



# 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>
<b>Date(s) of Travel:</b>		<b>Number of Students Traveling:</b>	<b>Destination:</b>
<b>Purpose of Travel:</b> List the purpose of the trip and how students will benefit from the travel.			
<b>Method of Transportation (vehicles, drivers, bus companies, etc.):</b>			
<b>Lodging (hotels, etc):</b> Please provide name and address of hotels, etc.			
<b>Supervision:</b> Give a list of people (school personnel or parents) who have committed to serve as sponsors for this trip.			
<b>1.</b>	<b>2.</b>	<b>3.</b>	
<b>4.</b>	<b>5.</b>	<b>6.</b>	
<b>7.</b>	<b>8.</b>	<b>9.</b>	
<b>Organizational History:</b> What recent (five years or fewer) trip(s) has this organization taken out-of-state?			

## 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	\$					
Air Transportation	\$					
Lodging	\$					
Food	\$					
Registration	\$					
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.

*Elizabeth Tidwell*

9/15/2025

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

\_\_\_\_\_  
Date

### APPROVALS

*Brian Warwick*

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

\_\_\_\_\_  
Date

*Walter Howell*

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

\_\_\_\_\_  
Date

*Mark Pund*

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date

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

<b>Date:</b>	<b>Itinerary:</b>