

## 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 STEM TOUR / EF Tours

Principal Kory Kath Person in Charge Kimberly Penning

Check One:

Instructional Trip  Supplementary Trip

1. Destination: Australia

2. Dates of Trip: 7/13/28 - 7/24/28 Number of School Days Missed: 0

3. Number of Students: unknown (Need 6 to travel)

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.)

a. Staff Accompanying: Kimberly Penning, Amanda Griswold

b. Other Adults Accompanying: Chris Jacobson

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:

The purpose of this trip is to explore the interconnected ecosystems of Australia, centered around the Great Barrier Reef. Participants will experience the reef first hand while learning about its vital role in supporting marine life and biodiversity.

8. Transportation Information: How will students be transported:

a. Bus  Name of Company Tour Bus

b. Plane  Name of Airline Round trip flight (usually Delta)

c. School District van/s No

d. Private vehicle driven by responsible adult No

e. Other No

f. School District not responsible for transportation Yes

9. Cost Factors:

a. Trip funded by: Students

1. School Account —

2. Individual

b. Cost per person \$6,629

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

Fund raising page for each student in addition to some group fund raising opportunities.

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

EF Tours looks for the best opportunities on air fare, tours, and hotels. They do have a monthly payment opportunity or manual payment. The cost is also why we are planning so far in advance.

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 participants  
1 adult traveler, as per  
EF Policy

Sponsor Signature [Signature] Date 4/6/26

Principal Signature [Signature] Date 4/7/26

Superintendent Signature Jamara Champa Date 4/8/2026

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





EDUCATIONAL  
TOURS

# Global Travel Program Proposal



# Your partner in travel-based learning

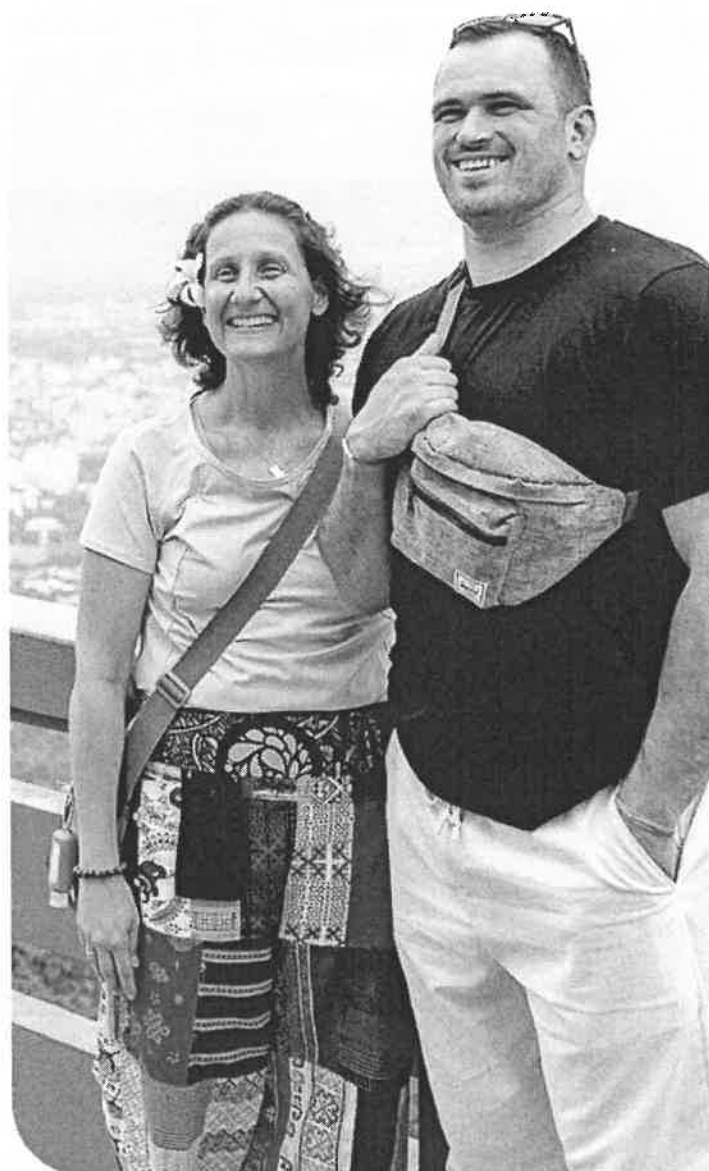
## Our mission

**We're educators, just like you. And we're dedicated to helping students become more future ready.**

EF stands for Education First. For almost 60 years, we've worked in service of our mission, *Opening the World Through Education*, to help learners of all ages overcome barriers of culture, language, and geography to increase global understanding. We partner with educators to provide innovative, immersive programs that prepare students to succeed in college, in their careers, and throughout their adult lives. Here's how we'll collaborate with your school to create meaningful learning experiences.

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# Learning outcomes

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It's our goal to put "education first" in every single tour. That's why we carefully design our itineraries to complement your teaching, offering students hands-on experiences that deepen their understanding, build essential skills, and inspire them to apply their learning in meaningful ways.

## Our method

**We enhance what you teach with relevant experiences outside the classroom.**

Our proven travel-based learning method safely takes students out of their comfort zones and helps them understand more about themselves and the world around them. It sparks a true journey of self-discovery, empowering them to take action and make a positive impact in their communities and beyond.

## Our programs

**We design every EF program with a curriculum of immersive, hands-on learning that builds essential skills.**

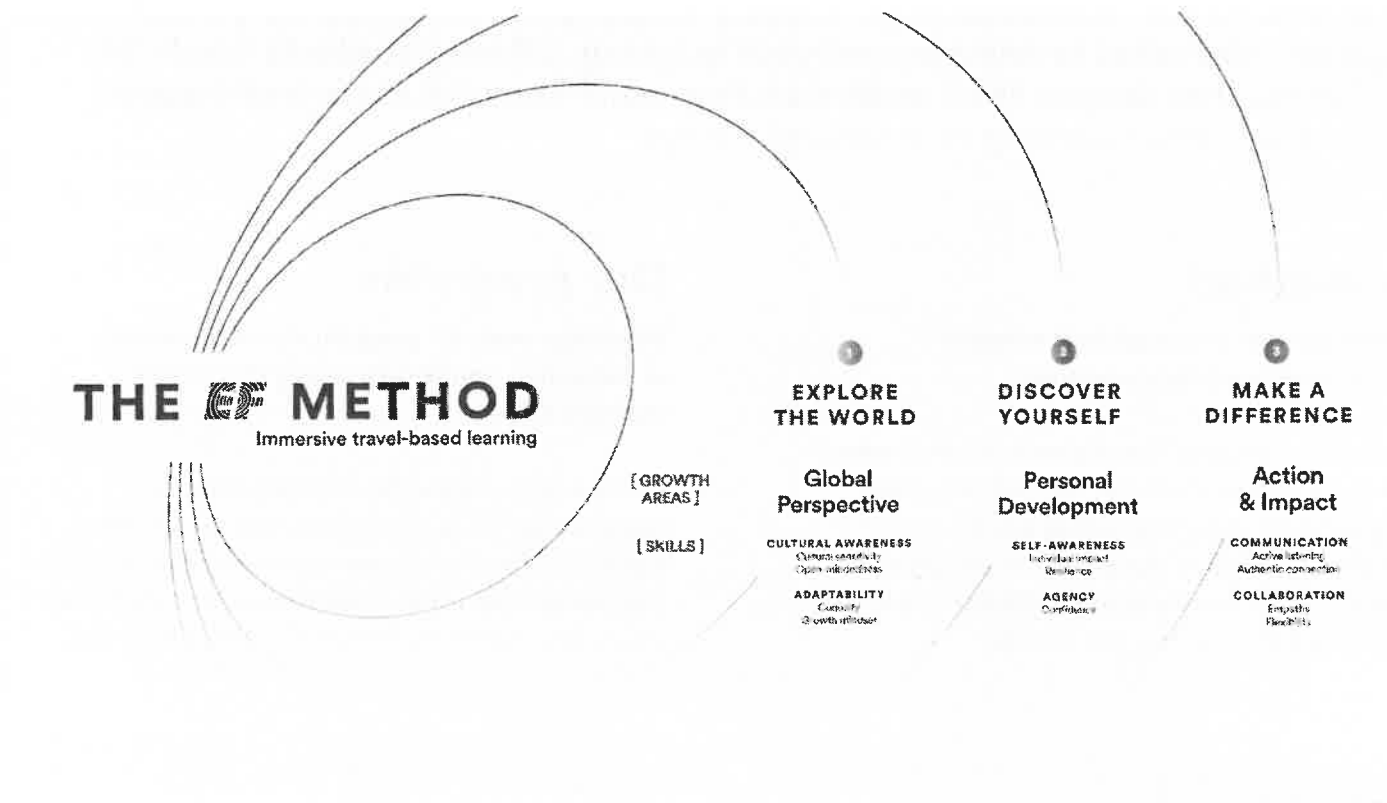
EF learning journeys offer incredible growth opportunities. Through professionally guided travel, authentic cultural exchange, experiential learning, and independent discovery, students develop critical skills they'll carry with them through the rest of their lives.



# Learning outcomes

Continued

EF students build essential skills in these key growth areas:



## Explore the World

Students will gain a global perspective & gain skills in:

- **Cultural awareness:** Experiencing different contexts fosters cross-cultural knowledge and skills, encouraging open-mindedness.
- **Adaptability:** Navigating unfamiliar environments teaches you how to adjust to new situations, overcome challenges, and thrive in diverse settings. This helps build curiosity and develop a growth mindset.

## Discover Themselves

Students will encounter personal development & gain skills in:

- **Self-awareness:** Building meaningful connections with others helps reveal your own biases and beliefs, fostering mindset shifts and strengthening resilience.
- **Agency:** Knowing yourself builds confidence and helps you decide who you want to be and the mark you want to make—empowering you to become a stronger advocate for your dreams.

## Make a Difference

Students will grow in action & impact and gain skills in:

- **Communication:** You connect with others more deeply through active listening, authentic connection, empathy, and appreciation—then share your own point of view.
- **Collaboration:** You develop the interpersonal skills to thrive in multicultural teams—embracing empathy and flexibility to discover better solutions, take action, and create meaningful impact.

# Academic credit & professional learning

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We provide opportunities for students to earn academic credit and for educators to pursue professional development, supplementing their travel experiences with real-world educational achievements.

## EF is an accredited institution

Like all our tours, EF's academic courses are built around the EF Method: immersive travel-based learning that helps students and educators learn more about the world, themselves, and the impact they can make. Students can also develop the essential skills that colleges and employers value most. EF is accredited by the same prestigious organizations who accredit the schools we work with across the country.



## Academic credit for students

Every EF tour includes opportunities to enhance the educational experience by earning academic credit. Immersive travel combined with academic coursework is a powerful way for students to build their resumes, stand out on college applications, and even get a jumpstart on undergraduate-level college credits—at a fraction of the normal cost!

- Students in grades 6-12 can earn **1 high school elective credit** through an online course before, during and after travel (included in the cost of tour!)
- Students in grades 6-12 can earn the **EF | Nobel Prize Museum Global Citizen Certificate**. (included in the cost of tour!)
- Students in grades 9-12 can **earn 3.0 undergraduate credits**, along with the confidence that comes with taking a college course, by completing a series of assignments and a final research project with our partner, Southern New Hampshire University—all for just \$550.

## Professional learning for educators

EF offers educators unique professional learning opportunities, including graduate-level college courses at a fraction of the typical cost, flexible professional learning hours, and much more.

- Group Leaders can earn **25 professional learning hours** by participating in the seminars and scheduled activities on an EF training tour. **10 hours** can also be earned on a Virtual Training Tour.
- Group Leaders can earn **45 professional learning hours** by completing EF's in-house course. This includes pre-tour research and coursework.
- Group Leaders can earn **3 or 6 graduate-level credits** (\$550/\$900) upon the completion of a 16-week, online course, "Leading Global Discussions," with Southern New Hampshire University the year after their tour.
- Group Leaders going on an EF Leadership Summit can earn **15 professional learning hours** by simply participating in the Professional Learning Track at Summit.

To learn more about EF's educational philosophy, visit [eftours.com/education](https://www.eftours.com/education)

# Building equitable travel programs

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One tour can open up countless possibilities for a group of students. A sustainable, multi-tour travel program extends those possibilities to even more students—year after year. It also promotes greater equity by giving families time to fund travel and by offering options that cater to different interests.

**A multi-tour program could include:**

## **2026**

London, Paris & Rome (Summer)

Japan: Land of the Rising Sun (Summer)

## **2027**

Belize: Conservation from Ridge to Reef (Spring)

Greece & Italy (Summer)

Culture & Service in Thailand (Summer)

## **2028**

Costa Rican Explorer (Spring)

Language Immersion through Spain (Summer)

Marine Conservation in the Dominican Republic (Summer)

# Managing cost & payments

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We believe in the life-changing power of educational travel and want as many students as possible to be able to experience it. With flexible payment options, fundraising tools, and scholarships, we aim to make these transformative experiences more widely accessible.

## Automatic Payment Plan

Our recommended payment plan allows travelers to break their tour fee into manageable installments. Since most tours are planned well in advance, travelers can enroll for only \$95 and then spread the tour cost over an extended period—often up to 18 months or two years—with the final payment due 30 days before departure. Families make payments directly to EF, with no payments going through the school.

## Fundraising pages

Each student receives their own unique and customizable fundraising page. This easy-to-share page makes it simple for friends and family to contribute directly to the tour cost, with no fees

## Global Citizen Scholarship Fund

Every year, EF Educational Tours awards \$100,000 in scholarships to students across the country. Any student can apply for the Global Citizen Scholarship, which is granted on both a merit and needs basis.

## Risk-Free Enrollment Period

New travelers who enroll can cancel for any reason up to 7 days after enrollment for a full refund of 100% of the money paid to EF. Travelers must pay in full or enroll in our Automatic Payment Plan at the time of program enrollment and must remain either paid in full or enrolled in our Automatic Payment Plan and in good financial standing at the time of cancellation to remain eligible. To be eligible, the traveler must enroll on a tour at least 110 days prior to the scheduled departure date.



# Safety

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**Our travelers' safety is our top priority. With an extensive global presence, industry-leading experience, and close relationships with U.S. and international authorities, that's a statement we can back up with confidence. We ensure that every situation is managed with the utmost care.**

## **Worldwide presence**

EF's global presence is truly unmatched. We have staff on the ground 365 days a year in over 50 countries around the world. And we don't just work in those countries—we call them home. Better yet, EF has team members in nearly every one of our tour destinations, providing local knowledge and ensuring the safety of our groups. This presence allows us to support travelers wherever and whenever they need us.

## **24/7 emergency support**

In the event that anything on tour goes wrong, EF staff are always available to help. Your Tour Director serves as your group's constant companion and first point of contact in an emergency. Our fully trained support teams are also on call 24/7, ready to assist teachers with any issues and provide the necessary resources to get things back on track. Finally our Safety and Incident Response Team—comprised of industry experts, healthcare experts, and even former FBI personnel—is ready to spring into action 365 days a year.



## Your school's team

**These EF staff are fully committed to your school's travel program and the safety of every student.**

### **OPERATIONS SAFETY & INCIDENT RESPONSE TEAM**

This team is strategically based in our Boston, Panama, and Zurich offices to accommodate all time zones. Available 24 hours a day, every day of the year, they are trained to react quickly if travelers need help. The team uses a combination of extensive training, simulations, incident response planning, and experience to manage emergencies. They also facilitate additional support for groups on tour, solve operational issues, arrange assistance from outside specialists, and liaise with local and international authorities as needed.

### **EMERGENCY SERVICES & SUPPORT TEAM**

Our support team is also available 24/7 to help resolve any issue, from a missed flight or a lost passport to more serious on-tour incidents. They're also the ones facilitating communication between travelers and families in the event of an emergency at home. The team is made up of highly trained and dedicated EF staff in our Boston and Denver offices who are equipped to solve problems and answer questions that may come up, even outside of regular business hours.

### **TOUR DIRECTOR**

Tour Directors are assigned exclusively to each tour for the duration of the trip. They meet your group at the airport and stay with them until their departure home. All Tour Directors undergo a background check as permissible by local law every two years and are required to participate in ongoing EF safety trainings.

They're the first point of contact in an emergency and provide safety information to the travelers in their group. Tour Directors assist Group Leaders with hotel check-ins, coordinate meals, facilitate excursions with local guides, and much more. They're culturally connected and expertly trained to support impactful learning experiences.

### **EF TRAVEL TEAM**

This team—comprised of a Tour Consultant and an EF Experience Specialist—is your school's main point of contact at EF. The Tour Consultant serves as your itinerary expert and is devoted to making sure your students get the most out of their travel experience. They partner with your school on everything from finding the perfect tour and enrolling travelers to developing long-term programs for your district and community. The EF Experience Specialist handles the finer details that make your experience with EF seamless. They work directly with Group Leaders (your teachers) right up until the moment of departure, ensuring everything goes smoothly.

### **TRAVELER SUPPORT**

Our team of Travel Support Specialists are readily available to walk families through insurance inquiries, payment plans, food allergy issues, and any other topics that arise.

### **CHAPERONES**

For every six travelers who enroll on a school's tour, the group is eligible to bring along a chaperone for free (with the first spot reserved for the Group Leader). This creates a 6:1 student-to-chaperone ratio, and allows chaperones to assist Group Leaders in supervising students.

# Protection for travelers, schools & districts

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We understand that unpredictable situations can happen, whether on tour or before departure. That's why we offer a range of protections to make sure travelers, schools, and districts are covered no matter what. We do everything we can to make planning for the future as flexible as possible.

## General liability insurance

All Group Leaders, schools, and districts who travel with EF are added as additional insureds under our **\$50 million General Liability Policy**, whether or not the tour is considered a school event. EF's liability coverage is primary and non-contributory for covered third-party claims. The policy helps safeguard Group Leaders and their schools for covered third-party claims related to bodily injury or property damage, which includes providing a legal defense and covering legal costs for such claims. In addition, all travelers are required to sign EF's Release and Agreement which includes a release of liability of their Group Leader, school, and school board.

## Peace of Mind Program

**Provided to all groups**

When your school decides to travel with EF, we want you to feel secure in that decision. This benefit, built into every EF program, gives groups the flexibility to change their tour dates or destination. It can be enacted up to 59 days prior to departure for any reason, including terrorism or other world events.



# Protection for travelers, schools & districts

Continued

## Protection for individual travelers

While on tour, travelers can help protect their investment and themselves from certain unexpected events and expenses with our Global Travel Protection and Global Travel Protection Plus plans.

### **GLOBAL TRAVEL PROTECTION**

#### **Available to all travelers**

Designed specifically with EF travelers in mind, this plan provides both pre-departure and post-departure benefits, including medical expense coverage that may apply on tour and tour cancellation coverage for specified reasons.

### **GLOBAL TRAVEL PROTECTION PLUS**

#### **Available to all travelers**

This plan provides all of the benefits included in the Global Travel Protection Plan as well as expanded cancellation protection.

## Background checks for adult travelers

EF requires all adults (20 years and older) to pass a criminal background check before travelling on our student tours. This provides a safer tour experience for all and aligns with the process many school districts have for adults who volunteer or chaperone school activities. Conducted by a leading professional provider, the secure background check only flags individuals who could present a risk to student travelers while on tour.



# Travel logistics

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## Proposed tour for Kim Penning in Summer 2028

### Price of this tour

The tour program price covers a wide range of services that ensure students have an incredible travel experience. It includes all the planning and preparation that leads up to departure, travel and accommodations, and logistical support once the group reaches their destination.

Full, flexible travel window: July 10 - 27, 2028

Requested travel dates: July 13 - 24, 2028

## Price Details

### Reef Regeneration and Conservation Down Under

Program Price † **\$6,629**

#### Includes:

- Round-trip airfare and on tour transportation
- Hotels with private bathrooms
- Breakfast and dinner (see your itinerary for meal details)
- Full-time Tour Director
- Daily activities, tours and entrances to attractions

Global Travel Protection **\$190**

Early Enrollment Discount **-\$200**

EF's Peace of Mind Program \* **Free**

**Total for Students (under 20) \$6,619**

28 monthly payments **\$233/mo**

Adult Supplement \* **\$1,010**

**Total for Adults \$7,629**

28 monthly payments **\$270/mo**

# Travel logistics

Continued

## Hotels

Every hotel we partner with must meet our strict standards for safety, quality, and cleanliness. Hotels are thoroughly vetted by our team and they're regularly inspected to ensure they continue to meet these standards. It's important to note that hotels abroad may have different amenities than travelers may be accustomed to in the United States. Below are expectations & examples of hotels travelers may encounter at your proposed destination:

### Sydney, Australia

Hotels on tour are generally large and modern, with conveniences expected at Western-style accommodations. Please note the most common power outlets in Australia, New Zealand, the Cook Islands, and Fiji are type I with a standard voltage of 230V.

Ibis budget Sydney East

<https://all.accor.com/usa/index.en.shtml>

Address: 191-201 William Street, Darlinghurst NSW 2010, Australia

### Brisbane, Australia

Hotels on tour are generally large and modern, with conveniences expected at Western-style accommodations. Please note the most common power outlets in Australia, New Zealand, the Cook Islands, and Fiji are type I with a standard voltage of 230V.

Ibis Brisbane Airport

<https://all.accor.com/hotel/9546/index.en.shtml>

Address: 2 Dryandra Rd, Brisbane Airport QLD 4008, Australia

## Meals

Meals are chosen to provide a more immersive cultural experience, giving students the chance to sample traditional cuisine and experience local dining customs. Below are examples of dishes travelers may encounter at your proposed destination:

### Australia & New Zealand: Sample Meals

Fish and chips, pasta, hamburgers, ice cream, salads, southeast Asian dishes (satay or noodles or rice and curry), pizza, wraps, kebabs

On tour, breakfast is typically simple and served at the hotel, either plated or buffet-style. Lunch usually gives travelers the opportunity to explore the local cuisine on their own. Dinners will be a mix of familiar dishes and local specialties, all served from a pre-set group menu.

# Next steps

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- 1. Parent Info Meeting**
- 2. Open Enrollment!**

My name is Malayna Vines and I'm the dedicated Senior Tour Consultant for Owatonna High School. I'll be working closely with your Group Leader, Kim Penning, every step of the way to make sure your student tour is perfectly planned. If you have any questions or need additional information, don't hesitate to reach out.

Sincerely,

Malayna Vines  
Senior Tour Consultant  
malayna.vines@ef.com



Student travel strengthens our mission of making future graduates into global citizens. After their travels, our students return more well-rounded and success-driven because they now understand the connections between what is taught in the classroom and what is needed in the global market.

Mitch S., Administrator



