

## 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 **OHS Key Club**

Principal **Kory Kath**

Person in Charge **Jon Miron**

Check One:

Instructional Trip ☒ Supplementary Trip ☐

1. Destination: **YMCA Camp Idhuhapi- Loretto, MN**

2. Dates of Trip: **November 7th-  
November 9th** Number of School Days Missed: **0**

3. Number of Students: **Unsure at this time on specifics, 3-7**

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.)

**Jon Miron**

a. Staff Accompanying:

b. Other Adults Accompanying:

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.)

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:

To build fellowship and develop leadership qualities in students of the OHS Key Club through environmental/service learning. Meet other Key Club groups within MN, SD, and ND to gather ideas for how best to serve the Owatonna community.

8. Transportation Information: How will students be transported:

a. Bus ☐ Name of Company N/A

b. Plane ☐ Name of Airline N/A

c. School District van/s Fall back if unable to arrange carpool

d. Private vehicle driven by responsible adult N/A

e. Other N/A

f. School District not responsible for transportation Yes, working on student carpool

9. Cost Factors:

a. Trip funded by:

1. School Account OHS Key Club

2. Individual

b. Cost per person \$189

c. What provision has been made for students where money is a

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  Date 9/26/25

Principal Signature  Date 9/29/25

Superintendent Signature  Date 10/06/25

School Board Signature \_\_\_\_\_ Date \_\_\_\_\_