



Harleton
Independent School District

Jay Ratcliff
Superintendent

**HARLETON ISD
FIELD TRIP REQUEST FORM**

Employee Requesting: Katlyn French

Class or Organization Attending: FFA

Location of Trip: Fort Worth

Purpose of the Trip: State Convention

Date Leaving: July 5th Time Leaving: noon

Date Returning: July 10th Time Returning: noon

Approximate Number of Students Attending: 10

Number of Chaperones/Teachers: 2

Number of Buses: 2 vans

Chaperone/Teacher Names: _____

Bus Drivers: _____

Katlyn French

Maddison Ratcliff

Estimated Cost per Student \$ _____

Student or School Funded _____

If School Funded, Account Code: _____

Purchase Order Entered: _____

Transportation Request Emailed: _____

Purchase Order Amount: _____

Deposit Required: \$ _____ Credit Card or Check: _____

Paid: _____ Bal. Due: _____

Additional Information: _____

Principal's Signature: Crystal Brown Date: _____

Superintendent's Signature: _____ Date: _____

OVERNIGHT OR OUT OF STATE TRIPS MUST HAVE BOARD APPROVAL

Board Approval: Yes _____ No _____ Date: _____