



HOWARD LAKE  
WAVERLY · WINSTED  
Public Schools

## Over-Night Field Trip Request Form

Date(s) of Trip: Dec. 15<sup>th</sup> - Dec. 16<sup>th</sup>

School:  Humphrey Elementary  Winsted Elementary  
 Middle School  High School

Destination: Hinckley, Mn (Friday, Dec. 15<sup>th</sup>), Sandstone, Mn (Sat. Dec 16<sup>th</sup>)

Telephone Number: (320) 384-6132, (320) 384-6277

Address: 201 Main Street PO Box 308, Hinckley, Mn 55037

Departure Time From School: TBD - Gametimes & weather

Return Time to School: Evening of Dec. 16<sup>th</sup> (Saturday)

Class, Club, Sport/Activity or Grade Level: Boys Basketball

Teacher/Advisor in Charge: James Carr

Purpose/Related to Which Essential Standards: School Activity

Approximate Expenses:  District  Student/Activity Account

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

Bus Cost: Split between School + Student Activity Account

Other: Hotel - paid for through fundraising

Approvals -

Supervisor/Coach Signature James Carr Date 7-19-23

Principal/Director Signature [Signature] Date 7-20-23

Superintendent Signature [Signature] Date 7/23/23

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.