



HOWARD LAKE  
WAVERLY · WINSTED  
Public Schools

# Over-Night Field Trip Request Form

Date(s) of Trip: 03/19/25 - 03/23/25

School:  Humphrey Elementary  Winsted Elementary  
 Middle School  High School

Destination: Chicago, IL

Telephone Number: 630-505-0900

Address: 3003 Corporate West Drive Lisle, IL 60532

Departure Time From School: Morning (8-9am) on 03/19/25

Return Time to School: Evening (4-6pm) on 03/23/25

Class, Club, Sport/Activity or Grade Level: Band (9-12) + Choir (10-12)

Teacher/Advisor in Charge: Hannah Poeter-Gilman

Purpose/Related to Which Essential Standards: Performance,  
Cultural uses of music,

Approximate Expenses:  District  Student/Activity Account

Total /Event/Ticket Cost: \$1,225.00

<sup>wk</sup> Bus Cost: \_\_\_\_\_

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

Approvals -

Supervisor/Coach Signature Hannah Poeter-Gilman Date 10/30/24

Principal/Director Signature [Signature] Date 11/5/24

Superintendent Signature [Signature] Date 11/6/24

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.