



HOWARD LAKE  
WAVERLY · WINSTED  
Public Schools

# Over-Night Field Trip Request Form

Date(s) of Trip: March 5th - 9th

School:  Humphrey Elementary  Winsted Elementary

Middle School  High School

Destination: Dallas / Fort Worth, Texas

Telephone Number: National FFA Conference

Address: Next Gen - Ag Communications

Departure Time From School: March 5th flight departs 7:10 AM

Return Time to School: March 9th flight arrives 7:58 pm

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

Teacher/Advisor in Charge: Seena Glessing

Purpose/Related to Which Essential Standards: National FFA Conference

students applied and were accepted through selection process.

Approximate Expenses:  District  Student/Activity Account

See attachment

1 teacher  
2 students

Event/Ticket Cost: #600 registration

Bus Cost: student #200

Other: Boosters remaining

Approvals -

Supervisor/Coach Signature Seena Glessing Date 1/8/24

Principal/Director Signature [Signature] Date 1/8/24

Superintendent Signature [Signature] Date 1/9/24

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.