

Harleton
Independent School District

Jay Ratcliff
Superintendent

**HARLETON ISD
FIELD TRIP REQUEST FORM**

Employee Requesting: Christi Speer

Class or Organization Attending: High School Band

Location of Trip: Memphis, TN

Purpose of the Trip: Reward, Education

Date Leaving: 4/24/25

Time Leaving: 8 AM

Date Returning: 4/27/25

Time Returning: 8 PM

Approximate Number of Students Attending: 80

Number of Chaperones/Teachers: 20

Number of Buses: 2

Chaperone/Teacher Names: Speer, Morrow,
Danielle Woods, Brandon and Rachael Sears, Jeremy
and Tasha King, Richard McGrew, and many more.

Bus Drivers: Speer and Morrow.
Possibly Charter bus if funds
can be raised to cover it.

Estimated Cost per Student \$ 200

Student or School Funded Student

If School Funded, Account Code: _____

Purchase Order Entered: _____

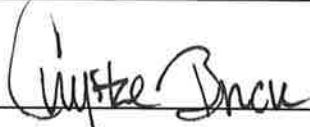
Transportation Request Emailed: _____

Purchase Order Amount: _____

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

Paid: _____ Bal. Due: _____

Additional Information: We will visit and possible perform at Graceland, visit
Slave Haven Museum, Peabody Hotel, Bass Pro Pyramid, Memphis Belle
Riverboat Dinner Cruise, museums, and possibly Mud Island State Park.

Principal's Signature:  Date: 10/8/24

Superintendent's Signature: _____ Date: _____

OVERNIGHT OR OUT OF STATE TRIPS MUST HAVE BOARD APPROVAL

Board Approval: Yes _____ No _____ Date: _____