HOWARD LAKE
WAVERLY · WINSTED
Public Schools

Field Trip Request Form

Date(s) of Trip: _April 18-19_____

School: • Humphrey Elementary • Winsted Elementary

• Middle School • **High School**

Destination: _____MN State FFA Convention - Eau Claire, WI

Telephone Number: __612-227-7408_____

Address: _____varies_____

_____

Departure Time From School: ___12:00 p.m._____

Return Time to School: _3:30 p.m._____

Class, Club, Sport/Activity or Grade Level: _____FFA_____

Teacher in Charge: ___James Weninger___and Seena Glessing____and Kyle Middendorf_____

Purpose/Related to Which Essential Standards: ____Career and Leadership Development Event Standards for each _____

Approximate Expenses: Event/Ticket Cost: _____

Bus Cost: _____

Other: _____ TOTAL COST per student $120 roughly

Is this an overnight field trip? **Yes** / No (circle one)

If so, has it been approved by the school board? **Yes** / **No** (circle one)

Approvals –

Principal/Director Signature _____ Date _____

Superintendent Signature _____ Date _____

(indicates board approval for over night trip)

Requests must be submitted to building principal prior to each trip.
A separate request form must be filled out for each trip.
Overnight trips must be approved by the board, 30 days prior to trip date.