

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 **Concert Choir - OHS Music Dept.**

Principal **Kory Kath**

Person in Charge **Paula Asmus**

Check One:

Instructional Trip ☒ Supplementary Trip ☐

1. Destination: **Twin Cities, MN**

2. Dates of Trip: **1/25-1/27** Number of School Days Missed: **1.25**

3. Number of Students: **approximately 82**

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.)

Paula Asmus, Sandra Justice, Brandon Noble, Emmeline Liske

a. Staff Accompanying:

b. Other Adults Accompanying:

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

- a. Nature of the trip
- b. Names of the adult sponsors
- c. Emergency telephone number
- d. Mode of transportation
- e. Transportation waiver, if appropriate
- f. Student Medical Insurance Coverage

Yes	☒	No	☐
Yes	☒	No	☐
Yes	☒	No	☐
Yes	☒	No	☐
Yes	☒	No	☐
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 Concert Choir will be traveling to the twin cities to perform the national anthem at a Timberwolves game, sing at the Minnesota State Capitol, and participate in exchanges with both high school and collegiate choirs. They will also get to see a show at Chanhassen Dinner Theater and participate in various social/fun activities.

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

2. Individual Not to exceed \$350 per student

b. Cost per person Not to exceed \$350 per student

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

Students can let director know if they are unable to attend the trip due to the financial commitment and connect them with scholarship opportunities.

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

N/A

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

9/29/25

Principal Signature

[Signature]

Date

10/1/25

Superintendent Signature

Tamara Champa

Date

10/6/25

School Board Signature

Date
