

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 Middle School** Group Making Request **Erin Klecker & Nicole Rhodes through**

Principal **Mrs. Christina Mattson** Person in Charge **Erin Klecker & Nicole Rhodes**

Check One:

Instructional Trip Supplementary Trip

1. Destination: **Washington DC & Philadelphia**

2. Dates of Trip: **June 7-12, 2026** Number of School Days Missed: **0**

3. Number of Students: **20-30**

4. Grade Levels Included: **7th & 8th**

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

Erin Klecker, Nicole Rhodes, TBD

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:

This trip will provide students with the opportunity to apply language arts and social studies standards to real life experiences while traveling in Washington, DC and Philadelphia. Not only will this experience enhance and extend their current learning, it will also enrich future learning and experiences in classes at the high school.

8. Transportation Information: How will students be transported:

- a. Bus Name of Company Owatonna Bus Company (to Airport)
- b. Plane Name of Airline TBD
- c. School District van/s
- d. Private vehicle driven by responsible adult
- e. Other Students will travel by air to and from Washington, DC, then coach busses and the Me
- f. School District not responsible for transportation All travel is arraged by the Close-Up Program

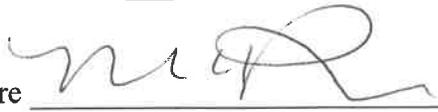
9. Cost Factors:

- a. Trip funded by:
 - 1. School Account
 - 2. Individual Students and their families will pay for this trip
- b. Cost per person \$2146
- c. What provision has been made for students where money is a
There is some financial aid available through Close Up.
- d. For trips costing in excess of \$500 per person, what efforts have been made to acquire the most cost effective price?
We realize that because of the cost, a fundraising plan will need to be made. We have a few ideas to raise extra money for students. Working with local businesses like Basillios and Turtle Creek, fundraiser blankets and writing for donations from our local Elks, Eagles & VFW.

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 3-1-2026

Principal Signature  Date 3/2/2026

Superintendent Signature  Date 3/3/2026

School Board Signature _____ Date _____

Washington, DC & Philadelphia

Student Trip Proposal

Owatonna Middle School
Proposal Written By: Erin Klecker & Nicole Rhodes

Why?

This student trip would benefit 7th and 8th grade students at Owatonna Middle School because it will provide students with the opportunity to apply the language arts and social studies standards to real life experiences while traveling in Washington, DC. Our 21st century students deserve the opportunity to take the skills they've learned within the classroom and travel to experience an in-depth and unique way to enrich the 7th and 8th grade curriculum. For some of our students, this may be the only chance they will have to travel in their life. Providing students with this will not only be an extension of their current education but also a once in a lifetime opportunity. Not only will this experience enhance and extend their current learning, it will also enrich future learning and experiences in classes at the high school. Students will not only connect what they learn and experience to today but also for many years to come.

What?

The middle school travel program that we are looking at is called *Close Up: Washington, DC*. *Close Up* provides trained instructors to ensure that students have a rewarding and fun experience. Students will learn valuable lessons that supplement social studies standards as well as touch on some language arts standards. Students will spend five days traveling within Washington, DC. Some of the highlights include touring Arlington National Cemetery and exploring the US Capitol Visitor Center and Museum. Visiting the Supreme Court, the Library of Congress, the Smithsonian Air and Space Museum and the National Mall will also be included. As well as a variety of student workshops and study visits. The students' days and evenings are strategically planned out to build anticipation for the next day or to reflect on the day's activities.

How?

Goals:

- To enrich students education through the 7th and 8th grade Social Studies strands; Citizenship & Government, History
- To enrich students education through the 7th and 8th grade English Language Arts standards; specifically focusing on Reading (Key Ideas and Details, Integration of Knowledge and Ideas), Writing (Text Types and Purposes), Speaking, Viewing, Listening and Media Literacy (Comprehension and Collaboration)

Objectives:

- Students will learn more about American history, citizenship and government while touring Washington, DC and Philadelphia
- Students will explore museums, monuments/memorials and the city of Washington, DC.
- Students will reflect on their learning each day.
- Students will have fun!

Who?

- *Close Up Program*
- Students who are ending their 7th or 8th grade year at Owatonna Middle School. These students must be in good standings with the school, both academically and behaviorally. This group of students, along with their parents/guardians, must also be willing to participate in fundraising activities as well as after school meetings that will prepare students for their trip.
- Erin Klecker & Nicole Rhodes

When?

As of right now, we're looking at June 7-12, 2026. All of the *Close Up* travel programs start on Sundays and end on Fridays for the five day program.

How Much?

Tim Cleasby, the Sales and Outreach Representative, informed us that this trip is available in June. The travel rate depends on the week that we travel, right now that would be \$2146. This would include all travel expenses (with flight), food, hotel and program costs for the six days and five nights. There is some financial aid available through *Close Up*; however students would have to come up with the majority of the funds. If approved, we can set an official travel date. Then, *Close Up* will create an online account where students' names will be entered. This is where parents/guardians can make payments for the trip.

Fundraising.

We realize that because of the cost a fundraising plan will need to be made. We have a few ideas to raise extra money for students. Working with local businesses like Basillios and Turtle Creek, fundraiser blankets and writing for donations from our local Elks, Eagles & VFW.

Disciplinary Issues.

The chaperone/teacher ratio to student will be 1:10. All students will be under the direct supervision of a chaperone (district staff and/or *Close Up* staff) at all times, including the hotels. All chaperones will have student information which includes a parent contact number if needed. Parents will be notified that if a severe rule infraction occurs, the student will be sent home at the parent expense.

More Information?

Please feel free to contact Erin Klecker or Nicole Rhodes (sponsoring staff members) if you have questions regarding the trip, the company, the funding, and/or any of the information listed above. We would be more than happy to discuss our ideas with you! This is the website for the tour company that we're currently looking at; <https://www.closeup.org/middle-school/programs/>.

Attachments:

Basic Itinerary and Financial Breakdown; both of which are subject to change depending upon the date of the trip and number of students attending.

CLOSE UP PRICE SUMMARY

Selected Registration: DC & PHILADELPHIA (M) 6/7/2026

PRICE SUMMARY

Listed below is a summary of the options and preferences you have selected for your program.

Tuition Price Breakdown

Program Tuition:

\$815.00

Room, board, and in-town transportation:

\$529.00

Safety and Security:

\$80.00

Subtotal:

\$1,424.00

Selected Options

Transportation package from:

\$573.00

Program Options:

One Day Late Departure: Includes hotel accommodation with night monitors, two meals and additional metro fare on SmarTrip cards one day after the completion of your program. - \$169

Subtotal:

\$742.00

Total

Student Cost:

\$2166.00

Adult Cost:

\$2516.00

The totals above reflect Early Bird pricing which is valid until: 6/30/2025

Payment Schedule

Amount	Due Date
\$500 due:	1/15/2026
Balance/Final Payment	3/27/2026

Cancellation Deadlines

Total Amount Non-Refundable	Cancellation Date
Initial \$500 payment	At time of payment
Full program price/100% of account payments	3/27/2026

Other Important Dates

Description	Date
Enrollment and special request forms due:	1/15/2026
Travel and Hotel information available	4/8/2026

More Information: Please contact our sales and outreach representative

Tim Cleasby

Close Up Foundation, Educational Outreach Coordinator

617 N. Glebe Road, Suite 900, Arlington, VA.

Cell: 202-374-9446