



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: 9/2/2025	Building: Ag	Sponsor Name: Bailey Kliewer	Organization Requesting Travel: FFA
Date(s) of Travel: 10/18/25-10/19/25		Number of Students Traveling: 4	Destination: Kansas City, Mo
Purpose of Travel: List the purpose of the trip and how students will benefit from the travel. The livestock judging team was the reserve champion state team and will be representing Oklahoma at the American Royal Judging Contest.			
Method of Transportation (vehicles, drivers, bus companies, etc.): Ag Truck 4			
Lodging (hotels, etc): Please provide name and address of hotels, etc. Hampton Inn and Suites Kansas City, MO 64112 4600 Summit			
Supervision: Give a list of people (school personnel or parents) who have committed to serve as sponsors for this trip.			
1. Bailey Kliewer	2. Traci Day	3.	
4.	5.	6.	
7.	8.	9.	
Organizational History: What recent (five years or fewer) trip(s) has this organization taken out-of-state? Iowa Beef Expo, Des Moines IA National FFA Convention, Indianapolis, IN			

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

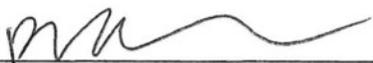
Projected Costs	General Fund	Activity Fund	Booster	Individual	Other
Ground Transportation / Gas	\$.353/mi/700mi	245			
Ground Transportation / Driver	\$				
Ground Transportation / Other	\$				
Air Transportation	\$				
Lodging	\$ 200 1 room		200	50	
Food	\$				
Registration	\$				
Other – Explain	\$				

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. Students qualified and only have to pay for meals on the trip.

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.

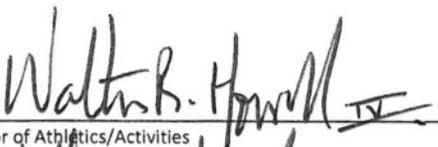


Sponsor Signature

9/12/2025

Date

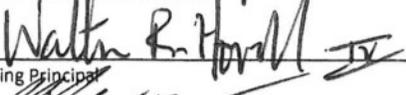
APPROVALS



Director of Athletics/Activities

9/3/2025

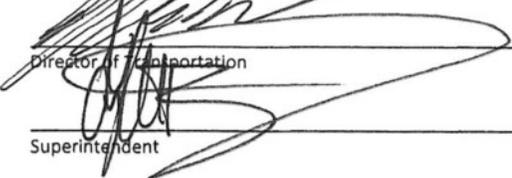
Date



Building Principal

9/3/2025

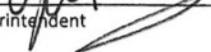
Date



Director of Transportation

9/18/2025

Date



Superintendent

09/09/2025

Date

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

Date:	Itinerary:
10/18	Leave Stillwater at noon
10/18	Arrive in Kansas City, MO by 8pm
10/19	6:30am be at contest and judge all day
10/19	Midnight- Return to Stillwater

ACTIVITIES REQUEST

THIS IS A REQUEST FOR A NON-FUNDRAISING ACTIVITY

This form needs to be filled out completely, dated and signed by the sponsor. This form must be turned into the Activities Director's office at least two weeks prior to the date of your proposed activity.

NAME OF GROUP FFA

DESCRIBE THE ACTIVITY BEING REQUESTED American Popul National Judging Contest

DATE (S) YOU WISH TO CONDUCT THIS ACTIVITY 10/18/2025 - 10/19/2025

TIME OF DAY THIS ACTIVITY WILL BEGIN AND END:

(START) 10/18 Noon (END) 10/19 midnight

AREA (S) OF THE SCHOOL OR COMMUNITY WHERE THIS ACTIVITY WILL TAKE PLACE:

Kansas City, MO

PAC USERS: Any sponsor seeking to use the Performing Arts Center must have the signature of the PAC Director before turning this form into the Activities Director for approval.

As the school's sponsor of the above group, I understand that it is my responsibility to communicate any changes in the above information to the Activities Director. I approve of the above proposed activity and will see to it that all arrangements that are necessary to its proper functioning are taken care of, and that the area (s) used is/are cleaned up following this activity.

[Signature]
School Sponsor's Signature

530-302-2854
Phone #

9/2/25
Date

Approved - PAC Director

Approved - Activities Director

Denied because of:

Denied because of:

PAC Director's Signature

Date

[Signature] 9/3/25
Activities Director's Signature Date