



HOWARD LAKE  
WAVERLY · WINSTED  
Public Schools

# Over-Night Field Trip Request Form

Date(s) of Trip: \_\_\_\_\_

School:       Humphrey Elementary                       Winsted Elementary  
                  Middle School                                       High School

Destination: \_\_\_\_\_

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

Address: \_\_\_\_\_

Departure Time From School: \_\_\_\_\_

Return Time to School: \_\_\_\_\_

Class, Club, Sport/Activity or Grade Level: \_\_\_\_\_

Teacher/Advisor in Charge: \_\_\_\_\_

Purpose/Related to Which Essential Standards: \_\_\_\_\_

\_\_\_\_\_

Approximate Expenses:       District               Student/Activity Account

Event/Ticket Cost: \_\_\_\_\_

Bus Cost: \_\_\_\_\_

Other: \_\_\_\_\_

Approvals –

Supervisor/Coach Signature \_\_\_\_\_ Date \_\_\_\_\_

Principal/Director Signature \_\_\_\_\_ Date \_\_\_\_\_

Superintendent Signature \_\_\_\_\_ Date \_\_\_\_\_

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.