



HOWARD LAKE
WAVERLY · WINSTED
Public Schools

Over-Night Field Trip Request Form

Date(s) of Trip: March 18, 2026 - March 27, 2026

School: Humphrey Elementary Winsted Elementary
 Middle School High School

Destination: Berlin, Prague, Krakow, Budapest

Telephone Number: _____

Address: _____

Departure Time From School: TBD

Return Time to School: TBD

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

Teacher/Advisor in Charge: George Montgomery

Purpose/Related to Which Essential Standards: History

Approximate Expenses: District Student/Activity Account

Event/Ticket Cost: \$4,000

Bus Cost: _____

Other: _____

Approvals –

Supervisor/Coach Signature George Montgomery Date 11/10/2025

Principal/Director Signature [Signature] Date 1/21/26

Superintendent Signature [Signature] Date 1/22/26

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.