



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: 12/19	Building: SHS	Sponsor Name: Rebecca Palmatary	Organization Requesting Travel: SJHS Robotics
Date(s) of Travel: March 24-27, 2025		Number of Students Traveling: 5	Destination: Council Bluffs, Iowa 51501
Purpose of Travel: List the purpose of the trip and how students will benefit from the travel. SJHS robotics team Eclipse traveling to compete in the CREATE Foundation U.S. Open Robotics Tournament and face elite competitors.			
Method of Transportation (vehicles, drivers, bus companies, etc.): Parent's are providing transportation			
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. Tina and Chris Richards		2. Melissa Huber	
3.		4.	
5.		6.	
7.		8.	
9.			
Organizational History: What recent (five years or fewer) trip(s) has this organization taken out-of-state? Annual World's Competition in Dallas, RX April 2024 and April 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	\$ 200				X	
Ground Transportation / Driver	\$					
Ground Transportation / Other	\$					
Air Transportation	\$					
Lodging	\$ 500				X	
Food	\$ 200				X	
Registration	\$ 505				X	
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. Multiple fundraisers are provided

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

12/19/2024

Date

APPROVALS



Director of Athletics/Activities

12/19/2024

Date



Building Principal

12/19/2024

Date



Director of Transportation

12/19/2024

Date



Superintendent

12/19/2024

Date

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

Date:	Itinerary:
March 23	Travel to Council Bluffs, IA
March 24-26	Tournament
March 27	Travel to Stillwater, OK