August 12, 2015

TO: Jon Ballard

FROM: Jennifer Burnham

RE: 8th Grade Trip to Washington, D.C.

I am requesting approval of the individual student payment of no more than $507.00 for the 8th grade trip to Washington, D.C., March 29, 2016 – April 2, 2016. We understand that should any student not be able to pay, that T.K. Stone is responsible for paying.

Please advise if any further information is needed.