

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 Marching Band**

Principal **Kory Kath**

Person in Charge **Peter Guenther**

Check One:

Instructional Trip ☐ Supplementary Trip ☒

1. Destination: **Colorado**

2. Dates of Trip: **July 1-7, 2025**

Number of School Days Missed: **Zero**

3. Number of Students: **60**

4. Grade Levels Included: **8-12**

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

Peter Guenther, Holly Guenther

a. Staff Accompanying:

b. Other Adults Accompanying: **Jesse Hess, Barry Hess, Stephanie Kalbach, Keith Kalbach, Jason Wray-Raabolle**

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:

The OHS Marching Band will be touring to the state of Colorado and performing on the 4th of July in Breckenridge, Colorado. They will see Rocky Mountain National Park, Pikes Peak, Garden of the Gods, and Mount Rushmore in the Black Hills.

8. Transportation Information: How will students be transported:

a. Bus ☒ Name of Company Final Bidding in Process.

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

2. Individual Individual/Family Payment in increments

b. Cost per person \$1975 per person

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

We have offered private donation options, and we also have offered a raffle fundraiser to offset expenses 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?

WE have bid out the buses and sought out the best hotels for the finances we have.

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

4/15/2025

Principal Signature



Date

4/22/2025

Superintendent Signature



Date

4/23/25

School Board Signature

Date

