



HOWARD LAKE
WAVERLY · WINSTED
Public Schools

Over-Night Field Trip Request Form

Date(s) of Trip: Monday, March 3rd - Saturday, March 8th

School: Humphrey Elementary Winsted Elementary
 Middle School High School

Destination: Orlando, FL - National FFA Conference

Telephone Number: 320-282-6337

Address: Variety of addresses depending on facility location at the time

Departure Time From School: Monday - 2pm depending on flight

Return Time to School: Saturday - 10pm depending on flight

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

Teacher/Advisor in Charge: Seena Glessing

Purpose/Related to Which Essential Standards: National FFA Conference -

Next Gen Conference on Plant Systems - 4 students applied and were accepted to attend
one chaperone/advisor will attend with students

Approximate Expenses: District Student/Activity Account

Students, booster(alumni) will cover all costs to attend this National FFA Conference
Event/Ticket Cost: \$1000
Bus Cost: _____
Flights = \$2500

Approvals –
Other: Rental Car = \$500
Hotel 1 night extra = \$800

Supervisor/Coach Signature Seena Glessing Date 12-30-24

Principal/Director Signature [Signature] Date 1/2/25

Superintendent Signature [Signature] Date 1/2/25

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.