



HOWARD LAKE
WAVERLY · WINSTED
Public Schools

Over-Night Field Trip Request Form

Date(s) of Trip: 4/17-4/18

School: Humphrey Elementary Winsted Elementary
 Middle School High School

Destination: Rushford HS & LaCrescent

Telephone Number: (507) 895-1001

Hotel Address: 509 N Chestnut St. La Crescent, MN 55947

School Address: 1000 Pine Meadows Av. Rushford, MN 55971

Departure Time From School: 12pm

Return Time to School: Approx 1pm Saturday

Class, Club, Sport/Activity or Grade Level: Track & Field

Teacher/Advisor in Charge: Andy Hertwig

Purpose/Related to Which Essential Standards: Team Bonding,

See different competition

Approximate Expenses: District Student/Activity Account

Event/Ticket Cost: Entry fee - \$150 paid by school

Bus Cost: Transportation costs - split between SAA & School

Other: Hotel paid by SAA

Approvals -

Supervisor/Coach Signature Andy Hertwig Date 2/17/26

Principal/Director Signature [Signature] Date 2/17/26

Superintendent Signature [Signature] Date 2/18/26

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.