



HOWARD LAKE
WAVERLY · WINSTED
Public Schools

Over-Night Field Trip Request Form

Date(s) of Trip: 4/25/25 - 4/30/25

School: Humphrey Elementary Winsted Elementary
 Middle School High School

Destination: Orlando Florida

Telephone Number: 320-282-6506

Address: 9800 International Dr.

Departure Time From School: 4:00 a.m

Return Time to School: 8:00 a.m.

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

Teacher/Advisor in Charge: Neil Schlagel

Purpose/Related to Which Essential Standards: International

Career Development Conference Leadership Academics

Approximate Expenses: District Student/Activity Account

Event/Ticket Cost: _____

Bus Cost: N/A

Other: No cost to the District

Approvals –

Supervisor/Coach Signature Neil Schlagel Date 3/10/25

Principal/Director Signature Joe Sumner Date 3/10/25

Superintendent Signature [Signature] Date 3/11/25

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.