



HOWARD LAKE  
WAVERLY · WINSTED  
Public Schools

## Over-Night Field Trip Request Form

Date(s) of Trip: 12/15 - 12/16

School:  Humphrey Elementary  Winsted Elementary

Middle School  High School

Destination: Pegot Lakes HS / Days Inn Baxter

Telephone Number: 218-829-3080

Address: 14466 Dellwood Dr, Baxter, MN 56425

Departure Time From School: 11:00am 12/15

Return Time to School: 7:00pm on 12/16

Class, Club, Sport/Activity or Grade Level: Varsity Wrestling

Teacher/Advisor in Charge: Joe Puncocchar

Purpose/Related to Which Essential Standards: Compete in a tournament against new competition

Approximate Expenses:  District  Student/Activity Account /Booster

Event/Ticket Cost: \$350

Bus Cost: Fuel - Coach driven

Hotel Other: \$850

Approvals -

Supervisor/Coach Signature Joe Puncocchar Date 11/13/23

Principal/Director Signature Joe Puncocchar Date 11/13/23

Superintendent Signature [Signature] Date 11/13/23

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.