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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: 11/11/25	Building: SHS	Sponsor Name: Rachel Wilson	Organization Requesting Travel: Stillwater High School Varsity Pom Squad
Date(s) of Travel: 1/27/26 through 2/2/26		Number of Students Traveling: 14	Destination: Orlando, Florida
Purpose of Travel: List the purpose of the trip and how students will benefit from the travel. The SHS Pom Squad will travel to Orlando, Florida to compete in the DII National School Spirit Championship (formerly the National Dance Team Championship), sponsored by Varsity Spirit. This is a national competition for high school athletes across the country.			
Method of Transportation (vehicles, drivers, bus companies, etc.): Athletes will ride with their parents in personal vehicles to the airport on Tuesday, January 27th, then travel by air to Orlando International Airport and Mears Bus/Transport to the resort. Disney buses and chartered coaches will be used during the competition. The same transportation will be used on the return trip.			
Lodging (hotels, etc): Please provide name and address of hotels, etc. TBD- A Disney Resort Most Likely All-Star Sports			
Supervision: Give a list of people (school personnel or parents) who have committed to serve as sponsors for this trip.			
1. Rachel Wilson (Head Coach)	2. Taylor Transou (Asst. Coach)	3. Melinda Goff	
4. Alyssa Vowell	5. Amber Essary	6. Annie Dobson	
7. Eun Suk Jo	8.	9.	
Organizational History: What recent (five years or fewer) trip(s) has this organization taken out-of-state? The squad has participated in this national competition for the past twelve years.			

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	\$N/A					
Ground Transportation / Driver	\$N/A					
Ground Transportation / Other	\$N/A					
Air Transportation	\$TBD- approx. \$700					
Lodging	\$TBD- approx. \$900					
Food	\$100					
Registration	\$300					
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. We provide ample opportunities for students to fundraise and pay for these expenses.

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.

Rauer
Sponsor Signature

11/30/25
Date

APPROVALS

Bob Wachter
Director of Athletics/Activities

Nov 11th '25
Date

Walter R. Howell
Building Principal

11/16/2025
Date

Mr. Paul
Director of Transportation

11/18/2025
Date

Superintendent

Date

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

Date:	Itinerary:
1/27/2026	Depart Stillwater, Oklahoma and arrive at Orlando, Florida
1/28/2026	Practice in Studio Space, Disney Parks
1/29/2026	Practice in Studio Space, Attend Open Practice at ESPN Wide World of Sports
1/30/2026	Compete in Preliminaries at ESPN Wide World of Sports
1/31/2026	Compete in Semi-Finals* (pending advancement) at ESPN Wide World of Sports
2/1/2026	Compete in Finals* (pending advancement) at ESPN Wide World of Sports
2/2/2026	Depart Orlando, Florida and return to Stillwater, Oklahoma

