



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: 5/15/24	Building: SHS	Sponsor Name: Scott Jackson	Organization Requesting Travel: Band/Orchestra
Date(s) of Travel: 7/14/24		Number of Students Traveling: 30	Destination: University of Arkansas, Fayetteville
<p>Purpose of Travel: List the purpose of the trip and how students will benefit from the travel.</p> <p>This is a shuttle bus to drop the students off at the U of A Summer Music Camp. We have so many going to this camp each year that providing the option of transport is the best course of action. The students do fund the cost of this particular bus each year. The camp it self is very well-run, musically and in terms of administration and student safety. We have a ten year tradition of developing our string players at this week of music camp. They learn a great deal working with the teachers and students from the NW Arkansas Region and the U of A Music Faculty.</p>			
<p>Method of Transportation (vehicles, drivers, bus companies, etc.):</p> <p>SPS Activity Bus and Ford Expedition</p>			
<p>Lodging (hotels, etc): Please provide name and address of hotels, etc.</p> <p><small>Paid registration at the camp encompasses double occupancy in the dorms, all meals, and all activities.</small></p>			
<p>Supervision: Give a list of people (school personnel or parents) who have committed to serve as sponsors for this trip.</p>			
1. Scott Jackson	2. Chaperon for bus TBA	3.	
4.	5.	6.	
7.	8.	9.	
<p>Organizational History: What recent (five years or fewer) trip(s) has this organization taken out-of-state?</p> <p>London, 2022-23, and the University of Arkansas each year within range of the prompt.</p>			

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	\$ 25 per student				X	
Ground Transportation / Driver	\$ 300					
Ground Transportation / Other	\$ 600					
Air Transportation	\$					
Lodging	\$					
Food	\$					
Registration	\$ 500					
Other – Explain	\$					

Are scholarships provided for students needing financial assistance? Yes No

If answer is yes, what is source of funding for scholarship? Both the U of A and the Band/Orchestra provide partial scholarships to applicants.

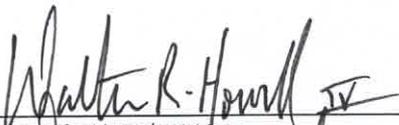
If answer is no, provide reason. _____

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.

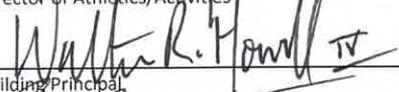

Sponsor Signature

5/15/24
Date

APPROVALS


Director of Athletics/Activities

5/22/2024
Date


Building Principal

5/22/2024
Date


Director of Transportation

6/3/2024
Date


Superintendent

6.4.24
Date

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

Date:	Itinerary:
7/14/24	6:00am - Load and depart from SHS PAC 12:00 noon - Drop off students at U of Ark. Music Camp, bus returns to Stillwater
7/19/24	Students perform final concert and parents take them back to Stillwater.