

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: Women's Volleyball Team

STAFF ADVISOR(S)/CHAPERONES: Bill Lang (Head Coach), Kathy Franklin, Ashleigh Houlton, Chelsea Crane, Cheryl Wojdyla

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: 2017 NIKE California Challenge

DESTINATION OF TRAVEL: San Diego, CA

DATES OF TRAVEL: 10/05/17 - 10/08/17 (Competition is on 10/6 & 10/7)

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 of the highest team GPA's on campus over the past 15 years. This tournament helps celebrate their success.

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: _____

Other Enterprise

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>550.00</u>	<u>526/850-00-100-1001-280-6892</u>
Transportation	\$ <u>582.93</u>	<u>526/850-00-100-1001-280-6519</u>

Meals	\$1,650.00	526/850-00-100-1001-280-6892
Lodging	\$3,612.00	526/850-00-100-1001-280-6892
Substitutes	\$170.00	530-00-100-3400-280-6113
TOTAL	\$6564.93	

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; tournament shirt, 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 monies and Club funds**

FUNDRAISING ACTIVITIES PLANNED (If applicable):
2017 Volleyball Camps, Varsity Team Sponsorships, Tax-Credit Campaign, Cookie-Dough Fundraiser

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

SUBMITTED BY: _____ 8/30/17
 Signature Date

APPROVED BY: Natalie Burnett 8/30/17
 Principal/Supervisor Date

John Huen 9/11/17
 Associate Superintendent/Supervisor Date

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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: **IRHS**

ESTIMATED NUMBER OF STUDENTS: 20

NAME OF SCHOOL GROUP/CLUB/ENTITY: **Ironwood Ridge Cross Country Team**

STAFF ADVISOR(S)/CHAPERONES: **Stacey Wilson (Girl's Cross Country Head Coach); Angie (Maria) Dylla (Boy's Cross Country Coach); Bryan White (Parent)**

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: **36th Annual So-Cal Cross Country Invitational**

DESTINATION OF TRAVEL: **Oceanside, CA**

DATES OF TRAVEL: **10/06/17 - 10/08/17**

ACADEMIC BENEFITS TO STUDENTS: **Competing in an interstate meet with nationally ranked cross-country runners.**

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: _____

Other **Grayline 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>\$ 275.00</u>	<u>526/850-00-100-1001-280-6892</u>
Transportation	<u>\$4,000.00</u>	<u>526/850-00-100-1001-280-6519</u>
Meals	<u>\$1,732.00</u>	<u>526/850-00-100-1001-280-6892</u>
Lodging	<u>\$2,618.00</u>	<u>526/850-00-100-1001-280-6892</u>
Substitutes	<u>\$ 85.00</u>	<u>530-00-100-3400-280-6113</u>

TOTAL

\$8,710.00

WILL THE DISTRICT RECEIVE REIMBURSEMENT? N/A

IF SO, SOURCE & AMOUNTS: _____

HOW ARE CHAPERONE EXPENSES PAID? Club funds

COST TO EACH STUDENT \$ 375.00 (less \$200 tax credit = \$175.00)

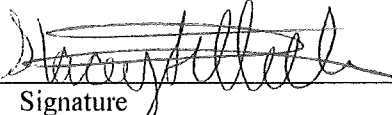
HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? Club funds and extra tax credits


FUNDING SOURCE(S): Additional tax credit donations from community members.

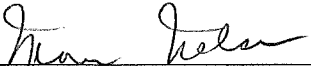
FUNDRAISING ACTIVITIES PLANNED (If applicable):

Local car washes

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

SUBMITTED BY:  Aug/31/2017
Signature Date

APPROVED BY:  9/1/17
Principal/Supervisor Date

 9/12/17
Associate Superintendent/Superintendent Date

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ORIGINAL SUBMISSION

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SCHOOL: CDO

ESTIMATED NUMBER OF STUDENTS: 16

NAME OF SCHOOL GROUP/CLUB/ENTITY: Academic Decathlon

STAFF ADVISOR(S)/CHAPERONES: Chris and Elethia Yetman

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Rockwall Academic Decathlon Scrimmage

DESTINATION OF TRAVEL: Rockwall, Texas

DATES OF TRAVEL: October 26 - 29, 2017

ACADEMIC BENEFITS TO STUDENTS: Academic Competitions

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: _____

Other Airlines, host school bus

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

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	APPROX. COST	BUDGET CODE
Registration	<u>0</u>	_____
Transportation	<u>\$4,000.00</u>	<u>850-00-100-1001-282-6519</u>
	<u>\$4,000.00</u>	<u>526-00-100-1001-282-6519</u>
Meals	<u>\$ 250.00</u>	<u>850-00-100-1001-282-6892</u>
	<u>\$ 250.00</u>	<u>526-00-100-1001-282-6892</u>
Lodging	<u>\$ 400.00</u>	<u>850-00-100-1001-282-6892</u>
Substitutes	<u>\$ 440.00</u>	<u>850-00-100-1001-282-6113</u>
TOTAL	<u>\$9,340.00</u>	

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

HOW ARE CHAPERONE EXPENSES PAID? Club Funds

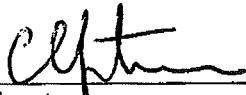
COST TO EACH STUDENT \$ \$500.00

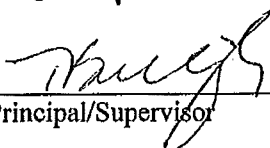
HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? Tax Credit Donations, Club Funds, PTO Donations

FUNDING SOURCE(S): Tax Credit Donations, Fundraising, Donations

FUNDRAISING ACTIVITIES PLANNED (If applicable):

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

SUBMITTED BY:  9/1/17
Signature Date

APPROVED BY:  9/5/17
Principal/Supervisor Date

 9/12/17
Associate Superintendent/Superintendent Date

AMPHITHEATER PUBLIC SCHOOLS
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SCHOOL: CDO

ESTIMATED NUMBER OF STUDENTS: 45

NAME OF SCHOOL GROUP/CLUB/ENTITY: Orchestra/Band

STAFF ADVISOR(S)/CHAPERONES: Toru Tagawa, Daniel Bitter, Tina Cioca, Kim Gessner, Deb Overbey

ABSENCE: # Days 4 Sub Required: Yes No # of School Days Missed 1

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Performing at the Heritage Festival on March 16, 2018

DESTINATION OF TRAVEL: Anaheim, CA

DATES OF TRAVEL: March 15-18, 2018

ACADEMIC BENEFITS TO STUDENTS: CDO Orchestra and Band will be traveling together to perform at Anaheim Heritage Festival. Students will be able to compete in the Orchestra and Band competition and receive recognitions and meaningful clinic.

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>\$12,000.00</u>	<u>526/850-00-100-1001-282-6892</u>
Transportation	<u>\$ 4,195.00</u>	<u>526/850-00-100-1001-282-6519</u>
Meals	<u>\$ 2,500.00</u>	<u>526/850-00-100-1001-282-6892</u>
Lodging	<u>\$ 6,336.00</u>	<u>526/850-00-100-1001-282-6892</u>
Substitutes	<u>\$ 55.00</u>	<u>526/850-00-100-1001-282-6113</u>

TOTAL \$25,086.00

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

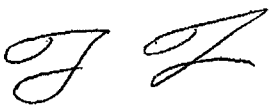
HOW ARE CHAPERONE EXPENSES PAID? Orchestra Booster Club

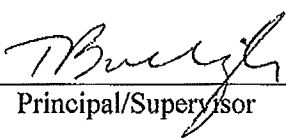
COST TO EACH STUDENT \$ 550

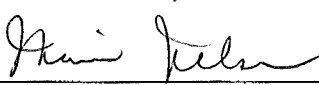
HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? Scholarships will be given on an as needed basis

FUNDING SOURCE(S): Orchestra Tax Credit/Orchestra Club Account

FUNDRAISING ACTIVITIES PLANNED (If applicable):

SUBMITTED BY:  9/11/17
Signature Date

APPROVED BY:  9/15/17
Principal/Supervisor Date

 9/15/17
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): Ben Hurley
Ron Lise

SCHOOL: AHS
Department (opt.): _____
DATE(S): Sep. 28 - Oct. 1, 2017

ACTIVITY/EVENT: PGC/Glazier Basketball Coaches Basketball Clinic

LOCATION: Dallas, Texas

ABSENCE: # Days 4 Sub Required: Yes No # of School Days Missed 1

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>\$238.00</u>	<u>850-00-620-3400-281-6360</u>
Transportation	<u>\$850.00</u> Mode <u>Air/Shuttle</u>	<u>850-00-620-3400-281-6582</u>
Rental Car	_____	_____
Meals	<u>\$370.50</u>	<u>850-00-620-3400-281-6582</u>
Lodging	<u>\$450.00</u>	<u>850-00-620-3400-281-6582</u>
Substitutes	<u>\$170.00</u>	<u>850-00-620-3400-281-6113</u>
TOTAL	<u>\$2078.50</u>	

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

Purpose of travel: To attend this in-depth coaches clinic, with workshops, guest speakers and sessions with various topics covered.

Outcomes and academic benefits to students and staff: Implementing the skills learned to improve our school's program. Some of the skills include player development, team building, effective communication, offensive and defensive techniques.

Submitted by: Ben Hurley 8/25/17
Signature Date
Principal/Supervisor [Signature] 8/25/17
Date
Associate Superintendent/Supervisor [Signature] 8/25/17
Date

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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): Gina Beca _____

SCHOOL: CDO
 Department (opt.): IB
 DATE(S): October 7-10, 2017

ACTIVITY/EVENT: IB Visual Arts, Category 1&2

LOCATION: Houston, Texas

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

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>\$ 880.00</u>	<u>140-18-100-2210-510-6360</u>
Transportation	<u>\$ 500.00</u> Mode <u>airline</u>	<u>140-18-100-2210-510-6582</u>
Rental Car	<u>\$ 100.00 (shuttle)</u>	<u>140-18-100-2210-510-6582</u>
Meals	<u>\$ 125.50</u>	<u>140-18-100-2210-510-6582</u>
Lodging	<u>\$ 550.00</u>	<u>140-18-100-2210-510-6582</u>
Substitutes	<u>\$ 220.00</u>	<u>140-18-100-2210-510-6113</u>
TOTAL	<u>\$2,375.50</u>	

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

Purpose of travel: **IB Programme standards and practice require IB specific workshop training to ensure program objectives are put in place and maintained. Subject teachers require initial training but also updated training when curriculum guides are changed.**

Outcomes and academic benefits to students and staff: **IB Workshops include specialized in depth academic training to ensure teacher preparedness in maintaining benchmarked rigor and ensure critical-thinking and reflective skills to further advance student achievement.**

Submitted by: _____ 8/24/17
 Signature _____ Date
 _____ 8/24/17
 Principal/Supervisor Date
 _____ 9/18/17
 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 Shelby Davis SCHOOL: Rio Vista
Hayley Gotlieb _____ Department (opt.): _____
 _____ DATE(S): 10-15-17 through 10-18-17

ACTIVITY/EVENT: No Excuses University National Convention
 LOCATION: Grapevine, Texas-Gaylord Texan Resort Hotel and Convention Center

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

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>\$1,150.00</u>	<u>100.17.100.2210.117.6360</u>
Transportation	<u>\$1,300.00</u> Mode <u>air</u>	<u>100.17.100.2210.117.6582</u>
Rental Car	_____	_____
Meals	<u>\$514.50</u>	<u>100.18.100.2210.117.6582</u>
Lodging	<u>\$1,800.00</u>	<u>100.18.100.2210.117.6582</u>
Substitutes	_____	_____
TOTAL	<u>\$4,764.50</u>	

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

Purpose of travel: Attending the No Excuses University National Convention supports our School Improvement Plan for maintaining a culture of high expectations. Dianna Kuhn is presenting a session about the STEM Lab.

Outcomes and academic benefits to students and staff: Multiple sessions are provided for improving instruction and leadership that are shared with other staff members involving the Six Exceptional Systems: Culture of Universal Achievement, Data Analysis, Assessment, Standards Alignment, Interventions, and Collaboration.

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

Submitted by: Dianna Kuhn 8-30-17
 Signature Date
Dianna Kuhn 8-30-17
 Principal/Supervisor Date
Don Kuhn 8/30/17
 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): Samantha Barnewolt _____

SCHOOL: CDO
 Department (opt.): IB
 DATE(S): October 20-23, 2017

ACTIVITY/EVENT: IB Dance, Category 1

LOCATION: Los Angeles, CA

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

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>744.00</u>	<u>140-18-100-2210-510-6360</u>
Transportation	\$ <u>250.00</u> Mode <u>airline</u>	<u>140-18-100-2210-510-6582</u>
Rental Car	\$ <u>100.00 (shuttle)</u>	<u>140-18-100-2210-510-6582</u>
Meals	\$ <u>127.75</u>	<u>140-18-100-2210-510-6582</u>
Lodging	\$ <u>500.00</u>	<u>140-18-100-2210-510-6582</u>
Substitutes	\$ <u>220.00</u>	<u>140-18-100-2210-510-6113</u>
TOTAL	\$ <u>1941.75</u>	

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

Purpose of travel: **IB Programme standards and practice require IB specific workshop training to ensure program objectives are put in place and maintained. Subject teachers require initial training but also updated training when curriculum guides are changed.**

Outcomes and academic benefits to students and staff: **IB Workshops include specialized in depth academic training to ensure teacher preparedness in maintaining benchmarked rigor and ensure critical-thinking and reflective skills to further advance student achievement.**

Submitted by: _____ 8/24/17
 Signature Date
 _____ 8/24/17
 Principal/Supervisor Date
 _____ 9/1/17
 Associate Superintendent/Superintendent Date

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

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EMPLOYEE(S): James S. Burns -

SCHOOL: District Offices
Department (opt.): Operational Support
DATE(S): 10/22/17-10/24/17

ACTIVITY/EVENT: Renewable Energy Markets Conference (REM)

LOCATION: New York, NY

ABSENCE: # Days 3 Sub Required: Yes No # of School Days Missed 2

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>0.00</u>		_____
Transportation	<u>\$622.60</u>	Mode <u>Air/Ground</u>	<u>001-00-100-2579-525-6582</u>
Rental Car	_____		_____
Meals	<u>\$119.75</u>		<u>001-00-100-2579-525-6582</u>
Lodging	<u>\$693.21</u>		<u>001-00-100-2579-525-6582</u>
Substitutes	_____		_____
TOTAL	<u>\$1435.56</u>		

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

Purpose of travel: Attend the Renewable Energy Markets Conference (REM)

Outcomes and academic benefits to students and staff: Professional Development within The Renewable Energy Marketplace in order to ensure the district's renewable energy systems are effectively managed and utilized while gaining a better understanding of additional opportunities in the Renewable Energy Marketplace that will benefit the district.

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

Submitted by: James S Burns _____ 9/8/17
Signature Date

Principal/Supervisor Date
John Tellez _____ 9/12/17
Associate Superintendent/Superintendent Date