



**Harleton**  
Independent School District

**Jay Ratcliff**  
Superintendent

**HARLETON ISD  
FIELD TRIP REQUEST FORM**

Employee Requesting: Christi Speer  
Class or Organization Attending: Band  
Location of Trip: Round Rock, Texas  
Purpose of the Trip: UIL State Solo and Ensemble Contest  
Date Leaving: May 25, 2025 Time Leaving: 8 AM  
Date Returning: May 27, 2025 Time Returning: 8 PM  
Approximate Number of Students Attending: 52  
Number of Chaperones/Teachers: 10+ Number of Buses: 1  
Chaperone/Teacher Names: Christi Speer, Bus Drivers: Charter  
Antoine Morrow, Daniel Woods,  
Rachel Sears, Misty Weese, several parents  
Estimated Cost per Student \$ 0 Student or School Funded School  
If School Funded, Account Code: winners Purchase Order Entered: \_\_\_\_\_  
Transportation Request Emailed: Yes Purchase Order Amount: 4510.00  
Deposit Required: \$ \_\_\_\_\_ Credit Card or Check: \_\_\_\_\_ Paid: \_\_\_\_\_ Bal. Due: \_\_\_\_\_

Additional Information: This is an advancement from the Regional UIL Solo and Ensemble Contest that was held in February. This state contest has been held over memorial day weekend for decades in order to accomodate all the schools in the state of Texas and spring schedules. Just to explain why the advancing contest is held so much later than the regional contest....

Principal's Signature:  Date: 4/10/25

Superintendent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

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



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**HARLETON ISD  
FIELD TRIP REQUEST FORM**

Employee Requesting: Christi Speer

Class or Organization Attending: Band

Location of Trip: Camp Harris, Minden, Louisiana

Purpose of the Trip: Band Camp

Date Leaving: July 28, 2025

Time Leaving: 8 AM

Date Returning: August 1, 2025

Time Returning: 8 PM

Approximate Number of Students Attending: 80

Number of Chaperones/Teachers: 15

Number of Buses: 2

Chaperone/Teacher Names: Christi Speer,

Bus Drivers: Christi Speer,

Antoine Morrow, Daniel Woods,

Antoine Morrow

Rachel Sears, Joni Lee, numerous parents

Estimated Cost per Student \$ 120

Student or School Funded Student

If School Funded, Account Code: \_\_\_\_\_

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

Transportation Request Emailed: Yes

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

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

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

Additional Information: This is the same process we do every year.

By having band camp in a secluded location with the students'

undivided attention, we are able to get much more progress and

better prepared for the upcoming season.

Principal's Signature:  Date: 4/16/25

Superintendent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

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