



HOWARD LAKE  
WAVERLY · WINSTED  
Public Schools

## Over-Night Field Trip Request Form

Date(s) of Trip: May 9-12, 2024

School:  Humphrey Elementary  Winsted Elementary  
 Middle School  High School

Destination: NIE TOC - National Speech Tournament  
Bellevue, Nebraska

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

Address: 1501 Thurston Ave. Bellevue, NE

Departure Time From School: 12<sup>00</sup> pm - Thursday, May 9<sup>th</sup>

Return Time to School: 6<sup>00</sup> pm - Sunday, May 12<sup>th</sup>

Class, Club, Sport/Activity or Grade Level: Speech - 5 students

Teacher/Advisor in Charge: Annette Hystad

Purpose/Related to Which Essential Standards: Speaking, teamwork,  
resume' building, networking

Approximate Expenses:  District  Student/Activity Account

Event/Ticket Cost: \$550<sup>00</sup>

Bus Cost: gas mileage - \$200<sup>00</sup>

Other: hotel - \$1,080

Approvals -

Supervisor/Coach Signature [Signature] Date 4-5-24

Principal/Director Signature [Signature] Date 4/10/24

Superintendent Signature [Signature] Date 4/10/24

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.