



Harleton
Independent School District

Jay Ratcliff
Superintendent

**HARLETON ISD
FIELD TRIP REQUEST FORM**

Employee Requesting: Christi Speer

Class or Organization Attending: HS Band Drum Majors

Location of Trip: Panola College

Purpose of the Trip: Drum Major Camp

Date Leaving: 6/14/26

Time Leaving: 8 AM

Date Returning: 6/18/26

Time Returning: 6 PM

Approximate Number of Students Attending: 2

Number of Chaperones/Teachers: 1

Number of Buses: 0

Chaperone/Teacher Names: Speer will drop students off. Speer and their parents will pick up.

Bus Drivers: 0

Estimated Cost per Student \$ 395

Student or School Funded school

If School Funded, Account Code: 199-36-6489 02-001-6990E _____

Purchase Order Entered: yes

Transportation Request Emailed: yes

Purchase Order Amount: \$790

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

Paid: _____ Bal. Due: _____

Additional Information: This is the same military drum major camp we send our leaders to each year for drum major training. They stay on campus at panola and spend each day learning drum major skills and leadership skills. I do not stay at camp with them, but I often go by during the week to check on them.

Principal's Signature: *Christi Speer* Date: 4/21/26

Superintendent's Signature: _____ Date: _____

OVERNIGHT OR OUT OF STATE TRIPS MUST HAVE BOARD APPROVAL

Board Approval: Yes _____ No _____ Date: _____