

## 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 Senior High School** Group Making Request **Ecuador Trip (Charting the Galapagos)**

Principal **Kory Kath** Person in Charge **Nikki Snyder Roberts**

Check One:

Instructional Trip ☒ Supplementary Trip ☐

1. Destination: **Ecuador**

2. Dates of Trip: **June 16-24** (requested flex dates for 9-day trip) Number of School Days Missed: **none, after school is out**

3. Number of Students: **TBD-I would love at least 12, which would be combined with other school group**

4. Grade Levels Included: **9-12 (though preference given to those in 10-12th)** (if 30 OHS students enroll, then it can be a private tour w/out other schools)

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

**Nikki Snyder Roberts (and the travel company, EF, also suggests this**  
a. Staff Accompanying: **same ratio)**

b. Other Adults Accompanying: **TBD; Jonathon Miron is interested right now in possibly being the second adult.**

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 ☒ 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:

In this educational and cultural experience, students will explore the capital city of Quito and the smaller indigenous Andean city of Otavalo, as well as 4 islands of the Galapagos, off the Ecuadorian coast. Immersive experiences w/artesanal markets; wildlife habitats & ecosystems; Charles Darwin Research Station; snorkeling excursions and more. Those who speak Spanish will have many opportunities to engage in the language, but it is not required for this trip.

8. Transportation Information: How will students be transported:

a. Bus ☒ Name of Company A private tour bus chartered through EF

b. Plane ☒ Name of Airline TBD-Probable airlines used are American, United and Delta; also an

c. School District van/s N/A

d. Private vehicle driven by responsible adult N/A

e. Other Motorized boats in between islands of the Galapagos

f. School District not responsible for transportation Correct; all is organized through EF. Parents are

9. Cost Factors:

a. Trip funded by:

1. School Account

2. Individual Each participant pays their own way

b. Cost per person \$4909 for students; \$5639 for adults (in the event a parent needs to accompany a teen w/ special needs, for example.)

c. What provision has been made for students where money is a 1 fundraiser; each is encouraged to take advantage of EF scholarship opportunities, use the built-in request for funds through their online accounts with EF: emails to send out with contributors able to donate directly. EF can secure discounts, payments are spread out.

d. For trips costing in excess of \$500 per person, what efforts have been made to acquire the most cost effective price?

I have done a comparison of travel companies in recent years. The trip we took to Peru in June 2025 included so many activities, meals and transportation, I found it to be a good price. This trip is a shorter, more tour-based experience, rather than those including a family stay, which are longer. The price given above is a rate that is locked in if travelers enroll by October 1st, 2025. Students may enroll after that date, but the price will increase.

EF works with airlines, hotels and excursion companies to secure group rates and discounts.

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 ☐

\*Note: For each ~~6~~ 6 participants,  
1 adult travels, as per EF  
policy

Sponsor Signature

*Patricia Snyder-Roberts*

Date

*8/13/2025*

Principal Signature

*[Signature]*

Date

*8/18/25*

Superintendent Signature

*Samara Champa*

Date

*8/20/25*

School Board Signature

Date

