pm Return to the hotel to relax and prepare for your evening activities.
- 4:30 pm Depart for **Dolly Parton Stampede**.
- 4:40 pm Carriage Room pre-show begins.
- 5:15 pm Main Arena begins seating for the 5:30 pm show.
- 5:30 pm Enjoy **Dolly Parton's Stampede Dinner and Show**.  
*Celebrate the American Spirit with world-class performances at Dolly Parton's Stampede, featuring 32 magnificent horses and a cast of trick riders in a 35,000 square foot arena with*

**STILLWATER HIGH SCHOOL SHOW CHOIR**  
**MAY 8-10, 2025**

*a friendly North and South competition, horse riding stunts, special effects, and phenomenal musical productions while you enjoy a four-course family feast!*

7:10 pm      Return to the hotel.

**Saturday May 9, 2025**

7:00-8:30 am    Continental breakfast is served at the hotel.

8:30 am        Check out of the hotel and depart for home. Chaperones are responsible for checking rooms for forgotten items and damage. Please collect all room keys at this time.

10:00 am       Next, depart for the **Branson Landing** in downtown Branson on **Lake Taneycomo**. Lunch will be *on your own* at the Branson Landing, your escort will have suggestions.

1:00 pm        Depart for **Stillwater Junior High School**.

TBA pm        Arrive at home.



# STILLWATER PUBLIC SCHOOLS OUT-OF-STATE TRAVEL APPLICATION

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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.

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<b>Application Date:</b> 03/11/25	<b>Building:</b> SMS	<b>Sponsor Name:</b> Leah Dollar	<b>Organization Requesting Travel:</b> Robotics
<b>Date(s) of Travel:</b> May 11- May 15	<b>Number of Students Traveling:</b> 5	<b>Destination:</b> Dallas, TX	
<b>Purpose of Travel:</b> List the purpose of the trip and how students will benefit from the travel. The robotics students won the state championship of vex IQ of Oklahoma. They are one of four teams representing Oklahoma at the Vex World's Competition. This is a huge honor and accomplishment.			
<b>Method of Transportation (vehicles, drivers, bus companies, etc.):</b> <del>School SUV</del> , Parent vehicles			
<b>Lodging (hotels, etc):</b> Please provide name and address of hotels, etc. TBD - depends on vex availability - will let you know final decision. Hopefully Embassy Suites at Love field 3880 W. NW Hwy Dallas Tx 75220			
<b>Supervision:</b> Give a list of people (school personnel or parents) who have committed to serve as sponsors for this trip.			
1. Leah Dollar	2. Travis Dollar	3. Lauren Fontainer	
4. Sarah Evans	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 went to Vex Worlds last year.			

## OUT-OF-STATE TRAVEL APPLICATION FUNDING INFORMATION

4/3/2025 2:26 PM

**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.

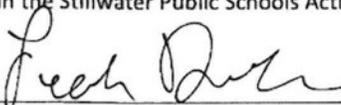
Projected Costs		Sources of Funds				
		General Fund	Activity Fund	Booster	Individual	Other
Ground Transportation / Gas	\$					
Ground Transportation / Driver	\$					
Ground Transportation / Other	\$					
Air Transportation	\$					
Lodging	\$3000		X		X	
Food	\$					
Registration	\$1800		X			
Other – Explain	\$					

Are scholarships provided for students needing financial assistance? Yes  No

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

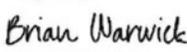
If answer is no, provide reason. \_\_\_\_\_

**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.

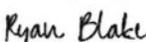
  
Sponsor Signature

3/31/25  
Date

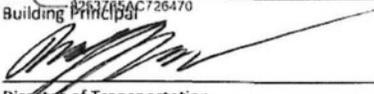
### APPROVALS

Signed by:  
  
Director of Activities

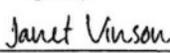
3/26/2025  
Date

Signed by:  
  
Building Principal

3/26/2025  
Date

Signed by:  
  
Director of Transportation

3/26/25  
Date

Signed by:  
  
Superintendent

3/31/2025  
Date

Stillwater Public Schools  
Driver Trip Sheet

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

<b>Date:</b>	<b>Itinerary:</b>
5/11	Leave Sunday night at 5pm to go to Dallas, Check into hotel
5/12	Vex Worlds 8am - 5pm
5/13	Vex Worlds 8am - 5pm
5/14	Vex Worlds 8am - 5pm
5/15	9am drive home