



HOWARD LAKE
WAVERLY · WINSTED
Public Schools

Over-Night Field Trip Request Form

Date(s) of Trip: October 6-7th

School: Humphrey Elementary Winsted Elementary
 Middle School High School

Destination: Holiday Inn Rogers

Telephone Number: 763-428-3000

Address: 20930 135th Ave N, Rogers MN 55374

Departure Time From School: 3pm

Return Time to School: NA

Class, Club, Sport/Activity or Grade Level: Varsity volleyball

Teacher/Advisor in Charge: Brooke Orzum

Purpose/Related to Which Essential Standards: Overnight stay
for STMA tournament/team bonding opportunity

Approximate Expenses: District Student/Activity Account

Event/Ticket Cost: _____

Bus Cost: NA - only bussing to event

Other: \$163 x 5 rooms (paid for by SAA)

Approvals -

Supervisor/Coach Signature Brooke Orzum Date 9/5/23

Principal/Director Signature Joe Puncod Date 9/7/23

Superintendent Signature [Signature] Date 9/7/23

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.