



HOWARD LAKE
WAVERLY · WINSTED
Public Schools

Over-Night Field Trip Request Form

Date(s) of Trip: 12/1/23 - 12/2/23

School: Humphrey Elementary Winsted Elementary
 Middle School High School

Destination: Lake City + Pine Island

Telephone Number: 345-4553

Address: 300 S. Garber St. Lake City, MN 55041

Departure Time From School: 2:40pm 12/1

Return Time to School: 10:00 pm 12/2

Class, Club, Sport/Activity or Grade Level: Girls 9-12 Basketball

Teacher/Advisor in Charge: Drew Waldbillig

Purpose/Related to Which Essential Standards: Play different

competition and provide fun for team

Approximate Expenses: District Student/Activity Account

Event/Ticket Cost: —

Bus Cost: Split between school + Student Activity

Other: Hotel

Approvals –

Supervisor/Coach Signature [Signature] Date 11/13/23

Principal/Director Signature [Signature] Date 11-10-23

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.