



HOWARD LAKE
WAVERLY · WINSTED
Public Schools

Over-Night Field Trip Request Form

Date(s) of Trip: April 11-13th, 2020

School: Humphrey Elementary Winsted Elementary
 Middle School High School

Destination: Student Council State Convention

Telephone Number: 507-444-8800

Address: 1455 SE 18th St., Owatonna, MN 55060

Departure Time From School: 6AM on April 11th (tentatively)

Return Time to School: 7PM on April 13th (tentatively)

Class, Club, Sport/Activity or Grade Level: Student Council

Teacher/Advisor in Charge: Noel Huggett

Purpose/Related to Which Essential Standards: it is the final student council convention and voting of the year.

Approximate Expenses: District Student/Activity Account

Event/Ticket Cost: \$165/student \$190/advisor

Bus Cost: \$392.00

Other: \$124.90/hotel per night = ^{total} \$827.16

Approvals –

Supervisor/Coach Signature Noel Huggett Date 2/9/20

Principal/Director Signature [Signature] Date 2/9/20

Superintendent Signature [Signature] Date 2/10/20

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.