



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: 8/6/25	Building: SMS	Sponsor Name: JAKE EHRlich	Organization Requesting Travel: KAMEOKA / SISTER SCHOOL PROGRAM
Date(s) of Travel: OCT 11-OCT 19	Number of Students Traveling: 7	Destination: KAMEOKA, JAPAN	
Purpose of Travel: List the purpose of the trip and how students will benefit from the travel. TO INCREASE THE INTERNATIONAL AWARENESS OF OUR STUDENTS, OPENING THEIR EYES AND MINDS TO OPPORTUNITIES THAT REACH FAR BEYOND OUR BORDERS.			
Method of Transportation (vehicles, drivers, bus companies, etc.): PLANE - AMERICAN AIRLINES			
Lodging (hotels, etc): Please provide name and address of hotels, etc. ROUTE INN, KAMEOKA JAPAN			
Supervision: Give a list of people (school personnel or parents) who have committed to serve as sponsors for this trip.			
1. JAKE EHRlich	2. KATIE GENEVRO	3. MOTT ELLIOTT	
4.	5.	6.	
7.	8.	9.	
Organizational History: What recent (five years or fewer) trip(s) has this organization taken out-of-state? WE TRAVELED TO KAMEOKA LAST OCTOBER (2024)			

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	\$ 0					
Ground Transportation / Driver	\$ 0					
Ground Transportation / Other	\$ 0					
Air Transportation	\$ 17,807.10			✓		
Lodging	\$ 2,227.31			✓		
Food	\$ 500.00			✓		
Registration	\$					
Other – Explain CELL PHONE	\$ 360.00			✓		

Are scholarships provided for students needing financial assistance? Yes No

If answer is yes, what is source of funding for scholarship? WE ARE RAISING ALL THE FUNDS

If answer is no, provide reason. WE ARE RAISING ALL THE FUNDS.

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 8/6/25

 APPROVALS
Director of Athletics/Activities

Date 9/8/25

Building Principal _____

Date _____

Director of Transportation _____

Date _____

Superintendent _____

Date _____

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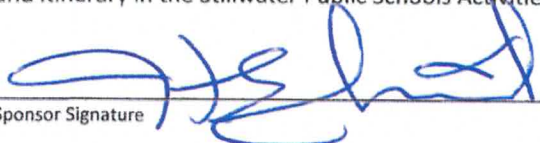
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**OUT-OF-STATE TRAVEL APPLICATION
TRIP ITINERARY**

Date:	Itinerary:
OCT 11	DEPART FROM STILLWATER
OCT 12	TRAVEL OVERNIGHT ON AIRPLANE
OCT 13	MEET HOST FAMILIES - GO HOME WITH HOST FAMILIES
OCT 14	<ul style="list-style-type: none"> ◦ WELCOME ASSEMBLY AND RECEPTION FOR DELEGATION ◦ ATTEND CLASSES AT TAISEI JUNIOR HIGH.
OCT 15	<ul style="list-style-type: none"> ◦ ATTEND CLASSES AT TAISEI JUNIOR HIGH. ◦ SIGHT SEEING ACTIVITIES IN KAMEOKA
OCT 16	SAME AS OCT 15
OCT 17	SAME AS OCT 15
OCT 18	FREE TIME WITH HOST FAMILIES
OCT 19	DEPART FOR HOME

