



**Harleton**  
Independent School District

**Jay Ratcliff**  
Superintendent

**HARLETON ISD  
FIELD TRIP REQUEST FORM**

Employee Requesting: ERIC DRODDY

Class or Organization Attending: HS GOLF

Location of Trip: GREENWOOD, LA

Purpose of the Trip: HS GOLF TOURNAMENT

Date Leaving: MAR 2

Time Leaving: 7 AM

Date Returning: MAR 2

Time Returning: 4 PM

Approximate Number of Students Attending: 8

Number of Chaperones/Teachers: 1

Number of Buses: 1

Chaperone/Teacher Names: CHARLIE DOWNS

Bus Drivers: CHARLIE DOWNS

Estimated Cost per Student \$ 50

Student or School Funded School

If School Funded, Account Code: Athletics

Purchase Order Entered: \_\_\_\_\_

Transportation Request Emailed: \_\_\_\_\_

Purchase Order Amount: \_\_\_\_\_

Deposit Required: \$ NA Credit Card or Check: \_\_\_\_\_

Paid: \_\_\_\_\_ Bal. Due: \_\_\_\_\_

Additional Information: Tee off Time 9 AM. SHOULD RETURN  
By end of school Day. TOURNAMENT HOSTED BY  
WASKOM HS

Principal's Signature: [Signature] Date: \_\_\_\_\_

Superintendent's Signature: [Signature] Date: 2/24/26

**OVERNIGHT OR OUT OF STATE TRIPS MUST HAVE BOARD APPROVAL**

Board Approval: Yes \_\_\_\_\_ No \_\_\_\_\_ Date: \_\_\_\_\_