Aug. Meeting

Harleton
Independent School District

Jay Ratcliff
Superintendent

HARLETON ISD
FIELD TRIP REQUEST FORM

Employee Requesting: Heather Knopp

Class or Organization Attending: International Thespian Society Officers

Location of Trip: Denton Ryan High School

Purpose of the Trip: Troupe Officer Training

Date Leaving: August 7th **Time Leaving:** Afternoon

Date Returning: August 8th **Time Returning:** Evening

Approximate Number of Students Attending: 5

Number of Chaperones/Teachers: 1 **Number of Buses:** 1 Van

Chaperone/Teacher Names: Heather Knopp **Bus Drivers:** _____

Estimated Cost per Student $ 25/Hotel **Student or School Funded** School

If School Funded, Account Code: Theatre Activity **Purchase Order Entered:** _____

Transportation Request Emailed: _____ **Purchase Order Amount:** _____

Deposit Required: $ _____ **Credit Card or Check:** ___ **Paid:** _____ **Bal. Due:** _____

Additional Information: After approval, I will submit the PO. The students are registered already. Students attending are Zoey Dehart, Braedon Glennen Lovvorn, Avery Leake, Addyson Best and Michaela Walker. They will be receiving their Troupe Officer training and I will be gaining 6 PD hours. The Troupe Day starts early on the morning of the 8th so we would go the evening before. The funds would come from our activity account

Principal's Signature: Whitney Brown **Date:** _____

Superintendent's Signature: [signature] **Date:** 7/13/26

OVERNIGHT OR OUT OF STATE TRIPS MUST HAVE BOARD APPROVAL

Board Approval: **Yes** _____ **No** _____ **Date:** _____

TEXAS THESPIANS℠

Troupe Days 2026

Invoice

Group Owner	70607635
Full Name	Heather Knopp
Registrant Type	Troupe Director

Registrant Details

Full Name	Reference Number	Registrant Type	Consent Form Confirmed	Total Charge
Heather Knopp	70607635	Troupe Director		$75.00
Zoey Dehart	70607689	Student		$25.00
Braedon Glennen Lovvorn	70607698	Student		$25.00
Avery Leake	70607716	Student		$25.00
Addyson Best	70607738	Student		$25.00
Michaela Walker	70607754	Student		$25.00

Selections

Selection	Quantity	Unit Price	Total
Heather Knopp			
Troupe Director	1	$25.00	$25.00
How many officers will be attending Officer Training?	5	$0.00	$0.00
Troupe Attending Officer Training	1	$50.00	$50.00
Zoey Dehart			
Student	1	$25.00	$25.00
Attending Officer Training	1	$0.00	$0.00
Braedon Glennen Lovvorn			
Student	1	$25.00	$25.00
Attending Officer Training	1	$0.00	$0.00
Avery Leake			
Student	1	$25.00	$25.00
Attending Officer Training	1	$0.00	$0.00
Addyson Best			
Student	1	$25.00	$25.00
Attending Officer Training	1	$0.00	$0.00
Michaela Walker			
Student	1	$25.00	$25.00
Attending Officer Training	1	$0.00	$0.00
		Total	**$200.00**

Billed To

Full Name	Heather Knopp
Email Address	knoppheather@harletonisd.net (mailto:knoppheather@harletonisd.net)

Transactions

Date	Transaction Type		Amount
June 25, 2026	Order Amount		$200.00
		Balance Due	**$200.00**
		Payment Method	**Check**

Please submit payment to

Texas Thespians

15 Circle Drive

Denison Texas 75021