



HOWARD LAKE
WAVERLY · WINSTED
Public Schools

Over-Night Field Trip Request Form

Date(s) of Trip: March 1-3

School: Humphrey Elementary Winsted Elementary
 Middle School High School

Destination: Hyatt Regency Hotel

Telephone Number: _____

Address: 1300 Nicollet Mall Minneapolis

Departure Time From School: 9:00 am 3/1

Return Time to School: 6:00 pm 3/3

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

Teacher/Advisor in Charge: Neil Schlagel

Purpose/Related to Which Essential Standards: State DECA
Competition

Approximate Expenses: District Student/Activity Account

Event/Ticket Cost: \$85 + \$140

Bus Cost: TBD

Other: _____

(Approx)
Total \$2,200
Shared between School
& Student Activity

Approvals –

Supervisor/Coach Signature Neil Schlagel Date 1/19/2026

Principal/Director Signature Joe Lumbert Date 1/19/26

Superintendent Signature Jan Edwards Date 1/20/26

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.