



HOWARD LAKE  
WAVERLY · WINSTED  
Public Schools

## Over-Night Field Trip Request Form

Date(s) of Trip: June 9<sup>th</sup> - June 17<sup>th</sup>

School:  Humphrey Elementary  Winsted Elementary  
 Middle School  High School

Destination: Greece ; Italy

Telephone Number: (612) 669-5333 - Brittney's cellphone

Address: ~~Address~~ Itinerary attached ; hotels not yet booked

Departure Time From School: NA ; students arriving @ MSP

Return Time to School: NA ; student leaving from MSP to home

Class, Club, Sport/Activity or Grade Level: 9-12<sup>th</sup> grade ; recent grads ; parents

Teacher/Advisor in Charge: Brittney Topliff, Melissa Hendrickson, Tiana Freidrichs, Stephanie Kuehn

Purpose/Related to Which Essential Standards: International travel

to help broaden students' experiences as global citizens

Approximate Expenses:  District  Student/Activity Account

Event/Ticket Cost: \_\_\_\_\_

Bus Cost: \_\_\_\_\_

Other: \_\_\_\_\_

None; students paying for trip

Approvals –

Supervisor/Coach Signature Brittney Topliff Date 1/21/26

Principal/Director Signature [Signature] Date 2/4/26

Superintendent Signature [Signature] Date 2/10/26

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

Requests must be submitted to building principal **30 days** prior to the trip.  
Trip must be approved by the School Board prior to trip date.  
A separate request form must be filled out for each trip.