



HOWARD LAKE  
WAVERLY · WINSTED  
Public Schools

## Over-Night Field Trip Request Form

Date(s) of Trip: March 26, 2025 - April 3, 2025

School:  Humphrey Elementary  Winsted Elementary

Middle School  High School

Destination: Capitals of Scandinavia

Telephone Number: \_\_\_\_\_

Address: \_\_\_\_\_

Departure Time From School: TBD

Return Time to School: TBD

Class, Club, Sport/Activity or Grade Level: EF TOURS 9-12

Teacher/Advisor in Charge: George Montgomery

Purpose/Related to Which Essential Standards: \_\_\_\_\_

Approximate Expenses:  District  Student/Activity Account

Event/Ticket Cost: \$5,000

Bus Cost: N/A

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

Approvals –

Supervisor/Coach Signature George Montgomery Date 10/24/2024

Principal/Director Signature [Signature] Date 11/5/24

Superintendent Signature [Signature] Date 11/6/24

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.