



HOWARD LAKE  
WAVERLY · WINSTED  
Public Schools

## Over-Night Field Trip Request Form

Date(s) of Trip: March 22 - March 31 2024

School:  Humphrey Elementary  Winsted Elementary  
 Middle School  High School

Destination: London, Paris + the Alps

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

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

Departure Time From School: TBD

Return Time to School: TBD

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

Teacher/Advisor in Charge: Luige Montgomery

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

Purpose: To expose students to international travel

Approximate Expenses:  District  Student/Activity Account

Event/Ticket Cost: \$4,000

Bus Cost: TBD

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

Approvals –

Supervisor/Coach Signature Luige Montgomery Date 8/29/2023

Principal/Director Signature [Signature] Date 8/29/2023

Superintendent Signature [Signature] Date 9/29/23

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.