



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 **Owatonna High School**

Group Making Request **Theater Dept.**

Principal **Kory Kath**

Person in Charge **Erik Eitrheim**

Check One:

Instructional Trip Supplementary Trip

1. Destination: **New York City**

2. Dates of Trip: **March 29, 2027**
April 2, 2027

Number of School Days Missed: **0**

3. Number of Students: **TBD**

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.)

Erik Eitrheim

a. Staff Accompanying: **Dan Leer (if we can get at least 20 students to go)**

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 checked="" type="checkbox"/> | No <input type="checkbox"/> |

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

7. Describe the nature and objectives of the trip:

NYC tour arranged by Education First tour company (EF). See the sights over 5 days and see 2 Broadway shows.

8. Transportation Information: How will students be transported:

| | |
|---|--|
| a. Bus <input checked="" type="checkbox"/> | Name of Company Starr Tours, or DATTCO Inc., or Stout's Transportation |
| b. Plane <input checked="" type="checkbox"/> | Name of Airline Delta, United, Jet Blue, American, (mostly use Delta from MSP) |
| c. School District van/s | No - We will meet at MSP |
| d. Private vehicle driven by responsible adult | NA |
| e. Other | NA |
| f. School District not responsible for transportation | Yes |

9. Cost Factors:

| | |
|---|--|
| a. Trip funded by: | |
| 1. School Account | NA |
| 2. Individual | Students will pay their own fare for this |
| b. Cost per person | \$2,680 |
| c. What provision has been made for students where money is a | EF gives \$50,000 in need-based scholarships for 2027 domestic trips, available after enrollment. Each student may apply for scholarship support, is given a personalized giving page linked to their account to raise funds for the trip, & keeps 100% of what is raised. |
| d. For trips costing in excess of \$500 per person, what efforts have been made to acquire the most cost effective price? | EF will be giving students "early enrollment" discounts for those that RSVP and attend the meeting (even students who have conflicts during that meeting will receive the discount. They continue to have enough buying power/relationships with partners in New York and Broadway to productively set pricing to be the most advantageous for students. |

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



Date

12/18/25

Principal Signature



Date

12/19/25

Superintendent Signature



Date

1/07/26

School Board Signature



Date

Rev. 9/2018