

AMPHITHEATER PUBLIC SCHOOLS
STAFF/STUDENT TRAVEL REQUEST

Attach supporting documentation as needed

ORIGINAL SUBMISSION

THIS FORM SHOULD BE USED FOR ALL TRAVEL EXCEPT THAT TRAVEL WITHIN PIMA COUNTY OR A.I.A. SANCTIONED EVENT TRAVEL

SCHOOL: IRHS

ESTIMATED NUMBER OF STUDENTS: 18

NAME OF SCHOOL GROUP/CLUB/ENTITY: Girls' Volleyball Team

STAFF ADVISOR(S)/CHAPERONES: Bill Lang (Head Coach); Ashleigh Houlton, Chelsea Crane, Cheryl Wojdyla, Tim Nordensson, Jerry Azares

ABSENCE: # Days 4 Sub Required: Yes No # of School Days Missed 1.5

ACTIVITY / EVENT / PURPOSE OF TRAVEL: 2019 Southern California Invitational

DESTINATION OF TRAVEL: San Diego, CA

DATES OF TRAVEL: 10/10/2019 - 10/13/2019 (Competition is on 10/11 & 10/12)

ACADEMIC BENEFITS TO STUDENTS: This trip is an athletic competition for the Varsity Volleyball Team. This invitational and related travel is a reward for the team's athletic and academic performance. Players with low grades are not allowed to attend. Athletic activities such as this support the academic mission of the school, where studies show that student-athletes involved in such events tend to have a higher grade-point average, lower dropout rate, and fewer discipline problems than traditional students. The Ironwood Ridge Volleyball Team has carried one the highest team GPA's on campus over the past 17 years. This tournament and trip to California helps celebrate their success.

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: _____

Other Enterprise Car Rental

Are expenses paid from any of the following accounts? Auxiliary _____ Tax Credits Club Funds
Parent Organization _____

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	APPROX. COST	BUDGET CODE
Registration	<u>\$ 600.00</u>	<u>526/850-00-100-3400-6892-280-0000</u>
Transportation	<u>\$1,755.00</u>	<u>526/850-00-100-3400-6519-280-0000</u>

Meals	<u>\$1,500.00</u>	<u>526/850-00-100-3400-6892-280-0000</u>
Lodging	<u>\$ 3,500.00</u>	<u>526/850-00-100-3400-6892-280-0000</u>
Substitutes	<u>\$650.00</u>	<u>001-00-620-1001-6113-280-0000</u>
TOTAL	<u>\$ 8,005.00</u>	

WILL THE DISTRICT RECEIVE REIMBURSEMENT? No
 IF SO, SOURCE & AMOUNTS: _____

HOW ARE CHAPERONE EXPENSES PAID? In budget, using club funds from fundraising

COST TO EACH STUDENT \$ 0.00 (expectation would be personal expenses: snacks, etc).

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? All team members share the fundraising responsibilities. The coaching staff assists with tax credit donations for all families that need assistance.

FUNDING SOURCE(S): Volleyball tax credit; club funds; Interscholastics

FUNDRAISING ACTIVITIES PLANNED (If applicable):
2018 Volleyball Camps, Varsity Team Sponsorships, Tax-Credit Campaign.

SUBMITTED BY: _____ 9/10/19
 Signature Date

APPROVED BY: _____ 9/16/19
 Principal/Supervisor Date

Michael Byars
 Associate Superintendent/Superintendent 9/16/19
 Date

AMPHITHEATER PUBLIC SCHOOLS
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SCHOOL: AMS

ESTIMATED NUMBER OF STUDENTS: 33

NAME OF SCHOOL GROUP/CLUB/ENTITY: Project Catalina

STAFF ADVISOR(S)/CHAPERONES: Kellie Higgins, David Watson, Greg Montjoy, Andrew Wasilow, Suzanne Reese

ABSENCE: # Days 4 Sub Required: Yes No # of School Days Missed 4

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Trip to Catalina Island Marine Institute (CIMI)

DESTINATION OF TRAVEL: Catalina Island, California

DATES OF TRAVEL: 03/03/2020-03/06/2020

ACADEMIC BENEFITS TO STUDENTS: Extension of science curriculum. Topics include marine biology, oceanography, astronomy, ecology, and biodiversity. Competitions include Best Group Cohesiveness, Most Interesting Artifact, Best Academic Group (based on CIMI testing activities). Individual awards go to the Best Individual Academic Scores and Best Overall Participation.

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: _____

Other charter bus: Bee Line Bus Tours PO Box 17391 Tucson, AZ 85731

Are expenses paid from any of the following accounts? Auxiliary Tax Credits Club Funds _____
Parent Organization _____

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	APPROX. COST	BUDGET CODE
<u>0000</u> Registration	<u>\$9,990.00</u>	<u>525/526/533-00-100-1001-6892-166-</u>
<u>0000</u> Transportation	<u>\$4,000.00</u>	<u>525/526/533-00-410-2710-6519-166-</u>
Meals	<u>\$300.00</u>	<u>525/533/00-100-1001-6892-166-0000</u>

<u>0000</u>	Lodging	<u>\$1,300.00</u>	<u>525/526/533-00-100-1001-6892-166-</u>
<u>0000</u>	Substitutes	<u>\$1,500.00</u>	<u>525/526/533/00-100-1001-6113-166-</u>
	TOTAL	<u>\$17,090.00</u>	

WILL THE DISTRICT RECEIVE REIMBURSEMENT?
 IF SO, SOURCE & AMOUNTS:

HOW ARE CHAPERONE EXPENSES PAID? **Included in student cost**

COST TO EACH STUDENT \$ **450.00**

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? **Scholarships are made available to those students who need them.**

FUNDING SOURCE(S): **Tax credit and gifts and donations**

FUNDRAISING ACTIVITIES PLANNED (If applicable):

The travel is necessary for the implementation of the project funding the travel.

SUBMITTED BY: *Kelli Negro* 8/30/19
 Signature Date

APPROVED BY: *Angela Wickes* 8/30/19
 Principal/Supervisor Date

Michael Byars 9/16/19
 Associate Superintendent/Superintendent Date

AMPHITHEATER PUBLIC SCHOOLS
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ORIGINAL SUBMISSION

THIS FORM SHOULD BE USED FOR ALL TRAVEL EXCEPT THAT TRAVEL WITHIN PIMA COUNTY OR A.I.A. SANCTIONED EVENT TRAVEL

SCHOOL: IRHS

ESTIMATED NUMBER OF STUDENTS: 47

NAME OF SCHOOL GROUP/CLUB/ENTITY: Drama, Musical, Tech Theatre Club

STAFF ADVISOR(S)/CHAPERONES: Mary Dickson, Jackie Overstreet, Kyle Taylor, Jana Taylor, Renee Vanselow, Vanessa King, Jeremie Chandler

ABSENCE: # Days 4 Sub Required: Yes No # of School Days Missed 0

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Disney Musical Theatre Workshop

DESTINATION OF TRAVEL: Anaheim, California

DATES OF TRAVEL: 3/15/20-3/18/20

ACADEMIC BENEFITS TO STUDENTS: To learn acting, audition, and backstage techniques from professionals in the industry. Students will compete in an essay contest reflecting on their trip and how it has benefited their craft.

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: _____

Other Mountain View Tours

Are expenses paid from any of the following accounts? Auxiliary Tax Credits Club Funds
Parent Organization

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	APPROX. COST	BUDGET CODE
Registration	<u>\$9,870.00</u>	<u>525/526/850-00-100-3400-6892-280-0000</u>
Transportation	<u>\$4,200.00</u>	<u>525/526/850-00-100-3400-6519-280-0000</u>
Meals	<u>\$5,400.00</u>	<u>525/526/850-00-100-3400-6892-280-0000</u>
Lodging	<u>\$6,861.00</u>	<u>525/526/850-00-100-3400-6892-280-0000</u>
Substitutes	<u>N/A</u>	_____

TOTAL \$26,331.00

WILL THE DISTRICT RECEIVE REIMBURSEMENT? **No**
IF SO, SOURCE & AMOUNTS: _____

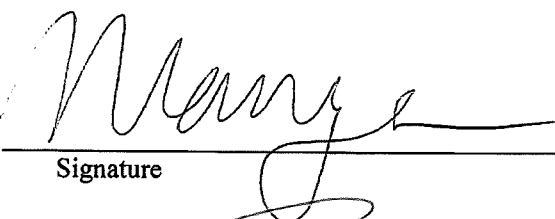
HOW ARE CHAPERONE EXPENSES PAID? **Through student fees**

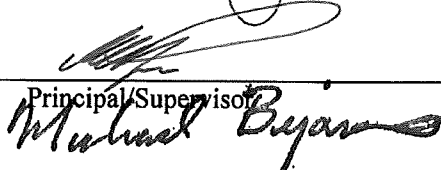
COST TO EACH STUDENT \$ **500.00**

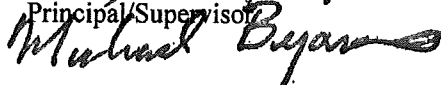
HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? **Scholarships are available, and students will fundraise selling program advertisements.**

FUNDING SOURCE(S): **Shows and fundraisers.**

FUNDRAISING ACTIVITIES PLANNED (If applicable):
Shows and program advertisements.

SUBMITTED BY:  9-11-19
Signature Date

APPROVED BY:  9.12.19
Principal/Supervisor Date

 9/12/19
Associate Superintendent/Superintendent Date

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SCHOOL: CDO

ESTIMATED NUMBER OF STUDENTS: 40

NAME OF SCHOOL GROUP/CLUB/ENTITY: Canyon Singers

STAFF ADVISOR(S)/CHAPERONES: Brandi Dignum, Amy Martinez, Emily Wilson, Patricia Duran, Stephanie Kirkland, Kevin Dignum, James Garrison

ABSENCE: # Days 3 Sub Required: Yes No # of School Days Missed 1

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Music in the Parks Choir Competition

DESTINATION OF TRAVEL: Anaheim, CA

DATES OF TRAVEL: April 3-5, 2020

ACADEMIC BENEFITS TO STUDENTS: Students will have the opportunity to compete against choirs from all over the Western United States and will be given audition feedback from professional musicians. This feedback is valuable information for improving students performance in choir.

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: _____

Other Charter Bus through EPN Travel

Are expenses paid from any of the following accounts? Auxiliary _____ Tax Credits Club Funds
Parent Organization

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	APPROX. COST	BUDGET CODE
Registration	<u>\$12,435</u>	<u>526-00-100-1001-6892-282-0000</u> <u>850-00-100-1001-6892-282-0000</u>
Transportation	<u>\$5,389</u>	<u>526-00-410-2710-6519-282-0000</u> <u>850-00-410-2710-6519-282-0000</u>
Meals	<u>0</u> <u>Included</u>	_____ _____
Lodging	<u>\$7,226</u>	<u>526-00-100-1001-6892-282-0000</u> <u>850-00-100-1001-6892-282-0000</u>

Substitutes

\$125

526-00-100-1001-6113-282-0000

TOTAL

\$25,175

WILL THE DISTRICT RECEIVE REIMBURSEMENT? No
IF SO, SOURCE & AMOUNTS: _____

HOW ARE CHAPERONE EXPENSES PAID? They will individually pay \$465.93

COST TO EACH STUDENT \$ 465.93

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? Tax Credit

FUNDING SOURCE(S): Tax Credit and personal payment to Canyon Singers Club

FUNDRAISING ACTIVITIES PLANNED (If applicable):

Candy bar sales, singing-grams, selling tickets and concessions at choir winter and spring concerts, and other activities voted on by the Canyon Singers Club.

The travel is necessary for the implementation of the project funding the travel.

SUBMITTED BY: Brandi Degan 8-9-19
Signature Date

APPROVED BY: [Signature] 9/11/19
Principal/Supervisor Date

Michael Byars 9/16/19
Associate Superintendent/Supintendent Date

AMPHITHEATER PUBLIC SCHOOLS
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SCHOOL: AMS

ESTIMATED NUMBER OF STUDENTS: 45

NAME OF SCHOOL GROUP/CLUB/ENTITY: Science Club

STAFF ADVISOR(S)/CHAPERONES: Sarah Lortie, Mateo Arredondo, Jennifer Queiruga, Brenda King, Chris Roche, Angela Wichers, Darin Mapes

ABSENCE: # Days 4 Sub Required: Yes No # of School Days Missed 3

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Trip to Anaheim, CA to participate in two guided science programs

DESTINATION OF TRAVEL: Anaheim, CA

DATES OF TRAVEL: April 22-25, 2020

ACADEMIC BENEFITS TO STUDENTS: Students will participate in two guided science programs at Disneyland, supporting 8th grade curriculum. Topics include Newton's Laws of Motion and energy and waves. Students will also compete to earn the most points for their team by answering questions about the content after the programs and accomplishing different tasks in the parks.

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: _____

Other Charter Bus (Gray Line Tours) 3594 E Lincoln St. Tucson, AZ 85741

Are expenses paid from any of the following accounts? Auxiliary Tax Credits Club Funds _____

Parent Organization _____

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	APPROX. COST	BUDGET CODE
<u>0000</u> Registration	<u>\$13,050.00</u>	<u>850/525/526-00-100-1001-6892-166-</u>
<u>0000</u> Transportation	<u>\$3,098.00</u>	<u>850/525/526-00-410-2710-6519-166-</u>

<u>0000</u>	Meals	<u>\$3,375.00</u>	<u>850/525/526-00-100-1001-6892-166-</u>
<u>0000</u>	Lodging	<u>\$3,587.15</u>	<u>850/525/526-00-100-1001-6892-166-</u>
<u>0000</u>	Substitutes	<u>\$2,250.00</u>	<u>850/525/526-00-100-1001-6113-166-</u>
	TOTAL	<u>\$25,360.15</u>	

WILL THE DISTRICT RECEIVE REIMBURSEMENT? **Yes**
 IF SO, SOURCE & AMOUNTS: **student tuition and tax credit donations**

HOW ARE CHAPERONE EXPENSES PAID? **included in student cost**

COST TO EACH STUDENT \$ **450.00**

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? **Scholarships are made available to students who need them.**

FUNDING SOURCE(S): **Tax credit donations**

FUNDRAISING ACTIVITIES PLANNED (If applicable):

- Applying for grants**
- Selling water at school events**
- Color gear sales for assembly**

The travel is necessary for the implementation of the project funding the travel.

SUBMITTED BY: Smah Lattie 9/12/19
 Signature Date

APPROVED BY: Angela Wickers 9/12/19
 Principal/Supervisor Date

Michael Byars 9/12/19
 Associate Superintendent/Supervisor Date

AMPHITHEATER PUBLIC SCHOOLS
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THIS FORM SHOULD BE USED FOR ALL TRAVEL EXCEPT THAT TRAVEL WITHIN PIMA COUNTY OR A.I.A. SANCTIONED EVENT TRAVEL

SCHOOL: Wilson K-8

ESTIMATED NUMBER OF STUDENTS: 80

NAME OF SCHOOL GROUP/CLUB/ENTITY: Wilson K-8 Band, Orchestra and Choir

STAFF ADVISOR(S)/CHAPERONES: Christian Hill, Stacie Devaney, Tim Ripp, Julie Charters, Kristi Helmrich, Lizette Portillo, Jay Ferguson, Misty Hansen, Elise McGee, Alyson Delp, Amber Birch, Susan Trejo, Landi Roark, Melanie Barrett, Melissa Avery, Monica Baca, Adam Boney, Carlotta Erdman, Jeff House, Ryan Lenahan, Korey Toensing, Anne Reuter

ABSENCE: # Days 4 Sub Required: Yes No # of School Days Missed 2

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Music in the Parks Festival Competition

DESTINATION OF TRAVEL: Anaheim, CA

DATES OF TRAVEL: April 30 - May 3, 2020

ACADEMIC BENEFITS TO STUDENTS: Students will compete for placement in 3 categories and gain valuable comments on how to improve.

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: _____

Other Southwest Road Trips 9251 N. Moon View Pl. Tucson AZ 85742 (520) 954-4958.

Are expenses paid from any of the following accounts? Auxiliary Tax Credits Club Funds _____

Parent Organization _____

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	APPROX. COST	BUDGET CODE
Registration	<u>\$49,664.00</u>	<u>525/526 00 100 1001 6892 168 0000</u>
Transportation	<u>included</u>	_____
Meals	<u>no</u>	_____
Lodging	<u>included</u>	_____

Substitutes \$500.00
TOTAL \$50,164.00

530 00 100 3400 6113 168 0000

WILL THE DISTRICT RECEIVE REIMBURSEMENT? **NO**
IF SO, SOURCE & AMOUNTS: _____

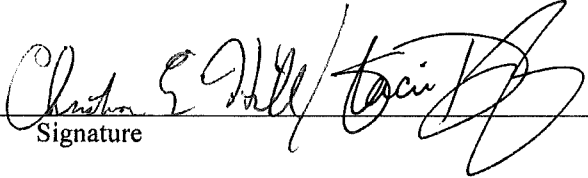
HOW ARE CHAPERONE EXPENSES PAID? **Parent Chaperones paid by their own funds**


COST TO EACH STUDENT \$ **515**

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? **Tax Credit**

FUNDING SOURCE(S): **Tax Credit**

FUNDRAISING ACTIVITIES PLANNED (If applicable):
NA

SUBMITTED BY:  8/29/19
Signature Date

APPROVED BY:  8/29/19
Principal/Supervisor Date

 9/1/19
Associate Superintendent/Superintendent Date

**AMPHITHEATER PUBLIC SCHOOLS
STAFF TRAVEL/CONFERENCE REQUEST**

THIS FORM SHOULD BE USED FOR ALL TRAVEL EXCEPT THAT TRAVEL WITHIN PIMA COUNTY OR A.I.A. SANCTIONED EVENT TRAVEL.

EMPLOYEE(S): Dianna Kuhn Callista Radloff SCHOOL: Rio Vista
Donna Varma _____ Department (opt.): _____
 _____ DATE(S): October 23-26, 2019

ACTIVITY/EVENT: No Excuses University National Convention

LOCATION: Gaylord Texan Hotel-Grapevine, Texas

ABSENCE: # Days 4 Sub Required: Yes No # of School Days Missed 2.5

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

<u>APPROXIMATE COST</u>		<u>BUDGET CODE/DESCRIPTION</u>
		(Note: Tax credit contributions are District funds and require a budget code.)
Registration	<u>\$1,725.00</u>	<u>100.19.100.2210.6360.117.0000</u>
Transportation	<u>\$1,500.00</u> Mode <u>air</u>	<u>100.20.100.2210.6582.117.0000</u>
Rental Car	_____	_____
Meals	<u>\$588.00</u>	<u>100.20.100.2210.6582.117.0000</u>
Lodging	<u>\$1,600.00</u>	<u>100.20.100.2210.6582.117.0000</u>
Substitutes	<u>\$625.00</u>	<u>100.20.100.2210.6113.117.0000</u>
TOTAL	<u>\$6038.00</u>	

The District will (or) will not receive reimbursement from outside sources.

Purpose of travel: NEU Network requires the principal and at least one other staff member to attend the National Convention every other year. This Convention helps us to more fully develop our Six Exceptional Systems.

Outcomes and academic benefits to students and staff: We will learn strategies for developing student goals, effective interventions, sustaining a college bound culture, developing formative assessments, and more. The convention allows us to network with other similar schools around the country to share successful programs.

The travel is necessary for the implementation of the project funding the travel.

Submitted by: Dianna Kuhn 8-30-19
 Signature Date
Dianna Kuhn 8-30-19
 Principal/Supervisor Date
Callista Radloff 9/13/2019
 Associate Superintendent/Supervisor Date

**AMPHITHEATER PUBLIC SCHOOLS
STAFF TRAVEL/CONFERENCE REQUEST**

THIS FORM SHOULD BE USED FOR ALL TRAVEL EXCEPT THAT TRAVEL WITHIN PIMA COUNTY OR A.I.A. SANCTIONED EVENT TRAVEL.

EMPLOYEE(S): Todd Jaeger, Tassi Call, Shannon McKinney, _____ SCHOOL: District Offices
Mike Bejarano, Susan Zibrat, Roseanne Lopez, _____ Department (opt.): _____
Glenda Arffa, Chris Trimble, Angela Wichers _____ DATE(S): 11/12-15/19

ACTIVITY/EVENT: Center for the Future of America (CFA) and KnowledgeWorks Site Visit
 LOCATION: Marysville, Ohio

ABSENCE: # Days 4 Sub Required: Yes No # of School Days Missed 4

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	<u>APPROXIMATE COST</u>		<u>BUDGET CODE/DESCRIPTION</u>
Registration	_____		_____
Transportation	<u>\$7,000.00</u>	Mode <u>air</u>	<u>001-00-100-2210/2579-6582-***-0000</u>
Rental Car	_____		_____
Meals	<u>\$1201.50</u>		<u>001-00-100-2210/2579-6582-***-0000</u>
Lodging	<u>\$4,050.00</u>		<u>001-00-100-2210/2579-6582-***-0000</u>
Substitutes	_____		_____
TOTAL	<u>\$12,251.50</u>		

The District will (or) will not receive reimbursement from outside sources.

Purpose of travel: We will have the opportunity to see what other districts have done to transform teaching and learning through personalized approaches to prepare all students for future success.

Outcomes and academic benefits to students and staff: Share what is learned with District staff.
 ***=501/502/514/515/112/166/281

The travel is necessary for the implementation of the project funding the travel.

Submitted by: _____ 2/12/19
 Signature Date

 Principal/Supervisor Date

Chris Trimble
 Associate Superintendent/Superintendent Date

**AMPHITHEATER PUBLIC SCHOOLS
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THIS FORM SHOULD BE USED FOR ALL TRAVEL EXCEPT THAT TRAVEL WITHIN PIMA COUNTY OR A.I.A. SANCTIONED EVENT TRAVEL.

EMPLOYEE(S): Dave Damiani Jean Gowen SCHOOL: CDO, AHS, IRHS
Bradley Boe Lee Street Department (opt.): CTE
Stileda Rose _____ DATE(S): 12/4/19-12/7/19

ACTIVITY/EVENT: National Association of Career and Technical Education, CareerTech Vision 2019

LOCATION: Anaheim, CA

ABSENCE: # Days 4 Sub Required: Yes No # of School Days Missed 3

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

<u>APPROXIMATE COST</u>		<u>BUDGET CODE/DESCRIPTION</u>
		(Note: Tax credit contributions are District funds and require a budget code.)
Registration	<u>\$2625.00</u>	<u>260.20.300.2210.6360.***</u>
Transportation	<u>\$2500.00</u> Mode <u>Airplane</u>	<u>260.20.300.2210.6582.***</u>
Rental Car	_____	_____
Meals	<u>\$980.00</u>	<u>260.20.300.2210.6582.***</u>
Lodging	<u>\$2016.54</u>	<u>260.20.300.2210.6582.***</u>
Substitutes	<u>\$1875.00</u>	<u>260.20.300.2210.6113.***</u>
TOTAL	<u>\$9996.54</u>	***Corresponds to site 280, 281, & 282

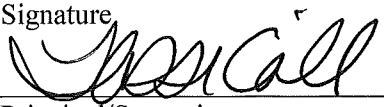
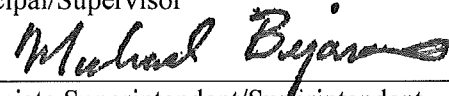
The District will (or) will not receive reimbursement from outside sources.

Purpose of travel: CTE teachers are attending the National ACTE conference to learn best practices and programs of study information.

Outcomes and academic benefits to students and staff: Attendees will work with fellow CTE faculty to share information which will then transfer to classroom practice.

The travel is necessary for the implementation of the project funding the travel.

Submitted by:

Signature	_____	Date	_____
			<u>9/19/19</u>
Principal/Supervisor	_____	Date	_____
			<u>9/19/19</u>
Associate Superintendent/Superintendent	_____	Date	_____