



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: 11/2/24	Building: HS	Sponsor Name: Bailey Kliewer	Organization Requesting Travel: FFA
Date(s) of Travel: 2/7/25-2/9/25		Number of Students Traveling: 4	Destination: Des Moines, IA
Purpose of Travel: List the purpose of the trip and how students will benefit from the travel. Traveling to the Iowa Beef Expo in Des Moines IA for the National Livestock Judging Contest			
Method of Transportation (vehicles, drivers, bus companies, etc.): Either Ag truck or School Suv			
Lodging (hotels, etc): Please provide name and address of hotels, etc. Hampton Inn 120 SW Water St Des Moines, IA 50309			
Supervision: Give a list of people (school personnel or parents) who have committed to serve as sponsors for this trip.			
1. Bailey Kliewer-Ag Teacher	2.	3.	
4.	5.	6.	
7.	8.	9.	
Organizational History: What recent (five years or fewer) trip(s) has this organization taken out-of-state? National FFA Convention- Indianapolis, IN 2021, 2022, 2023, 2024 Iowa Beef Expo- Des Moines, IA 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

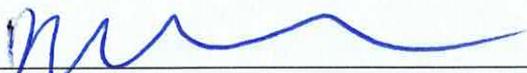
Projected Costs		General Fund	Activity Fund	Booster	Individual	Other
Ground Transportation / Gas	\$150 ^{383⁸⁰}					Fuel Ca
Ground Transportation / Driver	\$					
Ground Transportation / Other	\$					
Air Transportation	\$					
Lodging	\$500		FFA			
Food	\$					
Registration	\$					
Other – Explain	\$					

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.

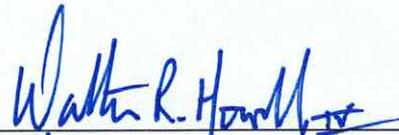


Sponsor Signature

12/9/2024

Date

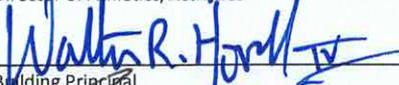
APPROVALS



Director of Athletics/Activities

11/07/2024

Date



Building Principal

11/07/2024

Date



Director of Transportation

12/9/2024

Date

Superintendent

Date

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

Date:	Itinerary:
2/7/2025	7am-Leave Stillwater
2/7/2025	4pm- Arrive in Webster City, IA (tour Hild Bro Sheep)
2/7/2025	7pm-Arrive in Des Moines, IA to hotel
2/8/2025	7am- Head to Iowa State Fairgrounds
2/8/2025	10pm- Back at hotel for the evening
2/9/2025	7am- Head back to Stillwater
2/9/2025	5pm- Arrive back at Stillwater