

Extended Trip Request

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).

School OHS Group Making Request OHS Concert

Principal Kory Kath Person in Charge Paula Asmus

Check One:

Instructional Trip Supplementary Trip

1. Destination: Twin Cities - MN

2. Dates of Trip: 11/25/2025 - 11/27/2025 Number of School Days Missed: 1

3. Number of Students: 71

4. Grade Levels Included: 10-12

5. Suggested Supervision (one adult for 1-6 students; 2 adults for 7-12 students; and one adult for every 12 students thereafter.)

a. Staff Accompanying: Paula Asmus, Emmeline Liske, Sandra Justice, Brandon Noble, Kory Kath

b. Other Adults Accompanying:

6. Prior to the trip, parents will be informed of the following:

- | | | |
|--|---|--|
| a. Nature of the trip | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| b. Names of the adult sponsors | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| c. Emergency telephone number | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| d. Mode of transportation | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| e. Transportation waiver, if appropriate | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| f. Student Medical Insurance Coverage | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |

- g. Procedure for sending a student home in case of emergency (medical, etc.) Yes No
- h. District's liability Yes No
- i. Group tour insurance – coverage and cost Yes No
- j. Amount of spending money a child may need Yes No
- k. Itinerary Yes No

7. Describe the nature and objectives of the trip:

Choir students will be working with composers, participating in exchanges with high school + college choirs, performances around the cities, singing the national anthem at the U of M, and participating in fun/social events.

8. Transportation Information: How will students be transported:

- a. Bus Name of Company Owatonna Bus Company
- b. Plane Name of Airline _____
- c. School District van/s _____
- d. Private vehicle driven by responsible adult _____
- e. Other _____
- f. School District not responsible for transportation _____

9. Cost Factors:

- a. Trip funded by:
 - 1. School Account Choir Activity Account-chaperone cost
 - 2. Individual _____
- b. Cost per person approximately \$300
- c. What provision has been made for students where money is a Scholarships are available through MBO and the Judy Meister fund.
- d. For trips costing in excess of \$500 per person, what efforts have been made to acquire the most cost effective price?

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 Paula Asmus Date _____

Principal Signature [Signature] Date 10/14/24

Superintendent Signature [Signature] Date 10/22/24

School Board Signature _____ Date _____