



Harleton
Independent School District

Jay Ratcliff
Superintendent

**HARLETON ISD
FIELD TRIP REQUEST FORM**

Employee Requesting: KERRY STRONG -> Charlie Downs

Class or Organization Attending: H.S. GOLF

Location of Trip: Jacksonville Country Club

Purpose of the Trip: Regional Golf

Date Leaving: 4/12

Time Leaving: 2:00 pm

Date Returning: 4/16

Time Returning: 6:00 pm

Approximate Number of Students Attending: 6 - 1 Male for 2 days, Female team 2 Days

Number of Chaperones/Teachers: 2

Number of Buses: 0

Chaperone/Teacher Names: _____

Bus Drivers: _____

Charlie Downs - 4 Days

Karlee Cochran - 2 Days

Estimated Cost per Student \$ ~~300~~ 400

Student or School Funded School Hotel 1500 Approx

If School Funded, Account Code: winners

Purchase Order Entered: meals TBD 1000 Approx

Transportation Request Emailed: _____

Purchase Order Amount: _____

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

Paid: _____ Bal. Due: _____

Additional Information: CCA for Hotel -

Cash Advance meals - PD from Daddy

Principal's Signature: [Signature] Date: _____

Superintendent's Signature: _____ Date: _____

OVERNIGHT OR OUT OF STATE TRIPS MUST HAVE BOARD APPROVAL

Board Approval: Yes _____ No _____ Date: _____

Hotel - 2 rooms 2 nights
4 rooms - 2 nights

meals - ~~1000~~ Adult 1x4 days
1x2 days

Kids 1x2 days 5x2 days