



HOWARD LAKE
WAVERLY · WINSTED
Public Schools

Over-Night Field Trip Request Form

Date(s) of Trip: 11/20/25 - 11/24/25

School: Humphrey Elementary Winsted Elementary
 Middle School High School

Destination: Crystal Gateway Marriott

Telephone Number: (703) 920-3230

Address: 1700 Arlington, VA 22202

Departure Time From School: 11/20/25

Return Time to School: 11/25/25

Class, Club, Sport/Activity or Grade Level: DECA

Teacher/Advisor in Charge: Neil Schlagel

Purpose/Related to Which Essential Standards: _____

Students will learn leadership values + explore the
Nations capital

Approximate Expenses: District Student/Activity Account

Event/Ticket Cost: \$1,000

Bus Cost: _____

Other: _____

Approvals -

Supervisor/Coach Signature Neil Schlagel Date 10/16/25

Principal/Director Signature [Signature] Date 10/20/25

Superintendent Signature [Signature] Date 10/21/25

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.