



HOWARD LAKE
WAVERLY · WINSTED
Public Schools

Over-Night Field Trip Request Form

Date(s) of Trip: Dec. 12th to Dec. 13th, 2025

School: Humphrey Elementary Winsted Elementary
 Middle School High School

Destination: Rush City (Dec. 12) to East Central (Dec. 13) *staying at Hinkley Days Inn on Dec. 12*

Telephone Number: (320) 384-7751

Address: Days Inn 104 Grindstone Ct I 35, Hinkley, Mn 55037

Departure Time From School: Dec. 12th 2:30 pm

Return Time to School: Dec. 13th Approx. 7pm

Class, Club, Sport/Activity or Grade Level: C-Team, JV, varsity Boys Basketball

Teacher/Advisor in Charge: James Carr

Purpose/Related to Which Essential Standards: Team Bonding, participation in a distant location

Approximate Expenses: District Student/Activity Account

Event/Ticket Cost: X

Bus Cost: District covers

Other: SAA covers hotel + all other expenses

Approvals –

Supervisor/Coach Signature [Signature] Date 8-13-25

Principal/Director Signature [Signature] Date 8-2-25

Superintendent Signature [Signature] Date 9-3-25

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.