



OWATONNA
PUBLIC SCHOOLS
INSPIRING EXCELLENCE • EVERY LEARNER • EVERY DAY

Requests for out-of-state travel must receive final School Board approval at least 60 days prior to the departure date. International trips must receive final approval at least 90 days prior to departure. (See School Board Policy 610 Field Trips).

Group Making Request Owatonna FFA

Person in Charge **Liz Tinaglia**

Instructional Trip ☒ Supplementary Trip ☐

1. Destination: **Annual FFA Convention, Indianapolis, Indiana**
2. Dates of Trip: **October 20-24** Number of School Days Missed: **4 days**
3. Number of Students: **6 - 8**
4. Grade Levels Included: **9-12**
5. Suggested Supervision (one adult for 1-6 students; 2 adults for 7-12 students; and one adult for every 12 students thereafter.)
Liz Tinaglia
- a. Staff Accompanying:
- b. Other Adults Accompanying: **Missy Koch or other adult**
6. Prior to the trip, parents will be informed of the following:
- | | | |
|--|---|-----------------------------|
| a. Nature of the trip | Yes ☒ | No ☐ |
| b. Names of the adult sponsors | Yes ☒ | No ☐ |
| c. Emergency telephone number | Yes ☒ | No ☐ |
| d. Mode of transportation | Yes ☒ | No ☐ |
| e. Transportation waiver, if appropriate | Yes ☒ | No ☐ |
| f. Student Medical Insurance Coverage | Yes ☒ | No ☐ |

- g. Procedure for sending a student home in case of emergency (medical, etc.)
- h. District's liability
- i. Group tour insurance – coverage and cost
- j. Amount of spending money a child may need
- k. Itinerary

Yes	☒	No	☐
Yes	☒	No	☐
Yes	☒	No	☐
Yes	☒	No	☐
Yes	☒	No	☐

7. Describe the nature and objectives of the trip:

National FFA Convention is a leadership development and career exploration opportunity at the national level for our students to engage in learning. Students will participate in workshops, speakers, and career fair.

8. Transportation Information: How will students be transported:

- a. Bus ☐ Name of Company
- b. Plane ☐ Name of Airline
- c. School District van/s
- d. Private vehicle driven by responsible adult
- e. Other Renting van from Kuehn Rental, Rochester, MN
- f. School District not responsible for transportation

9. Cost Factors:

- a. Trip funded by:
 - 1. School Account FFA account - FFA Alumni
 - 2. Individual Students will pay a portion of costs themselves
- b. Cost per person \$700
- c. What provision has been made for students where money is a

Chapter will seek local business donations to help pay for the trip.
- d. For trips costing in excess of \$500 per person, what efforts have been made to acquire the most cost effective price?

Hotel rooms will be shared and expenses will be kept to a minimum.

10. Faculty members may not receive any salary remuneration relating to field trips from outside agencies nor arrange trips for financial gain. Is a portion of the funds provided by students paying for or reducing chaperone costs?

Yes ☐

No ☒

Sponsor Signature ELIZABETH T. MAGUIA

Date August 5, 2026

Principal Signature 

Date 8/5/26

Superintendent Signature 

Date 8/6/26

School Board Signature _____

Date _____