



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: 11/21/2025	Building: SHS	Sponsor Name: Aprill Raines	Organization Requesting Travel: SHS Choir
Date(s) of Travel: Mar. 3-7, 2026		Number of Students Traveling: 3	Destination: Albuquerque, NM
Purpose of Travel: List the purpose of the trip and how students will benefit from the travel. Southwest ACDA Conference and Honor Choir Festival: 3 SHS students were selected by audition to the 10-11 grade Mixed Honor Choir that will rehearse and perform at the SWACDA Conference.			
Method of Transportation (vehicles, drivers, bus companies, etc.): Flight from OKC			
Lodging (hotels, etc): Please provide name and address of hotels, etc. <small>Doubletree by Hilton Albuquerque, 201 Marquette Ave. Northwest, Albuquerque, NM (505) 247-3344</small>			
Supervision: Give a list of people (school personnel or parents) who have committed to serve as sponsors for this trip.			
1. Jenny Daffern	2. Jera Kiespert	3. Will Raines	
4.	5.	6.	
7.	8.	9.	
Organizational History: What recent (five years or fewer) trip(s) has this organization taken out-of-state? NYC with choir/theatre (2025), Dallas for ACDA (2025), Branson, MO (2024), Disney World (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	\$					
Ground Transportation / Driver	\$					
Ground Transportation / Other	\$					
Air Transportation	\$1924.00		X			
Lodging	\$2550.00		X			
Food	\$					
Registration	\$675.00				X	
Other – Explain	\$					

Are scholarships provided for students needing financial assistance?

Yes No

If answer is yes, what is source of funding for scholarship? SWACDA provided a scholarship application to selected students

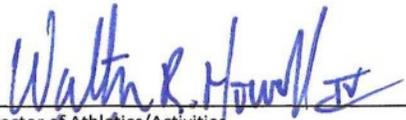
If answer is no, provide reason. _____

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.

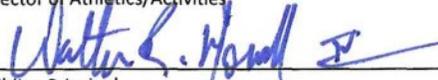

Sponsor Signature

11/21/25
Date

APPROVALS


Director of Athletics/Activities

11/21/2025
Date


Building Principal

11/21/2025
Date


Director of Transportation

11/24/2025
Date

Superintendent

Date

Sat, Mar 7

Chilling Heights and Seats	2300	13 - 300 banquet
7:30 AM		
8:00 AM		
8:30 AM		
9:00 AM	All Choirs Final Rehearsal 9:00-9:50 AM	
9:30 AM		
10:00 AM	House Opens 10:00-10:30am	All Choirs Supper/Seated
10:30 AM	Performance 8A 4:45 Treble Hoop Choir 10:30-10:55am	
11:00 AM	Performance 8B 7:9 SSA Hoop Choir 11:00-11:25 am	
11:30 AM	Performance 8C 7:9 TB Hoop Choir 11:30-11:55 am	
12:00 PM	Performance 8D 10-11 Mixed Hoop Choir 12:00-12:25 pm	
12:30 PM	Performance 8E 7:9 Mixed Hoop Choir 12:30-12:55pm	
1:00 PM	Toler Hoop Show	
1:15 PM	Performance 8F Hoop Choir Hoop 1:15-1:40pm	
1:30 PM		
1:45 PM		
2:00 PM	Strike Set 1:45-2:45pm	Meet Parents/Committee for Pickup
2:30 PM		
2:45 PM		
3:00 PM		