



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.

Application Date: 06/10/2025	Building: SHS	Sponsor Name: Doug Klepper	Organization Requesting Travel: SHS Cross Country - Boys and Girls
Date(s) of Travel: 10/3-10/4/2025	Number of Students Traveling: 40	Destination: Fayetteville, AR	
Purpose of Travel: List the purpose of the trip and how students will benefit from the travel. Racing in the Chile Pepper Cross Country Festival - Teams from multiple states (OK, AR, MO, KS, TX and others) compete and well as several colleges in various divisions. It is a great atmosphere, fast course, and competitive race.			
Method of Transportation (vehicles, drivers, bus companies, etc.): One SPS Bus (Paul Grant - driver) and one SPS SUV (Doug Klepper - driver)			
Lodging (hotels, etc): Please provide name and address of hotels, etc. TBD			
Supervision: Give a list of people (school personnel or parents) who have committed to serve as sponsors for this trip.			
1. Paul Grant	2. Doug Klepper	3.	
4.	5.	6.	
7.	8.	9.	
Organizational History: What recent (five years or fewer) trip(s) has this organization taken out-of-state? Chile Pepper Festival - 2022 and 2023			

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	\$		400			
Ground Transportation / Driver	\$		450			
Ground Transportation / Other	\$		140			
Air Transportation	\$					
Lodging	\$			2500		
Food	\$			200		
Registration	\$		400			
Other – Explain Tolls	\$		15			

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. Cross Country Booster Club will cover add'l costs, including lodging

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

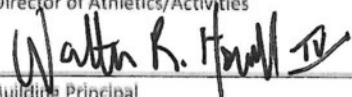
APPROVALS



Director of Athletics/Activities

7/21/25

Date



Building Principal

09/19/25

Date



Director of Transportation

8/18/2025

Date



Superintendent

08/19/2025

Date

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

Date:	Itinerary:
Fri 10/3/2025	11:00 am Dismiss from class and load bus
	11:30 am Depart SHS
	3:00 pm Arrive Fayetteville/Cross Country Course for check-in and course preview
	5:00 pm Arrive at Hotel - Dinner to follow
Sat 10/4/2025	6:30 am Depart for Course
	8:45 am Varsity Races begin
	12:45 pm JV Races begin
	2:00 pm Depart for lunch and return to Stillwater
	6:00 pm Arrive at SHS