



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: 9/19	Building: SJHS	Sponsor Name: Rebecca Palmatary	Organization Requesting Travel: Pioneer Robotics
Date(s) of Travel: 11/6-11/8		Number of Students Traveling: 3	Destination: Wichita, Kansas 67202
Purpose of Travel: List the purpose of the trip and how students will benefit from the travel. To compete at Air Capital Showdown Middle School Signature Event in Wichita, Kansas with the intend to Qualify for Worlds.			
Method of Transportation (vehicles, drivers, bus companies, etc.): Parents will be driving and Coach will take her personal vehicle.			
Lodging (hotels, etc): Please provide name and address of hotels, etc. Drury Hotel			
Supervision: Give a list of people (school personnel or parents) who have committed to serve as sponsors for this trip.			
1. Chris Richards		2. Tina Richards	3.
4.		5.	6.
7.		8.	9.
Organizational History: What recent (five years or fewer) trip(s) has this organization taken out-of-state? 24/25 season Iowa (US Open), Texas (Worlds)			

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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	\$				X	
Ground Transportation / Driver	\$				X	
Ground Transportation / Other	\$				X	
Air Transportation	\$					
Lodging	\$		X		X	
Food	\$				X	
Registration	\$		X			
Other – Explain	\$					

Are scholarships provided for students needing financial assistance?

Yes ☐

No ☒

If answer is yes, what is source of funding for scholarship? Multiple fundraisers have been offered.

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.

Rebecca Palmatey
Sponsor Signature

9/19/2025
Date

APPROVALS

J Hayes
Director of Athletics/Activities

9/24/2025
Date

J Hayes
Building Principal

9/24/2025
Date

Mark Pund
Director of Transportation

9/23/2025
Date

[Signature]
Superintendent

9/23/2025
Date

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

Date:	Itinerary:
11/6	Travel to Wichita Kansas
11/6-11/8	Compete in Tournament
11/8	Travel back to Stillwater, OK