



HOWARD LAKE  
WAVERLY · WINSTED  
Public Schools

# Over-Night Field Trip Request Form

Date(s) of Trip: 10/28/25

School:  Humphrey Elementary  Winsted Elementary  
 Middle School  High School

Destination: Indianapolis

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

Address: 1005 Capital Ave, Indianapolis, Indiana

Departure Time From School: 4:00 AM

Return Time to School: 12:00 PM

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

Teacher/Advisor in Charge: Ronnie Rorcraft

Purpose/Related to Which Essential Standards: FFA competitions

Approximate Expenses:  District  Student/Activity Account

Event/Ticket Cost: \_\_\_\_\_  
Bus Cost: \$800 + gas *Alumni contributed \$10,000*  
Other: \_\_\_\_\_ *Students charged for remainder*

Approvals –

Supervisor/Coach Signature [Signature] Date 10/27/25

Principal/Director Signature [Signature] Date 10/27/25

Superintendent Signature [Signature] Date 11/3/25

School Board Signature Approval over the phone Date 10/27/25

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.